

Preventive Maintenance Form for Express 280

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 280s	
Work Order Number	
Preventive Maintenance Start Date	
Preventive Maintenance Start Time	

De-energization

	Description	Status/Comments	
	1. Before beginning Preventive Maintenance, verify you have the following: <ul style="list-style-type: none">• Personal protective equipment• Required tools• Accessible Preventive Maintenance form		
	2. Prior to disconnecting the power does the station display show “Available”	Yes	No
	3. Provide photo(s) for Express 280 breaker. [UPLOAD PHOTO]		
	4. Has the station been fully de-energized?	Yes	No
	5. Do breakers show any signs of over heating? (Visually and/or smell)	Yes	No
	6. [Critical]Is the electrical disconnecting means properly locked out / tagged out?[UPLOAD PHOTO]	Yes	No

Questions

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

Express 280

	Description	Status/Comments
	1. Station serial number: [UPLOAD PHOTO]	
	2. Select Inspection type.	Annual 5 Year 10 Year
	3. Is the station Paired?	Yes No
	4. Verify system is properly locked out / tagged out.	
	5. General comment:	

Disassembly and Inspection

	Description	Status/Comments
	1. Remove the front skins and rear panels. Verify skins and panels have no damage.[UPLOAD PHOTO]	
	2. Is there damage or missing hardware on the lower panel ground straps?	Yes No
	3. Is there any damage to pins / connectors on light bar?	Yes No
	4. Station MAC Address (To be read from the CPNK below the SIM card).[UPLOAD PHOTO]	
	5. Verify there is no damage to the CPNK?	
	6. Is there any signs of damage or electrical event on the Charger AC inputs?	Yes No
	7. Verify AC conductors securely terminated? Torqued to 5.6 Nm (50 in-lbs) & torque marked?	
	8. Are AC conductors securely terminated? Torqued to 5.6 Nm (50 in-lbs) & torque marked?	Yes No
	9. Verify AC rodent guard and duct seal properly installed? Apply duct seal if missing.	
	10. Verify AC wires securely terminated in surge protector?	
	11. Is DC rodent guard and duct seal properly installed?	Yes No

	Description	Status/Comments
	12.Insert photo of AC side of station.[UPLOAD PHOTO]	
	13.Verify DC conductors securely terminated? Torqued to 5.6 Nm (50 in-lbs) & torque marked?	
	14.Verify DC rodent guard and duct seal properly installed? Apply duct seal if missing.	
	15.Insert photo of DC side of station.[UPLOAD PHOTO]	
	16.Verify there is no damage to the bottom of the mod mechanism (bus bars and data pins).	
	17.Insert photo of underside of the mod mechanism. [UPLOAD PHOTO]	
	18.Verify mounting anchors are torqued to 94.9 Nm (70 ft-lbs)	
	19.Verify coolant reservoir at the max line?	
	20.If No, please fill to appropriate level (if there's a present leak do not fill reservoir).	
	21.Verify cooling fans are not damaged or inoperable?	
	22.Verify all coolant quick connects have no moisture and material degradation (cracks, dried out hoses) Are cooling system connections tight and secure?	Yes No
	23.Insert overall photo of the cooling system.[UPLOAD PHOTO]	
	24.Verify torque marks present and inline on contactor box?	
	25.If NO, torque nut to 6.8 Nm (60 in-lbs), and mark for torque.	
	26.Insert overall photo of the contactor box and surrounding components.[UPLOAD PHOTO]	
	27.Verify all pin connections are properly secure in Aux 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. [UPLOAD PHOTO]	

Credit Card Reader Evaluation (California)

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

Return to Operation

Description	Status/Comments
1. Reassemble station.	
2. Verify the Combo cable, swing arm and handle in good working order, sits appropriately in the holster, and free of damage?	
3. Verify the CHAdeMO cable, swing arm and handle in good working order, LED bars green, and holster status showing free of damage?	
4. Reenergize station and confirm availability.	
5. Are all station lighting operational?	Yes No
6. Insert reassembled station photo.[UPLOAD PHOTO]	
7. Prior to departure from station, ensure site is clean and left how it was found.	
8. When site Preventive Maintenance is complete, please call Chargepoint Support at 877-850-4562 to confirm stations	

	Description	Status/Comments
	have passed self-testing and are fully operational.	
	9. If there are any additional comments or concerns, please describe them below and provide supporting photos.	
	10. Additional photo(s):[UPLOAD PHOTO]	



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