

Preventive Maintenance Form for CP6000

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.

Warranty Implication



IMPORTANT: Please be advised that all installation, commissioning, and break-fix services must be performed by a ChargePoint-certified technician. Engaging non-certified personnel for these services will result in warranty implications, as doing so constitutes a breach of policy.

Support Services

<https://www.chargepoint.com/legal/support-services>

For more information about ChargePoint's training and certification program, visit <https://www.chargepoint.com/partners/training-certification>

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 CP6000s	
Work Order Number	
Preventive Maintenance Start Date	
Preventive Maintenance Start Time	

De-energization

Follow the check-list provided below for de-energization of the charging station.

	Description	Status/Comments	
	1. Before beginning Preventive Maintenance, verify that you have the following: • Personal protective equipment • Required tools • Accessible Preventive Maintenance form		
	2. Provide photo(s) for CP6000 breaker.		
	3. Confirm electrical disconnecting means appear to be free of damage and in working order.	Pass	Fail
	4. Confirm breakers show no signs of overheating (visually and/or smell).	Pass	Fail
	5. Confirm the electrical disconnecting means is properly locked out / tagged out.	Pass	Fail

Questions

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

General

	Description	Status/Comments
	1. Station serial number: (The serial number can be found on the back of the head unit) [UPLOAD PHOTO]	
	2. Station MAC address: (To be read from the label applied on the screen protective film) [UPLOAD PHOTO]	

Mounting and AC Supply

	Description	Status/Comments
	1. Does the station include a tethered cable or sockets?	Cable Cable + Socket Sockets
	2. How is the station mounted?	Wall Mounted Pole Mounted
	3. How is the pole secured to the surface?	Concrete Mounting Template (CMT) CP4000 Adapter Plate Prefab Base Chemical Anchors Other (add comment and picture)
	4. How many AC supply cables are connected to the station?	One Two
	5. Is the station equipped with a screen (HMI)?	Yes No
	6. Does the installation include a side mounted conduit?	Yes No
	7. Confirm the conduit entry hole is sealed with an approved sealant (if applicable). [UPLOAD PHOTO]	Pass Fail
	8. [OPTIONAL] Confirm conduit stub-up extends 150–590 mm (6–23.5 in) above surface level.	Pass Fail
	9. [OPTIONAL] Confirm conduit outside diameter does not exceed 95 mm (3.74 in)	Pass Fail
	10. Europe: UK Armored cable installations - Confirm the correct cable gland bracket is installed. [UPLOAD PHOTO]	Pass Fail
	11. [OPTIONAL] Confirm the pedestal is tightly fastened with bolts torqued to 160 Nm (118 ft lb).	Pass Fail
	12. Confirm the pedestal is plumb.	Pass Fail

	Description	Status/Comments	
	13. Confirm the station is level.	Pass	Fail
	14. Are AC disconnect switches installed next to the stations?	Yes	No
	15. Confirm AC disconnect switch exteriors are free of damage and show correct labels as applicable. [UPLOAD PHOTO]	Pass	Fail
	16. LOTO: Confirm the station power supply is powered off and locked out at the distribution panel.	Pass	Fail
	17. AC conductor material:	Cu Al	
	18. AC conductor cross-section:		
	19. AC conductor voltage rating:		
	20. AC conductor temperature rating:		
	21. AC insulation type:		
	22. Provide photo showing the conductor ratings specified above: (Or, attach cable rating specification if markings not clear.) [UPLOAD PHOTO OR CABLE SPECIFICATION SHEET]		
	23. Europe: Confirm all necessary electrical infrastructure has been completed per local codes and ChargePoint specifications, with properly sized wire at the station not exceeding 25 mm ² .	Pass	Fail
	24. North America: Confirm all necessary electrical infrastructure has been completed per local codes and ChargePoint specifications for AC, with properly sized wire at the station not exceeding AWG 2/0.	Pass	Fail
	25. Europe: Verify that the Eichrecht sealing and markings are intact per local codes and <i>CP6000 Installation Guide</i> . [UPLOAD PHOTO]	Pass	Fail

Internal Inspection

	Description	Status/Comments	
	1. Europe: Confirm all input AC wires are stripped to the correct 12 mm (0.5 in) length. [UPLOAD PHOTO]	Pass	Fail
	2. North America: Confirm all input AC wires are stripped to the correct 30 mm (1.18 in) length. [UPLOAD PHOTO]	Pass	Fail
	3. Confirm all AC conductor strands are fully inserted: - No copper wire is exposed or cut - For stranded wires, ferrules are used [UPLOAD PHOTO]	Pass	Fail
	4. Europe: Confirm all AC wires are torqued to 2.8 Nm (25 in-lb) to the RCD terminals.	Pass	Fail
	5. Verify the ground connection is tight and properly connected,	Pass	Fail

