

Express 250 Installation Validation Form

Complete this form for **each** ChargePoint charging station to ensure that it is installed as specified in the *Express 250 Installation Guide*. Use the separate Construction Signoff Form if you need to prove site construction completion. Use this form to certify completion of installation, and/or to complete the installation part of “Install Valid” or “Site Valid” options. The detailed data sheets, site design guides and installation guides defining ChargePoint specifications are online at chargepointuniversity.com or eu.chargepointuniversity.com.

All checks must be completed. Items with an asterisk might not fail the validation if they are not applicable or separate action can be taken. If an asterisked item is incomplete, describe the reason in its Comments field.

IMPORTANT: After performing this work and completing this checklist, you must:

1. Contact ChargePoint Support before leaving the site to provide a status update.
2. Submit this completed form, and all required photos, to sitevalidation@chargepoint.com with the Zendesk Ticket # in the subject line of the email.

Site Information	Validation Partner Information
Fill out all fields in this section for the first station on a site. If the site has multiple stations, just fill out the SO# and leave the rest of this section blank on all other forms.	
Station Sales Order (SO#):	Zendesk ticket #:
Additional SO# if applicable:	O&M company name: (ChargePoint partner)
Site address:	Date of validation start: (DD-MM-YY)
	Date of validation end: (DD-MM-YY)
Site contact name:	Validation company lead name: (Performing validation onsite)
Site contact phone:	Validation company phone:
Site contact email:	Validation company email:
Number of Express 250 stations to be installed:	Arrival time:
Number of Paired stations (count each station, not # of pairs):	Departure time:
Number of associated breaker panels:	Total travel hours:

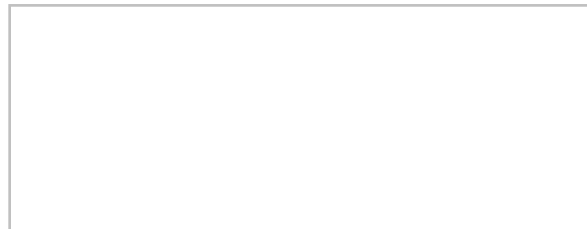
Service Summary	Yes	No	N/A
Issues noted during Installation Validation:			
Quote requested to remedy issues:			
Quote details (or reason why you did not quote if an issue was noted):			

Station Evaluation

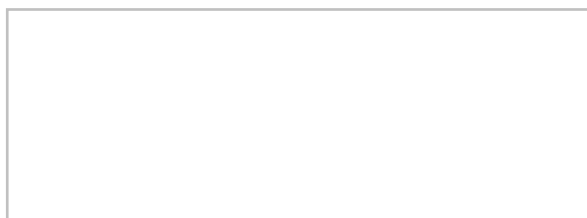
Complete the following checks on each newly installed Standalone or Paired Express 250 station. Use the comments field to describe any issues. Add required pictures next to the example photos throughout. To upload, click the icon and browse to the correct photo.

- ☐ 1. All mounting hardware is tightly secured, and the station is level and stable. If the station uses a Surface Conduit Entry (SCE) kit, anchor epoxy is fully cured. All anchor bolt nuts are torqued to 94.9 Nm (70 ft-lbs), whether mounting is embedded or SCE.

Station
anchor
bolts,
front:



Station
anchor
bolts,
back:



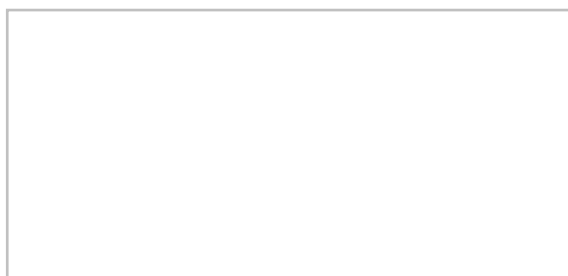
- ☐ 2. The electrical enclosures are clean and free of wire strands and metal shavings.

- ☐ 3. All necessary electrical infrastructure has been completed per local codes and ChargePoint specifications for three-phase power plus ground, with properly sized wire at the station. (Neutral is not required for system operation.)

