Express 280

Site Commissioning Form

Review Express 280 Documentation

Complete the steps listed here for each ChargePoint Express 280 to ensure it is commissioned as specified. The detailed datasheets, site design guides, and installation guides defining ChargePoint specifications and procedures are available online at: chargepoint.com/guides.

Before Beginning Work

ChargePoint charging stations must be installed and serviced only by qualified personnel equipped with appropriate personal protective equipment and adhering to proper electrical and work practices.

DANGER: RISK OF SHOCK. Before performing any procedure, the technician must disconnect the power to the charging station at the service panel. Follow local code to de-energize the applicable circuit and lock out/tag out the disconnect before proceeding. Use a multimeter and check that the power is off. Keep power off for the circuit until all cover panels are correctly reinstalled and the work is complete. FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN SERIOUS INJURY, LOSS OF LIFE, OR PROPERTY DAMAGE.

Note: Commissioning inspection protocols, measurements, and photo documentation must be completed at the same time as station installation and via the ChargePoint Installer app once it is available.

Before removing any station parts:

- Consult with site personnel for access to site and equipment.
- Verify de-energization and lock out / tag out of all power sources to the station as stated in the shock danger warning above.
- Wear appropriate Personal Protective Equipment (PPE) and verify the station is de-energized.

CAUTION: For all sections below, items marked as Critical are essential to prevent hazards or equipment damage.

- If a Critical item does not pass, complete the full inspection but DO NOT energize the site. Contact ChargePoint for next steps. If a Critical item passes, complete the inspection and energize the site as authorized.

- All checks must be completed. Items marked as Optional are optional and might not fail commissioning if they are not applicable or separate action can be taken. If an (Optional) item is incomplete, describe the reason.
- Items that require photos must be shared according to the following
    - All photos should be sharp and focused on the item being documented.
    - All photos should be JPEG format. Apple's standard HEIC format is NOT acceptable.
    - The aspect ratio should be 16:9 or 4:3 and resolution should be between 5.0 - 12.1 MP.

After Work

- For ChargePoint managed installations, the Site Commissioning Form and related attachments, such as photos and documents, can be submitted via the Work Order associated with the specific installation.
- The Installer must always keep a copy of the Site Commissioning Form and related attachments, such as photos and documents, to be submitted to ChargePoint on request.

IMPORTANT SAFETY INSTRUCTIONS

SAVE THESE INSTRUCTIONS

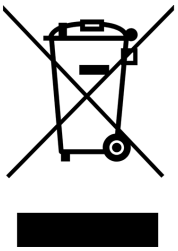
WARNING:

1. Read and follow all warnings and instructions before servicing, installing, or operating the ChargePoint® charging station. Install and operate only as instructed. Failure to do so may lead to death, injury, or property damage, and will void the Limited Warranty.
2. Only use licensed professionals to install your ChargePoint charging station and adhere to all national and local building codes and standards. Before installing the ChargePoint charging station, consult with a licensed contractor, such as a licensed electrician, and use a trained installation expert to ensure compliance with local building and electrical codes and standards, climate conditions, safety standards, and all applicable codes and ordinances.Only use licensed professionals certified by ChargePoint for installation and service, adhere to all national and local building codes and standards, and ensure compliance with local building and electrical codes and standards, climate conditions, safety standards, and all applicable codes and ordinances. Inspect the charging station for proper installation before use.
3. Always ground the ChargePoint charging station. Failure to ground the charging station can lead to risk of electrocution or fire. The charging station must be connected to a grounded, metal, permanent wiring system, or an equipment grounding conductor shall be run with circuit conductors and connected to the equipment grounding terminal or lead on the Electric Vehicle Supply Equipment (EVSE). Connections to the EVSE shall comply with all applicable codes and ordinances.
4. Install the ChargePoint charging station on a concrete pad using a ChargePoint-approved method. Failure to install on a surface that can support the full weight of the charging station can result in death, personal injury, or property damage. Inspect the charging station for proper installation before use.
5. This charging station is not suitable for use in Class 1 hazardous locations, such as near flammable, explosive, or combustible vapors or gases.
6. Supervise children near this device.
7. Do not put fingers into the electric vehicle connector.
8. Do not use this product if any cable is frayed, has broken insulation, or shows any other signs of damage.
9. Do not use this product if the enclosure or the electric vehicle connector is broken, cracked, open, or shows any other signs of damage.
10. Use only copper conductor wire rated for 90 °C (194 °F).

IMPORTANT: Under no circumstances will compliance with the information in a ChargePoint guide such as this one relieve the user of the responsibility to comply with all applicable codes and safety standards. This document describes approved procedures. If it is not possible to perform the procedures as indicated, contact ChargePoint. ChargePoint is not responsible for any damages that may result from custom installations or procedures not described in this document or that fail to adhere to ChargePoint recommendations.

Product Disposal

Do not dispose of as part of unsorted domestic waste. Inquire with local authorities regarding proper disposal. Product materials are recyclable as marked.



Document Accuracy

The specifications and other information in this document were verified to be accurate and complete at the time of its publication. However, due to ongoing product improvement, this information is subject to change at any time without prior notice. For the latest information, see our documentation online at chargepoint.com/guides.

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Symbols

This guide and product use the following symbols:

DANGER: Risk of electric shock

WARNING: Risk of personal harm or death

CAUTION: Risk of equipment or property damage

IMPORTANT: Crucial step for installation success

Read the manual for instructions

Ground/protective earth

Illustrations Used in This Document

The illustrations used in this document are for demonstration purposes only and may not be an exact representation of the product. However, unless otherwise specified, the underlying instructions are accurate for the product.

