

Preventive Maintenance Form for CP4000

ChargePoint Preventive Maintenance Service offers physical on-site visits with trained experts to ensure that charging station operations are safe, optimal, and compliant with local regulations and/or practices.

The ChargePoint charging station needs minimal preventive maintenance over its lifetime. ChargePoint's network connection monitors stations for system health and sends alerts when maintenance might be required. A ChargePoint certified technician, should perform the following checks:

Service Provider	
Technician Name	
Company Name	
Email Address	
Phone Number	
Are there additional personnel performing the preventive maintenance with you?	Yes No
Enter all the names of additional personnel performing the preventive maintenance.	

Site	
Street Address	
City	
State	
Zip	
Inspection Type	
Number of CP4000s	
Work Order Number	
Preventive Maintenance Start Date	
Preventive Maintenance Start Time	

De-energization

Follow the check-list provided below for de-energization of the charging station.

	Description	Status/Comments	
	<p>1. Before beginning Preventive Maintenance, verify that you have the following:</p> <ul style="list-style-type: none">• Personal protective equipment• Required tools• Accessible Preventive Maintenance form	Yes	No
	2. Provide photo(s) for CP4000 breaker.		
	3. Has the station been fully de-energized?	Yes	No
	4. Do breakers show any signs of over heating? (Visually and/or smell)	Yes	No
	5. Is the electrical disconnecting means properly locked out / tagged out?	Yes	No

Questions

For assistance, navigate to chargepoint.com/support and contact technical support using the appropriate region-specific number.

CP4000

	Description	Status/Comments
	1. Station serial number: [UPLOAD PHOTO]	
	2. Station MAC address: [UPLOAD PHOTO]	

General

	Description	Status/Comments
	1. How is the station mounted?	Wall Mounted Pole Mounted
	2. How many AC supply cables are connected to the station?	One Two
	3. Does the station include a tethered cable or sockets?	Cable Cable + Socket Sockets
	4. Are AC disconnect switches installed next to the stations?	Yes No
	5. Ensure AC disconnect switch exteriors are free of damage and show correct labels as applicable. [UPLOAD PHOTO]	
	6. Verify that multimeter test shows 0 volts on the RCD Terminal Block, for each combination of line-to-line and line-to-ground.	
	7. Ensure the pedestal is plumb.	
	8. Ensure the pedestal is tightly fastened with bolts torqued to 160 Nm.	
	9. Ensure the station is leveled.	
	10. Provide photo showing the conductor ratings specified above: (Or attach cable rating specification if markings not clear.) [UPLOAD PHOTO]	
	11. Ensure AC supply cable cross-section does not exceed 16 mm ² . [UPLOAD PHOTO]	
	12. All input AC wires are torqued to 3 Nm to the RCD terminals.	
	13. The ground connection is tight and connected properly. The	

	Description	Status/Comments
	grounding cable and insulation show no damage. [UPLOAD PHOTO]	
	14. Earth/ground connection is made to the ground lugs (where applicable).	
	15. Perform a push-pull test for all wires.	
	16. Using a multimeter, ensure that proper bonding is still present with all the metallic parts of the station such as the pedestal. Verify that the value is not higher than 0.1 Ohm (after internal resistance of measurement device deduced).	
	17. Phase Rotation AC Supply #1	L1 L2 L3 (RST) L2 L3 L1 (STR) L3 L1 L2 (TRS)
	18. Phase Rotation AC Supply #2	L1 L2 L3 (RST) L2 L3 L1 (STR) L3 L1 L2 (TRS)
	19. The AC supply cable is connected to the right-hand side RCD terminals.	
	<p>20. Are the RCDs within expected values?: (EN 61009-1)</p> <ul style="list-style-type: none"> • Test 1: $0.5 \times I_{\Delta n}$ 15 mA -> no trip • Test 2: $I_{\Delta n}$ 30 mA 300 ms -> Trip • Test 3: $2 \times I_{\Delta n}$ 60 mA 150 ms. -> Trip • Test 4: $5 \times I_{\Delta n}$ 150 mA 40 ms -> Trip <p>DC Test</p> <ul style="list-style-type: none"> • 6 mA should trip less than 10s 	Yes No
	<p>21. Power jumper* installed (for dual port cables supplied with a single AC cable) - For Single Phase installation ONLY L1-L1 PMK can be used.</p> <p><i>*(excludes France and Italy)</i></p>	L1-L2 L1-L1
	22. Verify that the SIM card is correctly inserted into the communications module. [UPLOAD PHOTO]	
	23. Left (F1), right (F2), and middle MCB (F5) are switched on. [UPLOAD PHOTO]	
	24. The service door is closed and the key is returned to station owner. [UPLOAD PHOTO]	
	25. The cable clamps are assembled and have no gaps.	
	26. Validate that there is no charging cable damage (for models equipped with charging cables).	
	27. Validate that the cable retraction mechanism operates	

	Description	Status/Comments
	smoothly, fully extends and retracts (for models equipped with charging cables).	
	28. All covers are installed and all fasteners are tightened. The station is properly secured to base and does not rock or wiggle.	
	29. A voltage measurement at the AC disconnect (if present) or breaker between L1 - L2 shows: 400 V AC +/- 10%	
	30. A voltage measurement at the AC disconnect (if present) or breaker between L2 - L3 shows: 400 V AC +/- 10%	
	31. A voltage measurement at the AC disconnect (if present) or breaker between L3 - L1 shows: 400 V AC +/- 10%	
	32. N to PE (Ground) voltage measurement shows <5 V	
	33. A ground impedance (PE) measurement taken around the AC terminal is <100 Ohm	
	34. All ratings labels are properly applied (if applicable, attach photo). [UPLOAD PHOTO]	
	35. Germany only: Ensure that the Eichrecht seals are still in place.	
	36. Germany only: Take photos of the Eichrecht seals on the station. [UPLOAD PHOTO]	
	37. Both charging cables rest properly in their holsters. [UPLOAD PHOTO]	
	38. Lock out/tag out has been removed from all breakers and panels.	
	39. The station powers on. No error messages are displayed on the touchscreen.	
	40. All steps of the Installation Wizard are complete and the station has been pinpointed.	
	41. For multiple station installations: Phase rotation was executed and configured during pinpointing.	
	42. The RFID reader is functional and responds when tapped with a ChargePoint card or ChargePoint app.	
	43. Call ChargePoint Support to ensure: <ul style="list-style-type: none"> • The software revision is up to date. (Note: updates can take up to 30 minutes). • Support has activated the station, or has a ticket open to do so. For assistance, navigate to chargepoint.com/support and contact technical support using the appropriate region-specific number.	
	44. The parking area is clean and free of all crate fasteners,	

	Description	Status/Comments
	packaging, and debris.	
	45. Station evaluation comments.	

Cellular Coverage Evaluation

Description	Complete
1. Using a Snyder cellular signal detector or equivalent, test the location of every station and ensure it meets minimum RSRQ at -12.5 dB or better, for RSRP measured at -90 dBm or better.	
2. Record the cellular carrier displayed on the touchscreen.	
3. Record the dBm value displayed on the touchscreen.	
4. Cellular evaluation comments.	

Return to Operation

Description	Complete	
1. Are all CP4000s reassembled?	Yes	No
2. Are all personnel clear from electrical equipment?	Yes	No
3. Is lock out / tag out removed?	Yes	No
4. Site is re-energized.		



chargepoint.com/support

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