

Preventive Maintenance Form for Express 250

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 Express 250s	
Work Order Number	
Preventive Maintenance Start Date	
Preventive Maintenance Start Time	

De-energization

	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 Express 250 breaker. [UPLOAD PHOTO]		
	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.

Express 250

	Description	Status/Comments
	1. Station serial number:[UPLOAD PHOTO]	
	2. Select maintenance type.	Annual 5 Year 10 Year
	3. Is the station Paired?	Yes No
	4. Prior to disconnecting the power does the station display show "Available"?	Yes No
	5. Verify system is properly locked out / tagged out.	
	6. General comments:	

Disassembly and Inspection

	Description	Status/Comments
	1. Remove the skins.	
	2. Is there any damage to pins/connectors on light bar/secondary display?	Yes No
	3. Station MAC address (to be read from the CPNK below the SIM card):[UPLOAD PHOTO]	
	4. Is there any damage to the CPNK?	Yes No
	5. Is there damage or missing hardware on the CPNK and Power Module ground straps / EMI shield?	Yes No
	6. Is there any signs of damage or electrical event on the AC terminal block (WAGO)?	Yes No
	7. Are AC conductors securely terminated? (Perform push-pull test, make sure no copper strands are sticking out).	Yes No
	8. Is AC rodent guard and duct seal properly installed?	Yes No
	9. Insert photo of AC side of station.[UPLOAD PHOTO]	
	10. Are DC conductors securely terminated, torqued to 5.5 Nm (48.7 in-lb), and torque marked?	Yes No

	Description	Status/Comments	
	11. Is DC rodent guard and duct seal properly installed?	Yes	No
	12. Insert photo of DC side of station. [UPLOAD PHOTO]		
	13. Is there any damage to the bottom of the mod mechanism (bus bars and data pins)?	Yes	No
	14. Insert photo showing the underside of the mod mechanism. [UPLOAD PHOTO]		
	15. Confirm mounting anchors are torqued to 94.9 Nm (70 ft-lb).		
	16. Is the coolant reservoir at the max line?	Yes	No
	17. If No, please fill to appropriate level (if there's a present leak do not fill reservoir) .		
	18. Do cooling fans appear damaged or inoperable?	Yes	No
	19. Visually inspect all coolant quick connects for moisture and material degradation (cracks, dried out hoses). Are cooling system connections tight and secure?	Yes	No
	20. Insert overall photo of the cooling system. [UPLOAD PHOTO]		
	21. Are torque marks present and inline on contactor box?	Yes	No
	22. If No, torque nut to 6.8 Nm (60 in-lb), and mark for torque.		
	23. Insert overall photo of the contactor box and surrounding components. [UPLOAD PHOTO]		
	24. Are AC wires securely terminated in surge protector?	Yes	No
	25. Confirm all pin connections are properly secure in auxiliary power supply, contactor box, CPNK, DCC, and I/O expander.		

5-Year Maintenance

	Description	Status/Comments
	1. Replace coolant.	
	2. Correct torque on mounting anchors and cable tabs in contactor assembly, using FRU Guide.	

10-Year Maintenance

	Description	Status/Comments
	1. Check charging cables for any degradation and replace if needed using appropriate FRU guide.	

Credit Card Reader Evaluation (California)

	Description	Status/Comments
	1. Is a credit card reader installed with the station?	Yes No
	2. Credit card reader serial number:[UPLOAD PHOTO]	
	3. Credit card reader picture.[UPLOAD PHOTO]	
	4. Credit card transaction passed.	
	5. Credit card reader evaluation comments:	

Return to Operation

	Description	Status/Comments
	1. Are all Express 250s 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.	
	5. Is the combo cable, swing arm and handle in good working order, sits appropriately in the holster, and free of damage?	Yes No
	6. Is the CHAdeMO cable, swing arm and handle in good working order, LED sign available, LED bars green, and holster status showing free of damage?	Yes No
	7. Is all station lighting operational?	Yes No
	8. Insert reassembled station photo.[UPLOAD PHOTO]	
	9. Prior to departure from station, ensure the site is clean and left how it was found.	
	10. When site Preventive Maintenance is complete, please call	

	Description	Status/Comments
	ChargePoint Support at 877-850-4562 to confirm stations have passed self-testing and are fully operational.	
	11. If there are any additional comments or concerns, please describe and provide supporting photos.	
	12. Additional photo(s):[UPLOAD PHOTO]	



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