Site Inspection

Customer Information	
Customer name	
Customer contact name	
Customer contact phone	
Customer contact email	

Site Information	
Street and number	
City	
State	
Country	
Post code Zip code	
Number of stations to be installed	
Number of paired stations to be installed (if applicable)	
Expected start of construction works	
Expected installation and commissioning date	

Site Preparation (Make Ready) Performed by	
Contractor company name	
Contractor site lead name	
Contractor site lead phone	
Contractor site lead email	
Contractor type	☐ ChargePoint recommended ☐ Customer hired

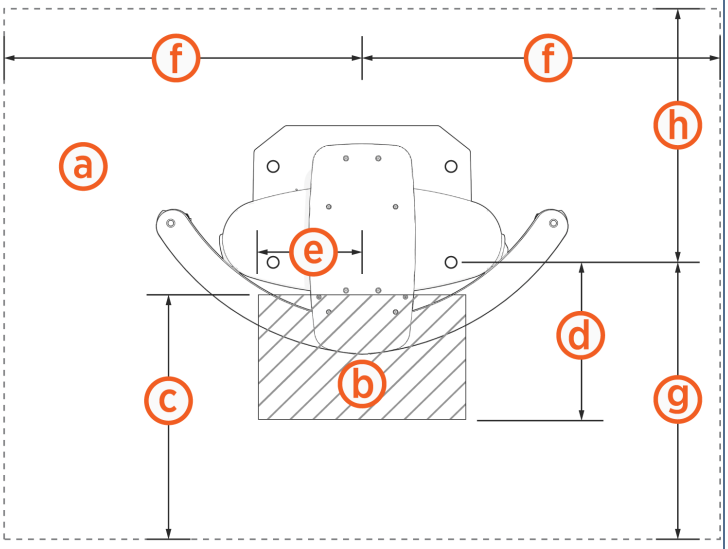
Station Installation Performed by	
Installation company name	
Lead installer contact name	

Station Installation Performed by	
Lead installer contact phone	
Lead installer contact email	
Installer type	☐ ChargePoint recommended ☐ Customer hired

Station Commissioning Performed by	
Technician name	
Technician phone	
Technician email	
Commissioning start date (mm/dd/yyyy)	
Commissioning end date (mm/dd/yyyy)	

Site Inspection Readiness

	Item	Status/Comments
	1. Are there LTE Repeaters on site?	◯ Yes ◯ No
	2. How many LTE Repeaters on site?	
	3. What are the Make / Model of repeater(s)?[UPLOAD PHOTO]	
	4. Does the installation include a Surface Conduit Entry (SCE) kit?	◯ Yes ◯ No
	5. Concrete pad edges are smooth.	☐
	6. Is the charger located in a handicap parking space?	◯ Yes ◯ No
	7. If answer to the line above is "Yes", ensure the following was completed and provide comments: ADA requirements must be met, the touchscreen and charging cables are not at a height above grade greater than 1219 mm (48 in), or the equivalent in other regions.	☐
	8. Site conditions CONFORM to nominal pad design: Minimum 1300 mm x 1300 mm (51 in x 51 in)	☐
	9. Site conditions DO NOT CONFORM to nominal pad design, and therefore the pad has been approved by a structural engineer for this site.	☐
	10. 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.)	☐
	11. 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). [REF. PICTURE IN PDF GUIDE, also shown here]	☐
	12. All station clearances for service and use are met. (Hashed area dimensions must be at grade level.) [REF. PICTURE IN PDF GUIDE, also shown here]	

	Item	Status/Comments
	 a. Service clearance of open space (not necessarily at system grade) b. Power Module service clearance (at grade, measured from station front): 330.2 mm (1 ft 1 in) c. Front service clearance (measured from station front): 609.6 mm (2 ft) d. Power Module service clearance (measured from front anchor bolt): 383 mm (1 ft 3.1 in) e. Power Module service clearance (measured from station center): 290 mm (11.4 in) f. Side service clearance (measured from station center): 1072 mm (3 ft 6 in) g. Front service clearance (measured from front anchor bolt): 510 mm (1 ft 8.1 in) h. Rear service clearance (measured from front anchor bolt): 663 mm (2 ft 2.1 in)	☐
	13. Ventilation needs are met: • If a charging station has a wall directly behind it, minimum rear clearance is 305 mm (12 in) • If two Express 280 charging stations are positioned back to back, the rear clearance between the stations should be 610 mm (24 in)	☐
	14. Any wheel stop for a passenger vehicle is at least 1371 mm (54 in) from the station.	☐
	15. Any bollards do not interfere with station use or service: • Bollards are no taller than 914 mm (36 in), to prevent cable interference	☐

	Item	Status/Comments
	• Bollards are no closer than 457 mm (18 in) of the station as measured on-center	
	16. Site Readiness comments:	