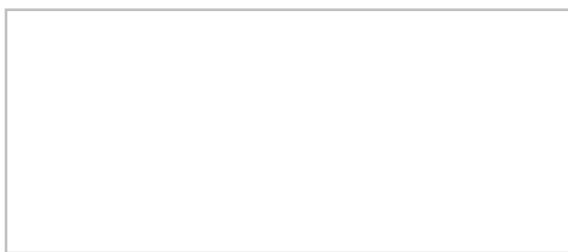
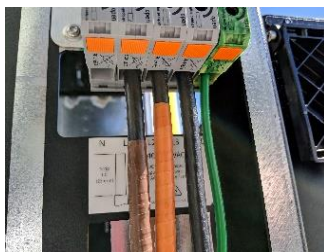
Voltage Rating	Temp. Rating	Maximum Conductor Size for Terminals
EU non-armoured: 600/1000 V	90°C	35 mm ²
EU armoured: 600/1000 V	90°C	35 mm ² multi-core
NA: 600 V	90°C	2 AWG

Record the size and voltage rating for the AC conductors: _____

- ☐ 4. All incoming AC wires are stripped to the correct 25 mm (1 in) length.



- ☐ 5. No copper wire is exposed or cut at the AC terminal block connections. All strands are tightly bundled and have been tested with a pull-push test.



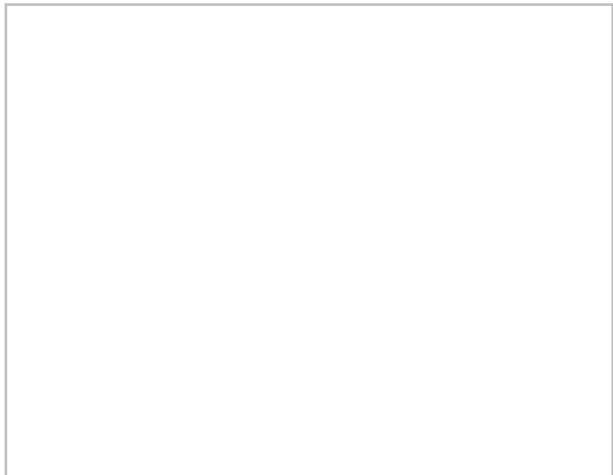
- ☐ 6. Input voltage (line to line) measures 480 V +/- 10% (North America) or 400 V +/- 10% (Europe/UK).

- ☐ 7. AC rodent guard bracket is installed, conductors run through the ferrite stack and duct seal is applied:

Note: Rodent guard bracket and duct seal are not applicable for SCE.

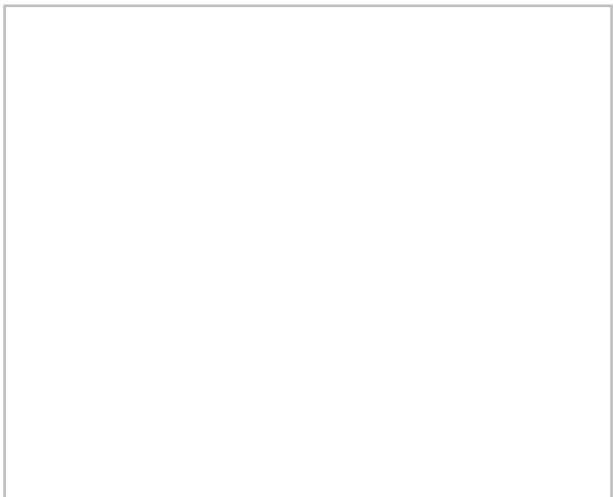


- ☐ 8. AC wiring cover is on:



- ☐ 9. DC rodent guard bracket:
-- Is installed with punch-outs intact, if Standalone
-- Has completed wiring and duct seal is applied, if Paired

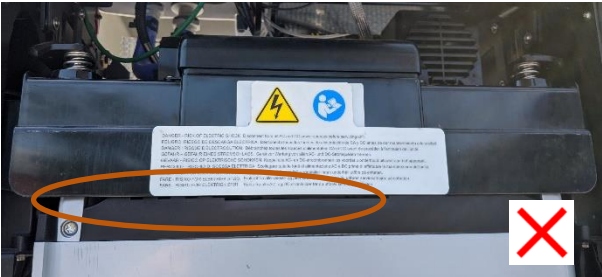
Note: Rodent guard bracket and duct seal are not applicable for SCE.



