Recommended Install Checklist
Express 250

To adhere to ChargePoint best practices, complete this checklist before you leave the site.

Express 250		
1.	Any site slopes, walls, or fencing do not trap water around the charging station installation. (The system is only built to withstand 457 mm (18 in) of standing water.)	☐
2.	Site conditions CONFORM to nominal pad design: Minimum 51 x 51 in (1300 x 1300 mm)	☐
3.	Concrete pad edges are smooth.	☐
4.	If installation must comply with ADA requirements then, the touchscreen and charging cables are not at a height above grade greater than 1219 mm (48 in), or the equivalent in other regions.	☐
5.	Ventilation needs are met: • If a charging station has a wall directly behind it, min. rear clearance is 305 mm (12 in). • If two Express 250 charging stations are positioned back to back, the rear clearance between the stations should be 610 mm (24 in).	☐
6.	All station clearances for service and use are met. [Refer to the Site Design Guide.]	☐
7.	If the station is installed on a curb, these measurements are met: a) Distance from left space marking: 3048 mm (120 in) maximum b) Distance from right space marking: 4876.8 mm (192 in). [Refer to the Site Design Guide.]	☐
8.	Any wheel stop for a passenger vehicle is at least 1371 mm (54 in) from the station.	☐
9.	Any bollards do not interfere with station use or service: • Bollards are no taller than 914 mm (36 in), to prevent cable interference • Bollards are no closer than 457 mm (18 in) of the station as measured on-center	☐
10.	North America: The transformer nameplate shows that wiring is 480/277 VAC, Wye (Y) connected, 3-phase with bonded neutral plus Ground, and matches regional code requirements for conductor colors. Correct with tape if incorrect.	☐
11.	The switchgear has been fully commissioned and energized.	☐
12.	The electrical enclosures are clean and free of wire strands and metal shavings	☐
13.	North America: Verify that the breaker feeding each station is three-pole and non-GFCI.	☐

Express 250		
14.	North America: Verify that a correctly rated, dedicated breaker is installed for each station: • Nominal Voltage: 480 V • Max AC Current: 80 A • Breaker Size: 100 A	☐
15.	Verify that each station breaker is correctly labeled.	☐
16.	(Paired installation only) The breaker or AC disconnect cover has the supplied Paired label installed in a visible place and is correctly filled in with the serial numbers of both stations, to help ensure both breakers are opened for safe service.	☐
17.	All mounting hardware is tightly secured, and the station is level and stable. All four leveling nuts are present. All anchor bolt nuts are torqued to 94.9 Nm (70 ft-lb).	☐
18.	All conduit stub-ups are placed correctly according to the Concrete Mounting Template (CMT) or Surface Mount Plate.	☐
19.	Conduit stub-ups height is between 76-152 mm (3-6 in) from ground level.	☐
20.	Conduits do not exceed maximum allowed size: • Shunt trip (if used): 19 mm (3/4 in trade size) • AC conductors: 51 mm (2 in trade size) • Ethernet (if Paired): 19 mm (3/4 in trade size) • DC conductors (if Paired): 76 mm (3 in trade size)	☐
21.	AC Input cable meets ChargePoint specifications: • Voltage rating: 600 V • Temperature rating: 90 °C, • Maximum cable size: 2 AWG • Insulation type: THHN or THWN-2)	☐
22.	All input AC wires are stripped to the correct 25 mm (1 in) length.	☐
23.	All AC conductor strands are fully inserted: • No copper wire is exposed or cut	☐
24.	The AC rodent guard has rubber grommets in place to prevent wire damage.	☐
25.	AC rodent guard bracket is installed, rests on the top of the conduit, has conductors run through the ferrite stack, and duct seal is applied.	☐
26.	AC wiring cover is on.	☐
27.	If shunt trip wiring is used, it is sized between 0.08-2.5 mm^2 (28-14 AWG), fine stranded or solid.	☐
28.	The ground connection is tight and connected properly.	☐
29.	North America: All four DC copper conductors are installed between stations as follows: • Voltage rating: 1000 V	☐