Balance of Plant

	Item	Status/Comments
	1. [Optional] Upload the site Single Line Diagram (SLD) [if available].	☐
	2. Solar on site	◯ Yes ◯ No
	3. If answer to the line above is "Yes", ensure to note the following: Solar installed power (kWp)	☐
	4. Record the utility transformer power rating (kVA). **Note:** The transformer can be either shared or dedicated to the chargers.	
	5. Take a picture of the utility transformer nameplate configuration.[UPLOAD PHOTO]	☐
	6. Is the utility transformer power only dedicated to the charger/s, or is the transformer's power shared with other loads on site?	☐ Dedicated transformer ☐ Shared transformer
	7. Is there a step up or a step down transformer feeding the charger/s?	☐ Step up transformer ☐ Step down transformer ☐ N/A
	8. If applicable, take a picture of the step up/down transformer nameplate.[UPLOAD PHOTO]	☐
	9. North America installations: The transformer (directly feeding the chargers) nameplate shows that wiring is 277/480 VAC, secondary Wye (Y) connected, 3-phase with bonded neutral plus Ground, and matches regional code requirements for conductor colors.	☐
	10. Is the charger's transformer feeding a main AC disconnect?	◯ Yes ◯ No
	11. If the answer to the above is "Yes", then take a picture of the main AC disconnect with door closed.[UPLOAD PHOTO]	☐
	12. If the answer to the above is "Yes", then take a picture of the main AC disconnect with door open.[UPLOAD PHOTO]	☐
	13. Is this a fused AC disconnect?	◯ Yes ◯ No
	14. If answer to the line above is "Yes": Record the AC disconnect fuse rating	☐
	15. Is the charger's transformer or the main AC disconnect feeding a switchgear?	◯ Yes ◯ No

	Item	Status/Comments
	16. If answer to the line above is "Yes", verify that the switchgear has been fully commissioned and energized. If it is currently powered off, a qualified worker with PPE is available to access and power on the switchgear relevant to the EVSE?	◯ Yes ◯ No
	17. Record the master circuit breaker specifications for the switchgear	
	18. The master circuit breaker specification: Make	
	19. The master circuit breaker specification: Rating (A)	
	20. Take picture(s) of the master (panel) circuit breaker(s). [UPLOAD PHOTO]	☐
	21. Record the charger circuit breaker specifications.	
	22. Charger circuit breaker: Make	
	23. Charger circuit breaker: Rating (A)	
	24. Take picture(s) of the charger circuit breaker(s). [UPLOAD PHOTO]	☐
	25. Verify that a correctly rated, dedicated breaker is installed for each station: • Nominal Voltage: 480 V • Max AC Current: 100 A • Breaker Size: 125 A	☐
	26. Verify that the breaker feeding each station is three-pole and non-GFCI.	☐
	27. Verify that the breaker feeding each station is new and a voltmeter test at the station or AC disconnect proves that it correctly powers off and on.	☐
	28. Verify that each station breaker is correctly labeled.	☐
	29. Does the local code / installation require a shunt trip?	◯ Yes ◯ No
	30. Verify that each breaker has shunt trip capability if the site drawing or local code calls for shunt trip wiring.	☐
	31. Take a picture of the shunt trip label, showing the shunt trip rating.[UPLOAD PHOTO]	☐
	32. Is supplemental surge protection installed at the service panel or the switch gear?	◯ Yes ◯ No
	33. If answer to the line above is "Yes", provide a picture of the surge protection device with specification visible. [UPLOAD PHOTO]	☐
	34. Is a Residual Current Device (RCD, RCCD, RCBO) required by code on the installation?	◯ Yes ◯ No

	Item	Status/Comments
	35. If answer to the line above is "Yes", complete the following: For stations where a Residual Current Device (RCD, RCCD, or RCBO) is required by code, Verify it meets these specifications: • Type A, F, or B (B and F preferred) • Trip threshold of 300 mA required • Trip delay of 150 ms required	☐
	36. If the answer to above was "Yes", provide a picture of the Residual Current Device with visible PN / Specification. [UPLOAD PHOTO]	☐
	37. Take a picture of the electrical panel, dead front on, showing breaker ratings.[UPLOAD PHOTO]	☐
	38. Take a picture of the electrical panel specification label, showing total capacity, if accessible.[UPLOAD PHOTO]	☐
	39. Take a picture of the electrical panel, dead front off showing terminations, if accessible.[UPLOAD PHOTO]	☐
	40. The electrical enclosures are clean and free of wire strands and metal shavings.	☐
	41. Balance of Plant comments:	

Distribution Subpanel 1

	Item	Status/Comments
	1. Are subpanels or separate supply circuits installed for another group of chargers? Note: If the answer is "Yes" then complete the questions in Distribution Subpanel(s) section, if "No" then skip.	◯ Yes ◯ No
	2. How many subpanels / separate panels are installed?	☐ 1 ☐ 2 ☐ 3
	3. [SUBPANEL #1] Record the branch circuit breaker specifications for the subpanel.	
	4. [SUBPANEL #1] Branch circuit breaker specification: Make	
	5. [SUBPANEL #1] Branch circuit breaker specification: Rating (A)	
	6. [SUBPANEL #1] Take a picture of the branch circuit breaker.[UPLOAD PHOTO]	☐
	7. [SUBPANEL #1] Record the charger circuit breaker specifications.	
	8. [SUBPANEL #1] Charger circuit breaker: Make	
	9. [SUBPANEL #1] Charger circuit breaker: Rating (A)	
	10.[SUBPANEL #1] Take a picture of the charger circuit breaker.[UPLOAD PHOTO]	☐
	11.[SUBPANEL #1] A correctly rated, dedicated breaker is installed for each station: • Nominal Voltage: 480 V • Max AC Current: 100 A • Breaker Size: 125 A	☐
	12.[SUBPANEL #1] The breaker feeding each station is three-pole and non-GFCI.	☐
	13.[SUBPANEL #1] The breaker feeding each station is new and a voltmeter test at the station or AC disconnect proves that it correctly powers off and on.	☐
	14.[SUBPANEL #1] The breaker ID card for each station breaker is correctly labeled.	☐
	15.[SUBPANEL #1] Does the site drawing or local code require a shunt trip presence?	◯ Yes ◯ No
	16.If answer to the line above is "Yes", complete the	

