

Preventive Maintenance Form for CT4000

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 CT4000s	
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 the 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. [Critical] Is the electrical disconnecting means properly locked out / tagged out?	Yes	No

Questions

For assistance, go to 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
Pedestal Mount		
	1. Does the installation include a side mounted conduit?	Yes No
	2. Pedestal is tightly fastened with nuts torqued to 160 Nm (118 ft-lb).	
Wall Mount		
	1. The station is leveled.	
	2. Does the installation include a side mounted conduit?	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. What is the size of the solar installation?	
	3. Is there a generator?	Yes No
	4. What is the size 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?	

	Description	Status/Comments
	[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. Lift the power plate cover and test for zero energy. Has the station been de-energized?	Yes No
	5. Is the station single port or dual port?	Single Port Dual Port
	6. [Critical] If single port, are the AC jumpers installed?	Yes No
	7. [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
	8. Does the power plate have any signs of thermal damage or discoloration?	Yes No
	9. [Critical] Do a push-pull test on the conductors and ground; are they properly seated?	Yes No
	10. Are the positioning clips on the side of the head assembly bent?	Yes No
	11. Visually inspect the head assembly; is there damage?	Yes No
	12. Are the positioning clips on the side of the head assembly bent?	Yes No
	13. Perform a push-pull test on the RJ45 connectors. Are the wires properly routed through the wire guides?	Yes No
	14. Remove the vehicle connectors from their ports; are the locking mechanisms in good condition?	Yes No
	15. Visually inspect the vehicle connectors.	
	16. [Critical] Does the connector pin show any damage?	Yes No
	17. [Critical] Is the handle in good condition?	Yes No
	18. [Critical] Does the latch function properly?	Yes No
	19. Physically test the CMK; are the cables easy to move and do	Yes No

	Description	Status/Comments	
	they fully extend?		
	20. Are the cable clamps in good condition?	Yes	No
	21. Was the blue plug disconnected and the interior of the pins inspected for signs of thermal damage or discoloration?	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