

Preventive Maintenance Form for CP6000

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 CP6000s	
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	
	1. Before beginning Preventive Maintenance, verify that you have the following: <ul style="list-style-type: none">• Personal protective equipment• Required tools• Accessible Preventive Maintenance form		
	2. Provide photo(s) for CP6000 breaker.		
	3. Do electrical disconnecting means appear to be free of damage and in working order?	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.

CP6000

	Description	Status/Comments
	1. Station serial number: (The serial number can be found on the back of the head unit) [UPLOAD PHOTO]	
	2. Station MAC address: (To be read from the label applied on the screen protective film) [UPLOAD PHOTO]	

Mounting and AC Supply

	Description	Status/Comments
	1. Does the station include a tethered cable or sockets?	Cable Cable + Socket Sockets
	2. How is the station mounted?	Wall Mounted Pole Mounted
	3. How is the pole secured to the surface?	Concrete Mounting Template (CMT) CP4000 Adapter Plate Prefab Base Chemical Anchors Other (add comment and picture)
	4. How many AC supply cables are connected to the station?	One Two
	5. Is the station equipped with a screen (HMI)?	Yes No
	6. Does the installation include a side mounted conduit?	Yes No
	7. Is the conduit entry hole sealed with an approved sealant? [UPLOAD PHOTO]	Yes No
	8. [OPTIONAL] Conduit stub-up extended 150-590 mm (6-23.5 in) above surface level.	
	9. [OPTIONAL] Conduit outside diameter does not exceed 95 mm (3.74 in).	
	10. Europe: UK Armored cable installations - correct cable gland	

	Description	Status/Comments
	bracket installed. [UPLOAD PHOTO]	
	11.[OPTIONAL] Pedestal is tightly fastened with bolts torqued to 160 Nm (118 ft lb).	
	12.Ensure the pedestal is plumb.	
	13.Ensure the station is level.	
	14.Are AC disconnect switches installed next to the stations?	Yes No
	15.Ensure AC disconnect switch exteriors are free of damage and show correct labels as applicable. [UPLOAD PHOTO]	
	16.LOTO: Ensure the station power supply is powered off and locked out at the distribution panel.	
	17.AC conductor material:	Cu Al
	18.AC conductor cross-section:	
	19.AC conductor voltage rating:	
	20.AC conductor temperature rating:	
	21.AC insulation type:	
	22.Provide photo showing the conductor ratings specified above: (Or, attach cable rating specification if markings not clear.) [UPLOAD PHOTO OR CABLE SPECIFICATION SHEET]	
	23.Europe: Ensure all necessary electrical infrastructure has been completed per local codes and ChargePoint specifications, with properly sized wire at the station not exceeding 25 mm ² .	
	24.North America: Ensure all necessary electrical infrastructure has been completed per local codes and ChargePoint specifications for AC, with properly sized wire at the station not exceeding AWG 2/0.	
	25.Europe: Verify that the Eichrecht sealing and markings are intact per local codes and <i>CP6000 Installation Guide</i> . [UPLOAD PHOTO]	

Internal Inspection

	Description	Status/Comments
	1. Europe: Ensure all input AC wires are stripped to the correct 12 mm (0.5 in) length. [UPLOAD PHOTO]	
	2. North America: Ensure all input AC wires are stripped to the correct 30 mm (1.18 in) length. [UPLOAD PHOTO]	
	3. Confirm all AC conductor strands are fully inserted: <ul style="list-style-type: none"> No copper wire is exposed or cut For stranded wires, ferrules are used [UPLOAD PHOTO] 	
	4. Europe: Ensure all input AC wires are torqued to 2.8 Nm (25 in-lb) to the RCD terminals.	
	5. Ensure the ground connection is tight and connected properly. Verify that the grounding cable and insulation show no damage.	
	6. North America: Ensure that a ground impedance (PE) measurement is taken around the AC terminal is <20 Ohm.	
	7. Europe: Ensure that a ground impedance (PE) measurement is taken around the AC terminal is <100 Ohm.	
	8. Perform a push-pull test for all wires and power jumper, if applicable.	
	9. Power Management Kit installed (for dual port cables supplied with a single AC cable) - For Single Phase installation ONLY L1-L1 PMK can be used.	L1-L2 L1- L1
	10.Phase Rotation AC Supply #1	L1 L2 L3 (RST) L2 L3 L1 (STR) L3 L1 L2 (TRS)
	11.Phase Rotation AC Supply #2	L1 L2 L3 (RST) L2 L3 L1 (STR) L3 L1 L2 (TRS)
	12.Validate the head unit assembly is properly seated in the housing and no gaps exist between them.	
	13.Verify no moisture or debris are located behind the touch screen.	
	14.Validate the holster frame alignment. Ensure no visible gaps.	
	15.Validate that the top cap is fully seated in the head unit assembly and that no gaps exist.	
	16.Ensure all covers are installed and all fasteners are tightened. The station is properly secured to base and does not rock or	