	Item	Status/Comments
	following: [SUBPANEL #1] Each breaker has shunt trip capability if the site drawing or local code calls for shunt trip wiring. Record the voltage rating if installed #1.	☐
	17.[SUBPANEL #1] Supplemental surge protection is installed at the service panel if required for site needs, such as frequent thunderstorms.	☐
	18.[SUBPANEL #1] Is a Residual Current Device (RCD, RCCD, RCBO) required by code on the installation?	◯ Yes ◯ No
	19.If answer to the line above is "Yes", ensure the following was completed and provide comments: [SUBPANEL #1] For stations where a Residual Current Device (RCD, RCCD, or RCBO) is required by code, it meets these specifications: • Type A, F, or B (B and F preferred) • Trip threshold of 300 mA required • Trip delay of 150 ms required	☐
	20.If answer to above is "Yes": [SUBPANEL #1] Take a picture of the Residual Current Device.[UPLOAD PHOTO]	☐
	21.[SUBPANEL #1] Take a picture of the electrical panel, dead front on, showing breaker ratings.[UPLOAD PHOTO]	☐
	22.[SUBPANEL #1] Take a picture of the electrical panel specification label, showing total capacity, if accessible. [UPLOAD PHOTO]	☐
	23.[SUBPANEL #1] Take a picture of the electrical panel, dead front off showing terminations, if accessible. [UPLOAD PHOTO]	☐
	24.[SUBPANEL #1] The electrical enclosures are clean and free of wire strands and metal shavings.	☐
	25.[SUBPANEL #1] Balance of Plant comments:	

Distribution Subpanel 2

	Item	Status/Comments
	1. [SUBPANEL #2] Record the branch circuit breaker specifications for the subpanel.	
	2. [SUBPANEL #2] Branch circuit breaker specification: Make	
	3. [SUBPANEL #2] Branch circuit breaker specification: Rating (A)	
	4. [SUBPANEL #2] Take a picture of the branch circuit breaker.[UPLOAD PHOTO]	☐
	5. [SUBPANEL #2] Record the charger circuit breaker specifications.	
	6. [SUBPANEL #2] Charger circuit breaker: Make	
	7. [SUBPANEL #2] Charger circuit breaker: Rating (A)	
	8. [SUBPANEL #2] Take a picture of the charger circuit breaker.[UPLOAD PHOTO]	☐
	9. [SUBPANEL #2] A correctly rated, dedicated breaker is installed for each station: • Nominal Voltage: 480 V • Max AC Current: 100 A • Breaker Size: 125 A	☐
	10.[SUBPANEL #2] The breaker feeding each station is three-pole and non-GFCI.	☐
	11.[SUBPANEL #2] The breaker feeding each station is new and a voltmeter test at the station or AC disconnect proves that it correctly powers off and on.	☐
	12.[SUBPANEL #2] The breaker ID card for each station breaker is correctly labeled.	☐
	13.[SUBPANEL #2] Does the site drawing or local code require a shunt trip presence?	◯ Yes ◯ No
	14.If answer to the line above is "Yes", complete the following: [SUBPANEL #2] Each breaker has shunt trip capability if the site drawing or local code calls for shunt trip wiring. Record the voltage rating if installed #1.	◯ Yes ◯ No
	15.[SUBPANEL #2] Supplemental surge protection is installed at the service panel if required for site needs, such as frequent thunderstorms.	☐

	Item	Status/Comments
	16.[SUBPANEL #2] Is a Residual Current Device (RCD, RCCD, RCBO) required by code on the installation?	◯ Yes ◯ No
	17.If answer to the line above is "Yes", ensure the following was completed and provide comments: [SUBPANEL #2] For stations where a Residual Current Device (RCD, RCCD, or RCBO) is required by code, it meets these specifications: • Type A, F, or B (B and F preferred) • Trip threshold of 300 mA required • Trip delay of 150 ms required	☐
	18.If answer to above is "Yes": [SUBPANEL #2] Take a picture of the Residual Current Device.[UPLOAD PHOTO]	☐
	19.[SUBPANEL #2] Take a picture of the electrical panel, dead front on, showing breaker ratings.[UPLOAD PHOTO]	☐
	20.[SUBPANEL #2] Take a picture of the electrical panel specification label, showing total capacity, if accessible. [UPLOAD PHOTO]	☐
	21.[SUBPANEL #2] Take a picture of the electrical panel, dead front off showing terminations, if accessible. [UPLOAD PHOTO]	☐
	22.[SUBPANEL #2] The electrical enclosures are clean and free of wire strands and metal shavings.	☐
	23.[SUBPANEL #2] Balance of Plant comments:	

