

**The University of Hong Kong  
Information Technology Services**

**Notes on Request for Addition/Relocation of Computer Network Points/ WiFi Access Points**

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1. Departments please fill in application form CF-71 “Request for Addition / Relocation of Computer Network Points/WiFi Access Points” and attach floor plan(s) indicating the exact location(s) of the network point(s)/WiFi Access Points to be added or relocated.
2. Cost of addition/relocation of network points/WiFi Access Points has to be borne by the departments.
3. For request of addition/relocation of network points:
  - a. Upon the receipt of the completed application form no. CF-71, ITS will study the requirements of the request and design the cable route. Arrangement will be made with outside contractor to arrange the cabling work, if any, before installation/relocation of network points. The potential contractors will arrange onsite visit to quote the cost of the cabling work which has to be absorbed by the departments.
  - b. For network point relocation request, the final network point location should be connected to the same IT closet as before. Otherwise, it should be considered as new network point request.
  - c. Apart from the cost of the cabling work to be charged by the outside contractor, ITS will charge HK\$1,000 per network point to recover the cost of the network equipment.
4. For request of addition/relocation of WiFi access point:
  - a. ITS will review and propose WiFi access points locations to be mutually agreed upon between the department and ITS, before commencement of actual installation/relocation of WiFi access points.
  - b. For addition of WiFi access point, the total cost included three parts: the cabling work (refer to point 3a), per network point charge (HK\$1,000 - refer to point 3c) and HK\$5,700 per WiFi access point to recover the cost of WiFi equipment.
  - c. For relocation of WiFi access point, the total cost included the cabling work (refer to point 3a) and per network point charge (HK\$1,000 - refer to point 3c) only.
5. The standard lead time for addition/relocation of network points/WiFi access points is 3 months.
6. Departments will be informed of the total costs involved in a request through CF-72 “Payment Authorization for Cable and Equipment Costs of Addition/Relocation of Computer Network Points”. Departments have to complete Section B of this form to confirm the cost acceptance and return it to ITS.