	Description	Status/Comments
	wiggle.	
	17. Verify that the cable clamps are assembled and have no gaps.	
	18. Validate that there is no charging cable damage (for models equipped with charging cables).	
	19. Validate that the cable retraction mechanism operates smoothly, fully extends and retracts (for models equipped with charging cables).	
	20. Verify that both charging cables rest properly in their holsters.	
	21. Provide photo of the installed head unit including holsters, top cap, and cables inserted to holsters (if applicable). [UPLOAD PHOTO]	
	22. Provide photo of ratings labels applied. [UPLOAD PHOTO]	
	23. Internal inspection evaluation comments:	

Post-Energization

	Description	Status/Comments
	1. North America: A voltage measurement at the AC disconnect (if present) or breaker between L1 - L2 shows: 208 / 240 VAC +/- 10% [UPLOAD PHOTO]	
	2. Europe: A voltage measurement at the AC disconnect (if present) or breaker between L1 - N shows: 230 V AC +/- 10%	
	3. Europe: A voltage measurement at the AC disconnect (if present) or breaker between L2 - N shows: 230 V AC +/- 10%	
	4. Europe: A voltage measurement at the AC disconnect (if present) or breaker between L3 - N shows: 230 V AC +/- 10%	
	5. Europe: A voltage measurement at the AC disconnect (if present) or breaker between L1 - L2 shows: 400 V AC +/- 10%	
	6. Europe: A voltage measurement at the AC disconnect (if present) or breaker between L2 - L3 shows: 400 V AC +/- 10%	
	7. Europe: A voltage measurement at the AC disconnect (if present) or breaker between L3 - L1 shows: 400 V AC +/-	

	Description	Status/Comments
	10%	
	8. Europe: N to PE (Ground) voltage measurement shows <5 V	
	9. Confirm that all electrical measurements are within required thresholds.	
	10. Ensure that the station powers on and no error messages are displayed on the touchscreen.	
	11. Confirm that the LED bars for each port function correctly.	
	12. Confirm all steps of the Installation Wizard are complete and the station has been pinpointed.	
	13. For multiple station installations: Confirm that phase rotation was executed and configured during pinpointing.	
	14. The RFID reader is functional and responds when tapped with a ChargePoint card or ChargePoint app.	
	15. Call ChargePoint Support (For assistance, navigate to chargepoint.com/support and contact technical support using the appropriate region-specific number.) 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. 	
	16. Test charging session was completed on both connectors.	
	17. Record the software version deployed to the charger.	
	18. Ensure that the parking area is clean and free of all crate fasteners, packaging, and debris. [UPLOAD PHOTO]	
	19. [OPTIONAL] Upload the mandatory local inspection document [i.e.: VDE, BS etc.] [UPLOAD FILE]	
	20. Station evaluation comments:	

Cellular Coverage Evaluation

	Description	Status/Comments
	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. [UPLOAD PHOTO]	
	2. Record the dBm value displayed on the touchscreen:	
	3. Is the cellular signal sufficient for reliable operation of the station?	Yes No
	4. Earth/ground connection is made to the ground lugs (where applicable).	
	5. Validate that the holster power cables are connected to the respective CCOM ports and that there is no damage to the cables.	
	6. Validate that the light bar power cable is connected to the respective CCOM port and that there is no damage to the cable.	
	Validate that the smart cable assemblies are correctly secured.	
	7. Validate that both RJ45 cables from the Smart Cable assemblies are connected to the CCOM Ethernet ports and that there is no damage to the cables.	
	8. Verify that the SIM card is correctly seated into the CCOM SIM slot and that the SIM card cover is closed. (Only for stations equipped with physical SIM cards.)	
	9. Record the cellular carrier displayed on the touchscreen:	
	10. Validate that the AC supply cable is connected to the right hand side RCD terminals. [UPLOAD PHOTO]	
	11. [OPTIONAL] Verify power plate is correctly seated and secured. [UPLOAD PHOTO]	
	12. Cellular evaluation comments:	

Return to Operation

	Description	Status/Comments
	1. Are all CP6000s reassembled?	Yes No
	2. Provide photos of the CP6000 exterior after reassembling all	

	Description	Status/Comments
	parts.[UPLOAD PHOTO]	
	3. Are all personnel clear from electrical equipment?	Yes No
	4. Is lock out / tag out removed?	Yes No
	5. Site is re-energized.	
	6. Provide photo of the status light(s). [UPLOAD PHOTO]	



chargepoint.com/support

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