Distribution Subpanel 3

	Item	Status/Comments
	1. [SUBPANEL #3] Record the branch circuit breaker specifications for the subpanel.	
	2. [SUBPANEL #3] Branch circuit breaker specification: Make	
	3. [SUBPANEL #3] Branch circuit breaker specification: Rating (A)	
	4. [SUBPANEL #3] Take a picture of the branch circuit breaker.[UPLOAD PHOTO]	
	5. [SUBPANEL #3] Record the charger circuit breaker specifications.	
	6. [SUBPANEL #3] Charger circuit breaker: Make	
	7. [SUBPANEL #3] Charger circuit breaker: Rating (A)	
	8. [SUBPANEL #3] Take a picture of the charger circuit breaker.[UPLOAD PHOTO]	☐
	9. [SUBPANEL #3] A correctly rated, dedicated breaker is installed for each station: • Nominal Voltage: 480 V • Max AC Current: 100 A • Breaker Size: 125 A	☐
	10.[SUBPANEL #3] The breaker feeding each station is three-pole and non-GFCI.	☐
	11.[SUBPANEL #3] The breaker feeding each station is new and a voltmeter test at the station or AC disconnect proves that it correctly powers off and on.	☐
	12.[SUBPANEL #3] The breaker ID card for each station breaker is correctly labeled.	☐
	13.[SUBPANEL #3] Does the site drawing or local code require a shunt trip presence?	◯ Yes ◯ No
	14.If answer to the line above is "Yes", complete the following: [SUBPANEL #3] Each breaker has shunt trip capability if the site drawing or local code calls for shunt trip wiring. Record the voltage rating if installed #1.	◯ Yes ◯ No
	15.[SUBPANEL #3] Supplemental surge protection is installed at the service panel if required for site needs, such as frequent thunderstorms.	☐

	Item	Status/Comments
	16.[SUBPANEL #3] Is a Residual Current Device (RCD, RCCD, RCBO) required by code on the installation?	◯ Yes ◯ No
	17.If answer to the line above is "Yes", ensure the following was completed and provide comments: [SUBPANEL #3] For stations where a Residual Current Device (RCD, RCCD, or RCBO) is required by code, it meets these specifications: • Type A, F, or B (B and F preferred) • Trip threshold of 300 mA required • Trip delay of 150 ms required	☐
	18.If answer to above is "Yes": [SUBPANEL #3] Take a picture of the Residual Current Device.[UPLOAD PHOTO]	☐
	19.[SUBPANEL #3] Take a picture of the electrical panel, dead front on, showing breaker ratings.[UPLOAD PHOTO]	☐
	20.[SUBPANEL #3] Take a picture of the electrical panel specification label, showing total capacity, if accessible. [UPLOAD PHOTO]	☐
	21.[SUBPANEL #3] Take a picture of the electrical panel, dead front off showing terminations, if accessible. [UPLOAD PHOTO]	☐
	22.[SUBPANEL #3] The electrical enclosures are clean and free of wire strands and metal shavings.	☐
	23.[SUBPANEL #3] Balance of Plant comments:	

Station Evaluation

	Item	Status/Comments
	1. Station Serial Number[UPLOAD PHOTO]	☐
	2. Station MAC Address (To be read from the CPNK below the SIM card). ENSURE CORRECT MAC LABEL IS SCANNED.[UPLOAD PHOTO]	
	3. [Critical] The SIM card on the side of the touchscreen is present.	☐
	4. Does the installation include a Surface Conduit Entry (SCE) kit?	◯ Yes ◯ No
	5. Is this an eSkid installation (eSkid is a platform mounted charger used for temporary charging)?	◯ Yes ◯ No
	6. Take a picture of front and back of the eSkid.[UPLOAD PHOTO]	☐
	7. Is the station Paired?	◯ Yes ◯ No
	8. Is charger AC disconnect switch installed?	◯ Yes ◯ No
	9. Is charger AC disconnect switch installed in the line of sight of the stations?	◯ Yes ◯ No
	10.[Critical] AC disconnect switch exteriors are free of damage and show correct labels for Paired stations as applicable.[UPLOAD PHOTO]	☐
	11.[Critical] 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 94.9 Nm (70 ft-lbs.) and torque marked. Correct the leveling if needed.	☐
	12.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-lbs.) and torque marked. Correct the leveling if needed.	☐
	13.All conduit stub-ups or armored cable service loops are placed correctly according to the Concrete Mounting Template (CMT) or Surface Mount Plate.	☐
	14.Conduit stub-ups height is between 76-152 mm (3-6 in)	☐
	15.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)	☐

	Item	Status/Comments
	• Ethernet (if Paired): 19 mm (3/4 in trade size) • DC conductors (if Paired): 76 mm (3 in trade size)	
	16.[Critical] A multimeter test shows 0 volts on the AC surge suppressors, for each combination of line-to-line and line-to-ground.	☐
	17.[Critical] AC cables are properly seated in the surge protector block and tested with a push-pull inspection.	☐
	18.[Critical] Verify that proper compression lugs are used on AC and ground input wires.	☐
	19.[Critical] AC lugs meet these specifications: • 2 holes Silver plated copper compression lug; tin plated is acceptable if used with dielectric grease	☐
	20.[Critical] AC 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.	☐
	21.[Critical] All AC and ground lugs at the AC terminal block are properly torqued to 5.6 Nm (50 in-lbs.), and are torque marked with a paint pen, and dielectric grease is applied.[UPLOAD PHOTO]	☐
	22.[Critical] AC conductors are installed in the correct order (L1, L2, L3) and correctly color coded according to local AHJ requirements.	☐
	23.AC Conductor Material	☐ Cu ☐ Al
	24.AC Conductor Gauge. Maximum acceptable gauge is 3/0 AWG copper conductor. ChargePoint recommends using no less than 1/0 AWG copper conductor.	☐
	25.AC Conductor Voltage Rating (must be 600 V minimum)	
	26.AC Conductor Temperature Rating (must be 90 °C)	
	27.AC Conductor Insulation Type (must be THHN or THWN-2)	
	28.Take a picture showing the conductor ratings specified above: (Attach letter of rating if different from actual cable markings)[UPLOAD PHOTO]	☐
	29.[Critical] AC Input cable meets ChargePoint Specifications?	☐
	30.Does the installation include a Shunt Trip?	◯ Yes ◯ No
	31.[Critical] If shunt trip wiring is used, it is sized between 0.08-2.5 mm^2 (28-14 AWG), fine stranded or solid.	☐
	32.[Critical] All shunt trip wires, and cables between the	