	Description	Status/Comments
	and that the grounding cable and insulation show no damage.	
	6. North America: Confirm a ground impedance (PE) measurement taken around the AC terminal is less than 20 Ohm	Pass Fail
	7. Europe: Confirm a ground impedance (PE) measurement taken around the AC terminal is less than 100 Ohm.	Pass Fail
	8. Verify all wires and power jumpers (if applicable) are secure (perform push-pull test).	Pass Fail
	9. Power Management Kit installed (for dual port cables supplied with a single AC cable) - For Single Phase installation ONLY L1-L1 PMK can be used.	L1-L2 L1- L1
	10. Phase Rotation AC Supply #1	L1 L2 L3 (RST) L2 L3 L1 (STR) L3 L1 L2 (TRS)
	11. Phase Rotation AC Supply #2	L1 L2 L3 (RST) L2 L3 L1 (STR) L3 L1 L2 (TRS)
	12. Confirm the head unit assembly is properly seated in the housing and no gaps exist between them.	Pass Fail
	13. Verify no moisture or debris are located behind the touch screen.	Pass Fail
	14. Confirm the holster frame alignment shows no visible gaps.	Pass Fail
	15. Confirm the top cap is fully seated in the head unit assembly and no gaps exist.	Pass Fail
	16. Confirm all covers are installed, all fasteners are tightened, and the station is properly secured to the base and does not rock or wiggle.	Pass Fail
	17. Verify cable clamps are assembled and have no gaps.	Pass Fail
	18. Confirm there is no charging cable damage (for models equipped with charging cables).	Pass Fail
	19. Verify the cable retraction mechanism operates smoothly and fully extends and retracts (for models equipped with charging cables).	Pass Fail
	20. Verify both charging cables rest properly in their holsters.	Pass Fail
	21. Provide photo of the installed head unit including holsters, top cap, and cables inserted to holsters (if applicable). [UPLOAD PHOTO]	
	22. Provide photo of ratings labels applied. [UPLOAD PHOTO]	
	23. Internal inspection evaluation comments:	

Post-Energization

	Description	Status/Comments	
	1. North America: Confirm a voltage measurement at the AC disconnect (if present) or breaker between L1 - L2 shows 208 / 240 VAC $\pm 10\%$. [UPLOAD PHOTO]	Pass	Fail
	2. Europe: Confirm a voltage measurement at the AC disconnect (if present) or breaker between L1 - N shows 230 V AC $\pm 10\%$	Pass	Fail
	3. Europe: Confirm a voltage measurement at the AC disconnect (if present) or breaker between L2 - N shows 230 V AC $\pm 10\%$.	Pass	Fail
	4. Europe: Confirm a voltage measurement at the AC disconnect (if present) or breaker between L3 - N shows 230 V AC $\pm 10\%$.	Pass	Fail
	5. Europe: Confirm a voltage measurement at the AC disconnect (if present) or breaker between L1 - L2 shows 400 V AC $\pm 10\%$.	Pass	Fail
	6. Europe: Confirm a voltage measurement at the AC disconnect (if present) or breaker between L2 - L3 shows 400 V AC $\pm 10\%$.	Pass	Fail
	7. Europe: Confirm a voltage measurement at the AC disconnect (if present) or breaker between L3 - L1 shows 400 V AC $\pm 10\%$.	Pass	Fail
	8. Europe: Confirm N to PE (Ground) voltage measurement shows <5 V.	Pass	Fail
	9. Confirm all electrical measurements are within required thresholds.	Pass	Fail
	10. Verify the station powers on with no error messages displayed on the touchscreen.	Pass	Fail
	11. Confirm the LED bars for each port function correctly.	Pass	Fail
	12. Confirm all steps of the Installation Wizard are complete and the station has been pinpointed.	Pass	Fail
	13. For multiple station installations: Confirm phase rotation was executed and configured during pinpointing.	Pass	Fail
	14. Verify the RFID reader is functional and responds when tapped with a ChargePoint card or ChargePoint app.	Pass	Fail
	15. Call ChargePoint Support (For assistance, go to chargepoint.com/support and contact technical support using the appropriate region-specific number.) to ensure: - The software revision is up to date. NOTE: Updates can take up to 30 minutes. - Support has activated the station, or has a ticket open to do so.		
	16. Verify a test charging session is completed on both connectors.	Pass	Fail
	17. Record the software version deployed to the charger.		
	18. Confirm the parking area is clean and free of all crate fasteners, packaging, and debris. [UPLOAD PHOTO]	Pass	Fail

	Description	Status/Comments
	19. [OPTIONAL] Upload the mandatory local inspection document [i.e.: VDE, BS etc.] [UPLOAD FILE]	
	20. Station evaluation comments:	

Cellular Coverage Evaluation

	Description	Status/Comments
	1. Using a Snyder cellular signal detector or equivalent, test the location of every station and ensure it meets minimum RSRQ at -12.5 dB or better, for RSRP measured at -90 dBm or better. [UPLOAD PHOTO]	Pass Fail
	2. Record the dBm value displayed on the touchscreen:	
	3. Confirm the cellular signal is sufficient for reliable operation of the station.	Pass Fail
	4. Confirm earth/ground connection is made to the ground lugs (where applicable).	Pass Fail
	5. Confirm holster power cables are connected to the respective CCOM ports and show no damage.	Pass Fail
	6. Confirm light bar power cable is connected to the respective CCOM port and shows no damage.	Pass Fail
	7. Confirm the smart cable assemblies are correctly secured.	Pass Fail
	8. Confirm both RJ45 cables from the Smart Cable assemblies are connected to the CCOM Ethernet ports and show no damage.	Pass Fail
	9. Verify the SIM card is correctly seated into the CCOM SIM slot and the SIM card cover is closed (Only for stations equipped with physical SIM cards).	Pass Fail
	10. Record the cellular carrier displayed on the touchscreen:	
	11. Confirm the AC supply cable is connected to the right hand side RCD terminals. [UPLOAD PHOTO]	Pass Fail
	12. [OPTIONAL] Verify power plate is correctly seated and secured. [UPLOAD PHOTO]	Pass Fail
	13. Cellular evaluation comments:	

Return to Operation

	Description	Status/Comments
	1. Confirm all CP6000s are reassembled.	Pass Fail
	2. Provide photos of the charging station exterior after reassembling all parts.[UPLOAD PHOTO]	

	Description	Status/Comments	
	3. Confirm all personnel are clear from electrical equipment.	Pass	Fail
	4. Confirm lock out / tag out is removed.	Pass	Fail
	5. Confirm the site is re-energized.	Pass	Fail
	6. Provide photo of the status light(s). [UPLOAD PHOTO]		



chargepoint.com/support