- ☐ 10. DC wiring cover is on, **whether or not** station is Paired:



- ☐ 11. Power Modules are installed and the mechanism fully covers Power Module plastic fins on both sides, no gaps:



- ☐ 12. Coolant reservoir is full and the installer has performed a push-pull test on both quick connections:



- ☐ 13. Front EMI shields or ground straps are installed:



- ☐ 14. Rear EMI shields or ground straps are installed:



- ☐ 15. All station cover panels are replaced and all cover panel fasteners are properly tightened (extrusions, upper rear panel and area light bar).

Front:



Rear:




<input type="checkbox"/> 16. All ratings labels are properly applied (if applicable, attach photo):		<div style="border: 1px solid black; height: 100px;"></div>
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<input type="checkbox"/> 17. No error messages are displayed on the touchscreen. (Note any messages in the Comments field.)

<input type="checkbox"/> 18. All steps of the Installation Wizard are complete and the PIN has been entered.
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<input type="checkbox"/> 19. *SCE installations only: Wireway is sealed to the Express 250 box base using a code-approved sealing method for all conduit openings (AC required; shunt trip, DC and Ethernet only if specified by site drawings).

<input type="checkbox"/> 20. *SCE installations only: Box cover and SCE side extrusions with cutouts are properly installed to protect wiring.		<div style="border: 1px solid black; height: 100px;"></div>
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<input type="checkbox"/> 21. *The AC disconnect switch has a padlock to prevent unauthorised entry into the wiring area, if disconnect is applicable. (NOTE: No lock is permitted on the operating lever.) Picture of the AC disconnect interior:		<div style="border: 1px solid black; height: 100px;"></div>
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<input type="checkbox"/> 22. *The RFID reader is functional and responds when tapped with the ChargePoint card.
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<input type="checkbox"/> 23. *The station displays the "AVAILABLE" message on the LED display.

<input type="checkbox"/> 24. *The parking area is clean and free of all crate fasteners, packaging and debris.

Station evaluation comments:

Paired Station Evaluation

Complete these checks only if this is a **Paired** Express 250 station. If this station is not Paired, write "N/A" in the Comments field and skip to the next section. Click the icon to upload each Paired-specific photo.

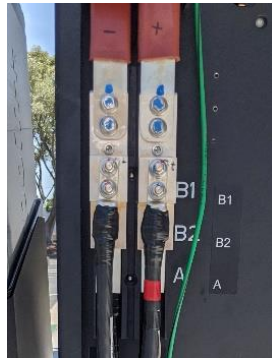
- ☐ 1. All four DC copper conductors are installed between stations as follows, with all lugs torqued and torque-marked with paint pen:

Voltage Rating	Temp. Rating	Maximum Conductor Size for Terminals	Insulation Type
EU non-armoured: 600/1000 V	90°C	120 mm ²	XLPE
EU armoured: 600/1000 V	90°C	120 mm ² 4-core	XLPE
NA: 1000 V	90°C	4/0 AWG	XHHW-2

Record the size, voltage rating and insulation type for the DC conductors:

- ☐ 2. Outdoor rated Ethernet Cat5e or Cat6 cable has been installed between the two stations, field-crimped in a straight-through pattern and tested for functionality.
- ☐ 3. The breakers or AC disconnects feeding this station and its Paired partner are labelled to list the serial numbers of both stations, to help ensure that both breakers are opened for safe future service.

Lugs at DC terminal block:



Breaker or AC disconnect cover with supplied Paired label filled in:



Paired station evaluation comments:

Breaker Panel Evaluation

Complete the following checks for the breaker panel feeding this Express 250 station. Use the comments field to describe any issues. Check the photos below for the required pictures.

- ☐ 1. A correctly rated, dedicated breaker is installed for each station, per this table:

Nominal Voltage	Max. AC Current	Breaker Size
400 V (EU)	96 A	125 A
480 V (NA)	80 A	100 A (125% continuous load required for N. America)

- ☐ 2. The breaker feeding this station is three-pole and non-GFCI.