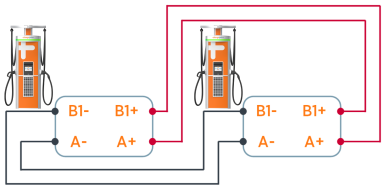
	Item	Status/Comments
	contactor box and the AC power supply, have been pull-push inspected to be fully seated with no exposed wiring. Note: Do not remove or reseat these wires. If they show defects, contact ChargePointSupport.[UPLOAD PHOTO]	☐
	33.The AC rodent guard has rubber grommets in place to prevent wire damage.	☐
	34.Record the ground conductor wire gauge.	
	35.Record the ground impedance measurement value [Ohms] (taken at the ground terminal).	
	36.A ground impedance value within acceptable range? Acceptable range is below 25 Ohms.	☐
	37.AC rodent guard bracket is installed, rests on the top of the conduit, has conductors , and duct seal is applied: Note: Rodent guard bracket and duct seal are not applicable for Surface Conduit Entry (SCE).[UPLOAD PHOTO]	☐
	38.AC wiring cover is on.[UPLOAD PHOTO]	☐
	39.[Critical] Perform a continuity test across the DC fuse terminals. The test should pass with 0 Ohms. [REF. PICTURE IN PDF GUIDE]	☐
	40.[Critical] All ground wires are firmly secured: • Below and Above the PM mechanism • On the upper right frame edge beside the contactor box • On the back of the heat exchanger • To the left of the contactor box • Verify ground connection continuity.	☐
	41.[Critical] All DC power cables and communication cables on the contactor box are fully seated and free from damage. Power connections are properly torque marked.	☐
	42.[Critical] All auxiliary power supply connectors are fully seated (push test) and free from damage.	☐
	43.[Critical] All DCC (Station Management Unit) wiring is fully seated and has been visually inspected. The Ethernet cable in the CPNK port is fully seated and free of damage. Note: The Ethernet port is only used for Paired stations.	☐
	44.[Critical] All I/O expander wiring is fully seated and has been visually inspected.	☐
	45.[Critical] All LED control board wirings are fully seated and has been visually inspected.	☐

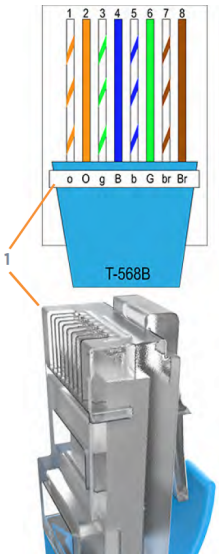
	Item	Status/Comments
	46.[Critical] All connections behind the touchscreen are fully seated and free of damage.	☐
	47.[Critical] DC rodent guard bracket: -- Is installed with punch-outs intact, if Standalone -- Has completed wiring and duct seal is applied, if Paired Note: Rodent guard bracket and duct seal are not applicable for Surface Conduit Entry (SCE).	☐
	48.[Critical] The coolant loop components are correctly installed with no signs of leakage:[UPLOAD PHOTO] • The coolant reservoir is full. • Both hose quick connectors pass a pull-push test. • Coolant controller wires pass push-pull test	☐
	49.[Critical] All Hall sensors (6 sensors) and their wires on the frame, front and back, are free of damage. Sensor wires are not at risk of being cut by cover panel clips when panels are installed.	☐
	50.Station evaluation comments:	

Charging Cable

	Item	Status/Comments
	1. Record installed charging cables combination	☐ 1 CHADEMO cable only ☐ 1 CCS1 cable only ☐ 2 CHADEMO cables ☐ 2 CCS1 cables ☐ 1 CHADEMO cables and 1 CCS1 cable
	2. [Critical] CHAdeMO cable is terminated with correct polarity at output 3 on the MDS. CCS1 cable is terminated with correct polarity at output 2 on the MDS. [UPLOAD PHOTO]	☐
	3. [Critical] CHAdeMO cable is terminated with correct polarity at output 3 on the MDS [UPLOAD PHOTO]	☐
	4. [Critical] CHAdeMO cables are terminated with correct polarity at output 3 and 2 on the MDS [UPLOAD PHOTO]	☐
	5. Charging communication cables have ferrites applied and are correctly placed on MDS (refer to picture.)	☐
	6. Charging cable's terminals are properly routed through the ferrites, and torqued to 6.8 Nm (60 in-lbs.), and are torque marked with a paint pen and dielectric grease is applied.	☐
	7. Charging cable's ground conductor is properly torqued to 6.8 Nm (60 in-lbs.), and are torque marked with a paint pen.	☐