Express 250		
	• Temperature rating: 90 °C • Maximum conductor gauge for terminals: 4/0 AWG • Insulation type: XHHW-2	
30.	DC cable connection order is correctly and permanently labeled per wiring diagram: • Station 1 A+" on one end and "Station 2 B1+" on the other end. Perform continuity test [Refer to the Installation Guide.]	☐
31.	DC cable connection order is correctly and permanently labeled per wiring diagram: • Station 1 A-" on one end and "Station 2 B1-" on the other end. Perform continuity test [Refer to the Installation Guide.]	☐
32.	DC cable connection order is correctly and permanently labeled per wiring diagram: • Station 1 B1+" on one end and "Station 2 A+" on the other end. Perform continuity test [Refer to the Installation Guide.]	☐
33.	DC cable connection order is correctly and permanently labeled per wiring diagram: • Station 1 B1-" on one end and "Station 2 A-" on the other end. Perform continuity test [Refer to the Installation Guide.]	☐
34.	North America: Confirm DC lugs use two holes.	☐
35.	DC lugs meet these specifications: • Silver plated copper compression lug; tin plated is acceptable if used with dielectric grease	☐
36.	DC fasteners are installed in this order: terminal block, lug, M6 flat washer, M6 Belleville washer with the cup facing the station, 10 mm M6 nut.	☐
37.	All four lugs at the DC terminal block are properly torqued to 5.5 Nm (48.7 in-lb), and are torque marked with a paint pen.	☐
38.	DC rodent guard bracket: -- Is installed with punch-outs intact, if Standalone -- rests on the top of the conduit, and duct seal is applied, if Paired.	☐
39.	DC wiring cover is on, whether or not station is Paired.	☐
40.	Outdoor rated Ethernet Cat 5e or Cat 6 cable is installed between the stations: • Is crimped in a 568B pattern • Passes functional testing •Has no stray wires in the crimp •Has a max. run length of 100 m (328 ft), and not routed through the DC fuse hole	☐
41.	The Ethernet cable is correctly installed: • Fastened with P-clips on the side of the station frame, without potential for pinching or damage • Is bundled above the contactor box • Is firmly seated in the DCC	☐
42.	The coolant loop components are correctly installed with no signs of leakage: • The coolant reservoir is full.	☐

Express 250		
	• Both hose quick connectors pass a pull-push test. • Coolant controller wires pass push-pull test	
43.	All cooling controller wiring at the back of the station is fully seated and has been visually inspected.	☐
44.	The holster light cable is inserted in the right extrusion P-clip to complete grounding. All station side extrusions are properly mounted and tightened.	☐
45.	Both Power Modules are inspected and show no damage to pins, coolant valves, or exteriors.	☐
46.	The front and rear EMI shield are installed.	☐
47.	All station rear panels are properly mounted and tightened.	☐
48.	All three front station cover panels are mounted.	☐
49.	The parking area is clean and free of all crate fasteners, packaging, and debris.	☐
50.	North America: Take a voltage measurement at the AC disconnect (if present) or breaker between L1 - L2 shows: 480 VAC +/- 10%	☐
51.	North America: Take a voltage measurement at the AC disconnect (if present) or breaker between L2 - L3 shows: 480 VAC +/- 10%	☐
52.	North America: Take a voltage measurement at the AC disconnect (if present) or breaker between L3 - L1 shows: 480 VAC +/- 10%	☐
53.	Using a Snyper cellular signal detector or equivalent, test the location of every station and ensure it meets minimum RSRP measured at -90 dBm or better.	☐
54.	Using a Snyper cellular signal detector or equivalent, test the location of every station and ensure it meets minimum RSRQ at -12.5 dB or better.	☐
55.	Surface Conduit Entry (SCE) installations only: All mounting hardware is tightly secured, and the station is level and stable. All four leveling nuts (shown with arrows) are present. All anchor bolt nuts are torqued to 81 Nm (60 ft-lb). Correct the leveling if needed.	☐
56.	Surface Conduit Entry (SCE) installations only: • The surface mount plate was used as a template • Anchor bolt locations correctly correspond to wiring conduit location • Proper epoxy was used on all drilled anchor holes	☐
57.	Surface Conduit Entry (SCE) installations only: Wireway is sealed to the box base using a code-approved sealing method for all conduit openings.	☐
58.	Surface Conduit Entry (SCE) installations only: Box cover and SCE side extrusions with cutouts are properly installed to protect wiring.	☐

Third-Party Service Providers

Services Performed

Details	Complete the following:
Description of Service Provided	
Location	
Unit	
Panel ID	
Breaker	

Contact Information

Service Provider	Complete the following:
Technician Name	
Email	
Service Company Name	
Address	
Contact Person	
Phone	

Site Owner/Customer	Complete the following:
Contact Person	
Email	
Business Name	
Site Address	
Phone	

Questions

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