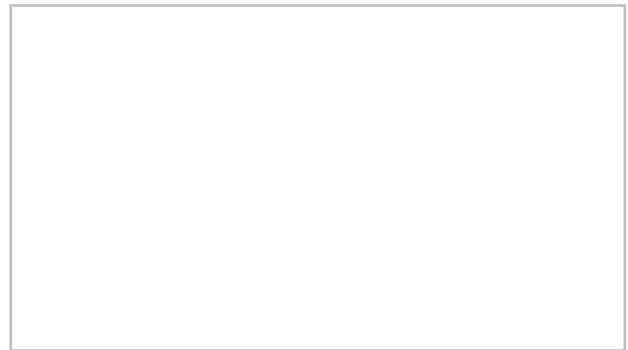
- ☐ 3. The breaker feeding this station is new and in good working order.

- ☐ 4. The breaker feeding this station is correctly labelled.

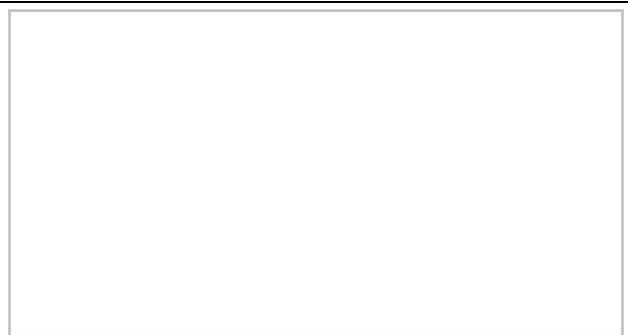
- ☐ 5. You can confirm (with the inspector or facility manager) only centre-grounded systems were used (480/277 VAC, 3Ø bonded neutral).

- ☐ 6. *The breaker has shunt trip capability if the site drawing calls for shunt trip wiring.

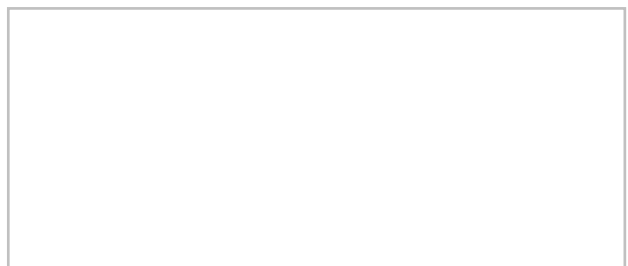
- ☐ 7. *Take a picture of the electrical panel specification label, showing total capacity, if accessible:



- ☐ 8. *Electrical panel, dead front off showing terminations, if accessible:



- ☐ 9. Electrical panel, dead front on, showing breaker ratings:



Breaker panel evaluation comments:


Cellular Coverage Evaluation

Using a Snyder cellular signal detector or equivalent, ensure that the cellular signal at the station is consistently strong. Measure the strongest band for each carrier. If RSRQ is measured at -10 dB or better, then RSRP can be -90 dBm or better. If RSRQ cannot be measured or is not adequate, RSRP must be -85 dBm or better.

Note: CDMA = Verizon/Sprint, GPRS = AT&T/Rogers/MDEX/etc.

1. MAC address for this station displayed on the touchscreen:		
2. Record the Sprint dBm value displayed on the touchscreen:		
3. Record the AT&T dBm value displayed on the touchscreen:		
4. Record the Verizon dBm value displayed on the touchscreen:		
5. Record the Sprint dBm values measured at the site.	RSRP:	RSRQ:
6. Record the AT&T dBm values measured at the site.	RSRP:	RSRQ:
7. Record the Verizon dBm values measured at the site.	RSRP:	RSRQ:
8. *Number of repeaters installed at the site (if none, enter "0"):		
Cellular evaluation comments:		

Pinpointing Verification

Take a screenshot on your phone of Google Maps to prove station location, then insert the aerial images below to verify each station was correctly pinpointed. To upload, click the  icon and browse to the correct photo. Example photos are shown on the left.

Note: Contact Support while on site for any issues with the station locations.


Overview of car park:



Zoomed image of exact station location, with pin:



Issues

Include pictures of any issues you find and provide an appropriate caption for each. To upload, click the  icon and browse to the correct photo. If this form is too large once all photos are added, try saving the completed file by selecting File > Save as Other > Reduced Size PDF.

Issue: (provide caption)	
Issue: (provide caption)	
Issue: (provide caption)	
Issue: (provide caption)	
Issue: (provide caption)	

I, _____, hereby certify that the scope of work in this form has been correctly completed.

Signature

Date