Paired Station Evaluation

	Item	Status/Comments
	1. Provide the Paired Station Serial.[UPLOAD PHOTO]	☐
	2. Provide the Paired Station MAC address.[UPLOAD PHOTO]	☐
	3. [Critical] All four DC copper conductors are installed between stations as follows: • Voltage Rating: 1000 V • Temp Rating: 90 °C • Maximum conductor gauge for terminals: 300 Kcmil • Insulation Type XHHW-2	☐
	4. Conductor Material (must be Copper)	☐ Cu ☐ Al
	5. Conductor Gauge (Maximum guage is 300 Kcmil)	
	6. Conductor Voltage Rating (1000 V Minimum)	
	7. Conductor Temperature Rating (Must be 90 °C)	
	8. Conductor Insulation Type (Must be XHHW or XHHW-2)	
	9. [Critical] Take picture(s) showing the temperature ratings, size, and insulation type specified above. (Attach letter of rating if different from actual cable markings.)	☐
	10.[Critical] DC cable meets ChargePointspecifications?	☐
	11.DC cable connection order: 	☐
	12.[Critical] 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 [REF. PICTURE IN PDF GUIDE, also shown above]	☐
	13.[Critical] 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 [REF. PICTURE IN PDF GUIDE, also shown above]	☐
	14.[Critical] DC cable connection order is correctly and permanently labeled per wiring diagram:	☐

	Item	Status/Comments
	• Station 1 B1+" on one end and "Station 2 A+" on the other end. Perform continuity test [REF. PICTURE IN PDF GUIDE, also shown above]	
	15.[Critical] 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 [REF. PICTURE IN PDF GUIDE, also shown above]	☐
	16.[Critical] Confirm DC lugs use two holes.	☐
	17.[Critical] DC lugs meet these specifications: • Silver plated copper compression lug; tin plated is acceptable if used with dielectric grease	☐
	18.[Critical] 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.	☐
	19.[Critical] All four lugs at the DC terminal block are properly torqued to 6.8 Nm (60 in-lbs.), and are torque marked with a paint pen.[UPLOAD PHOTO]	☐
	20.[Critical] Outdoor rated Ethernet Cat5e or Cat6 cable is installed between the stations: • Is crimped in a straight-through 568B pattern • Passes functional testing •Has no stray wires in the crimp • Has a maximum run length of 100 m (328 ft) [REF. PICTURE IN PDF GUIDE, also shown here] 	☐
	21.The ethernet cable is correctly installed:[UPLOAD PHOTO]	

	Item	Status/Comments
	• 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	☐
	22.[Critical] 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. [UPLOAD PHOTO]	☐
	23.DC rodent guard bracket is installed, rests on the top of the conduit, and duct seal is applied. Note: Rodent guard bracket and duct seal are not applicable for Surface Conduit Entry (SCE).[UPLOAD PHOTO]	☐
	24.IS INSPECTION SUCCESSFULLY COMPLETED ON THE PAIRED UNIT? Prior to moving to the next section of commissioning please ensure the corresponding commissioning are completed on the paired station.	◯Yes ◯No
	25.Paired Station evaluation comments:	

Power Module and Cover Panel Evaluation

	Item	Status/Comments
	1. [Critical] DC wiring cover is on, whether or not station is Paired.[UPLOAD PHOTO]	☐
	2. [Critical] Both Power Modules are inspected and show no damage to pins, coolant valves, or exteriors.[UPLOAD PHOTO]	☐
	3. [Critical] The underside of the PM mechanism (communication and coolant connections) shows no damage or misalignment when visually inspected. [UPLOAD PHOTO]	☐
	4. [Critical] Power Modules are installed and the mechanism fully seated, with no gaps. Springs on both sides are equally compressed. The mechanism is pushed down in place.[UPLOAD PHOTO]	☐
	5. [Critical] Both station rear cover panels are properly mounted and tightened.[UPLOAD PHOTO]	☐
	6. [Critical] Both front station cover panels are mounted. [UPLOAD PHOTO]	☐
	7. [Critical] The area light bar is plugged in and its cable is free of damage.	☐
	8. 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	☐
	9. Surface Conduit Entry (SCE) installations only: Wireway is sealed to the box base using a code-approved sealing method for all conduit openings.[UPLOAD PHOTO]	☐
	10. Surface Conduit Entry (SCE) installations only: Box cover and SCE side extrusions with cutouts are properly installed to protect wiring.	☐
	11. The AC disconnect switch (if present) has a padlock to prevent unauthorized entry into the wiring area, if disconnect is applicable. Note: No lock is permitted on the operating lever. Take a picture of the AC disconnect interior.[UPLOAD PHOTO]	☐
	12. [Critical] The parking area is clean and free of all crate fasteners, packaging, and debris.	☐
	13. [Critical] Lock out/Tag out has been removed from all	☐

	Item	Status/Comments
	breakers and panels.	
	14. ARE THERE ANY "FAILED" CRITICAL [Critical] INSPECTION POINTS THAT PREVENT THE ENERGIZATION OF THE SYSTEM?	◯ Yes ◯ No
	15. Power Module and Cover Panel evaluation comments:	

Post Energization Checks

	Item	Status/Comments
	1. [Critical] The station powers on. No error messages are displayed on the touchscreen.	☐
	2. [Critical] The station displays a message clearly on the main display.	☐
	3. [Critical] A voltage measurement at the AC disconnect (if present) or breaker between L1 - L2 shows: 480 VAC +/- 10%	☐
	4. [Critical] A voltage measurement at the AC disconnect (if present) or breaker between L2 - L3 shows: 480 VAC +/- 10%	☐
	5. [Critical] A voltage measurement at the AC disconnect (if present) or breaker between L3 - L1 shows: 480 VAC +/- 10%	☐
	6. Phase rotation is ABC counter-clockwise (Phase A, Phase B, Phase C). If phase rotation is incorrect, switch any two phases in the disconnect and retest.	☐
	7. [Critical] All steps of the Installation Wizard are complete and the station has been pinpointed.	☐
	8. [Critical] Contact ChargePoint to complete activation and software update.	☐
	9. Take a picture of the screen after activation is complete. Make sure that the screen displays the station's name and 80 kW or 160 kW power rating.[UPLOAD PHOTO]	☐

