

# Preventive Maintenance Form for CPF50

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 CPF50s	
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	
	<b>1.</b> Before beginning Preventive Maintenance, verify that you have the following: <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Required tools</li> <li>• Accessible Preventive Maintenance form</li> </ul>		
	<b>2.</b> Upload photo(s) for CPF50 breaker.		
	<b>3.</b> Has the station been fully de-energized?	Yes	No
	<b>4.</b> Do breakers show any signs of over heating? (Visually and/or smell)	Yes	No
	<b>5.</b> [Critical] Is the electrical disconnecting means properly locked out / tagged out?	Yes	No

## Questions

For assistance, navigate to [chargepoint.com/support](https://chargepoint.com/support) and contact technical support using the appropriate region-specific number.

## General

	Description	Status/Comments
	1. Station serial number: [UPLOAD PHOTO]	
	2. [Critical] Select maintenance type.	Annual 5-Year 10-Year
	3. General comments:	

## Station Mounting

	Description	Status/Comments
	1. Is the station pedestal or wall mounted? [UPLOAD PHOTO]	Pedestal Wall Mounted
<b>Pedestal Mount</b>		
	1. Does the installation include a cable management kit (CMK)?	Yes      No
	2. Pedestal is tightly fastened with nuts torqued to 122 Nm (90 ft-lbs).	
<b>Wall Mount</b>		
	1. The station is leveled.	
	2. Does the installation include a CMK?	Yes      No
	3. [Critical] Are the mounting bolts sufficiently tightened?	Yes      No

# Site Inspection

Description	Status/Comments
1. Is there solar on site?	Yes No
2. If solar, what is the size of the solar installation?	
3. Is there a generator?	Yes No
4. If there is a generator, what is the size of the generator?	
5. [Critical] Visually inspect breaker(s). Are they in good condition? [UPLOAD PHOTO]	Yes No
6. [Critical] What is the breaker rating (A) of the main breaker? [UPLOAD PHOTO]	
7. What is the breaker rating (A) of the station? [UPLOAD PHOTO]	
8. Is there an AC disconnect upstream from the equipment?	Yes No
9. If fuses are present, what is the rating (A)? [UPLOAD PHOTO]	

# Station Inspection

Description	Status/Comments
1. [Critical] Take a picture of the entire unit before starting preventive maintenance [UPLOAD PHOTO]	
2. Are there any markings that need to be cleaned?	Yes No
3. Were you able to remove the markings? [UPLOAD PHOTO]	Yes No
4. Does the vehicle connector sit properly in the holster?	Yes No
5. Remove the faceplate and test for zero energy. Has the station been de-energized?	Single Port Dual Port
6. [Critical] Take a picture of the power plate showing the termination of the conductors; are they properly seated without any exposed wiring?[UPLOAD PHOTO]	Yes No
7. Were there any signs of arcing on or around the power plate?	Yes No
8. [Critical] Do a push-pull test on the conductors and ground; are they properly seated?	Yes No
9. [Critical] Do a push-pull test on the vehicle connector conductors and ground; are they properly seated?	Yes No

	Description	Status/Comments	
	10. Remove the vehicle connector from its port.	Yes	No
	11. Visually inspect the vehicle connectors.		
	12. [Critical] Does the connector pin show any damage?	Yes	No
	13. [Critical] Is the handle in good condition?	Yes	No
	14. [Critical] Does the latch function properly?	Yes	No
	15. Physically test the CMK; are the cables easy to move and do they fully extend?	Yes	No
	16. Are the cable clamps in good condition?	Yes	No

## Energize the Station

	Description	Status/Comments	
	1. Take a picture of the station reassembled. [UPLOAD PHOTO]		
	2. [Critical] Has your LOTO equipment been removed from the breakers and/or AC disconnects? [UPLOAD PHOTO]	Yes	No
	3. [Critical] Energize the station, proceed to testing the CCOM functionality. Are the LEDs on the station green? Comment if otherwise.	Yes	No
	4. [Critical] (Internal Technician) Do a test charge and run through all the stages. Was the station able to complete the cycle?	Yes	No



[chargepoint.com/support](https://chargepoint.com/support)

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