Cellular Coverage Evaluation

	Item	Status/Comments
	1. [Critical] 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. [UPLOAD PHOTO]	☐
	2. [Critical] 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.[UPLOAD PHOTO]	☐

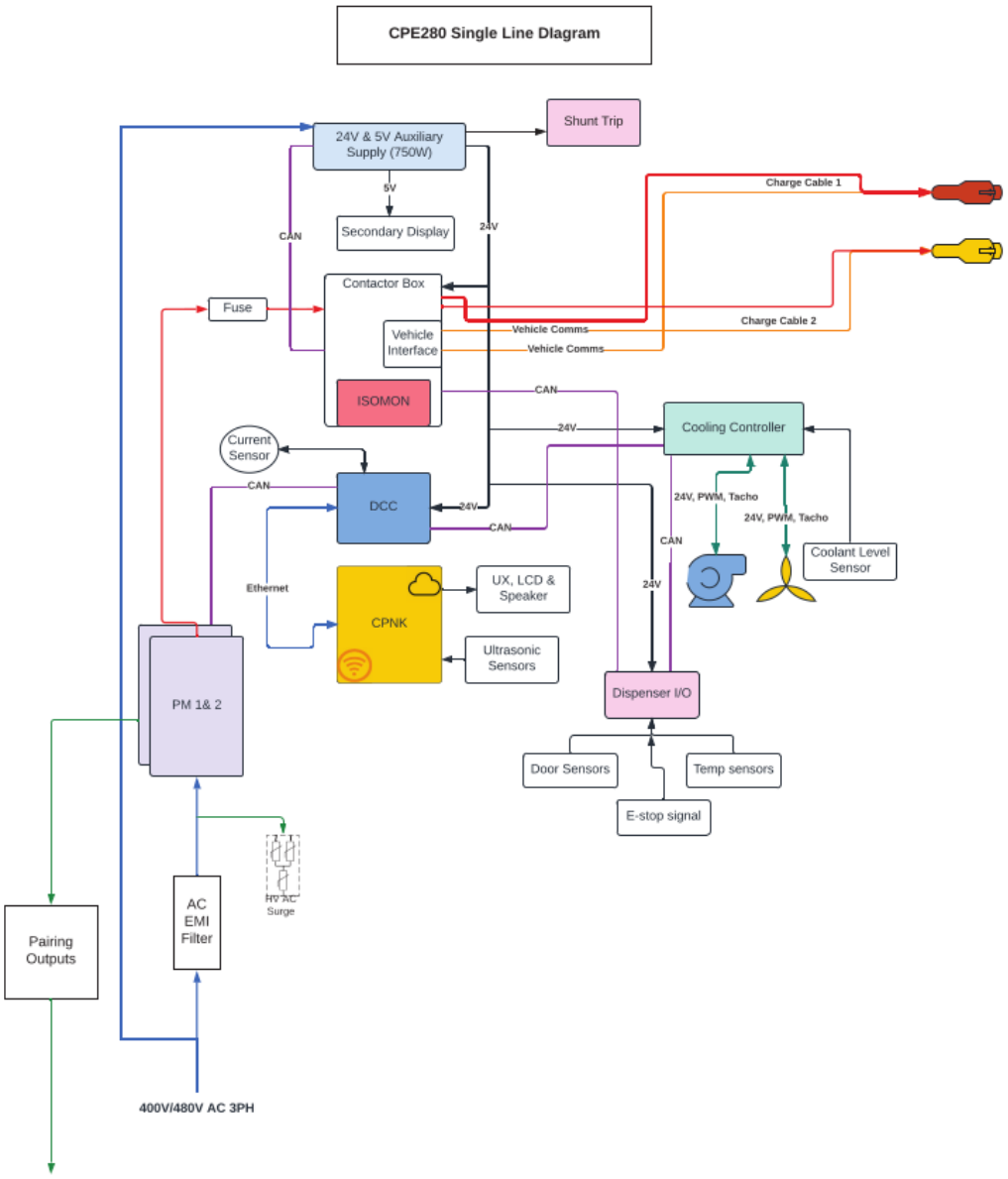
	Item	Status/Comments
	3. Cellular Coverage evaluation comments:	

Credit Card Reader Evaluation

	Item	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. [UPLOAD PHOTO]	☐
	5. [Critical] Credit Card Reader evaluation comments:	

Single Line Diagram (REF.)

The following image illustrates a single-line diagram of the Express 280 charging station.



Acknowledgment

I, _____, hereby confirm the following:

- All instructions in the Installation Guide have been followed
- Torqued all fasteners to the correct torque values using an appropriate tool
- The electrical system complies with all local codes, norms, standards, and regulations. This includes but is not limited to health and safety regulations, electrical regulations, building regulations, manufacturer specifications, and requirements of the local authorities.
- I certify that the scope of work has been completed correctly and that the station has no functional, electrical, or safety issues

Name and signature of the technician who commissioned the stations.

Name: _____

Company: _____

Signature	Date

Legal Disclaimer

ChargePoint is not responsible for verifying this information, and the creator of the protocol remains responsible for this information.

ChargePoint accepts no ongoing responsibilities for the electrical design and the installation specifics.

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