

Preventive Maintenance Form for CT4000

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 CT4000s	
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 the breaker.		
	3. Confirm the station has been fully de-energized.	Pass	Fail
	4. Confirm breakers show no signs of overheating (visually and/or smell).	Pass	Fail
	5. [Critical] 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: [UPLOAD PHOTO]	
	2. [Critical] Select maintenance type.	Annual 5-Year 10-Year
	3. General comments:	

Station Mounting

	Description	Status/Comments
	1. Is the station pedestal or wall mounted? [UPLOAD PHOTO]	Pedestal Wall Mounted
Pedestal Mount		
	1. Does the installation include a side mounted conduit?	Yes No
	2. Confirm the pedestal is tightly fastened with nuts torqued to 160 Nm (118 ft-lb).	Pass Fail
Wall Mount		
	1. Confirm the station is level.	Pass Fail
	2. Does the installation include a side mounted conduit?	Yes No
	3. [Critical] Confirm the mounting bolts are sufficiently tightened.	Pass Fail

Site Inspection

	Description	Status/Comments
	1. Is there solar on site?	Yes No
	2. If solar, what is the size of the solar installation?	
	3. Is there a generator?	Yes No
	4. If there is a generator, what is the size of the generator?	
	5. [Critical] Visually inspect breaker(s) and confirm they are in	Pass Fail

	Description	Status/Comments
	good condition. [UPLOAD PHOTO]	
6.	[Critical] What is the breaker rating (A) of the main breaker? [UPLOAD PHOTO]	
7.	What is the breaker rating (A) of the station? [UPLOAD PHOTO]	
8.	Is there an AC disconnect upstream from the equipment?	Yes No
9.	If fuses are present, what is the rating (A)? [UPLOAD PHOTO]	

Station Inspection

	Description	Status/Comments
1.	[Critical] Take a picture of the entire unit before starting preventive maintenance [UPLOAD PHOTO]	
2.	Are there any markings that need to be cleaned?	Yes No
3.	Verify markings are removed.[UPLOAD PHOTO]	Pass Fail
4.	Lift the power plate cover and test for zero energy; confirm the station has been de-energized.	Pass Fail
5.	Is the station single port or dual port?	Single Port Dual Port
6.	[Critical] Confirm, if single port, AC jumpers are installed.	Pass Fail
7.	[Critical] Take a picture of the power plate showing the termination of the conductors and confirm they are properly seated without any exposed wiring.[UPLOAD PHOTO]	Pass Fail
8.	Confirm the power plate has no signs of thermal damage or discoloration.	Pass Fail
9.	[Critical] Verify the conductors and ground are properly seated (perform push-pull test).	Pass Fail
10.	Confirm the positioning clips on the side of the head assembly are not bent.	Pass Fail
11.	Visually inspect the head assembly and confirm there is no damage.	Pass Fail
12.	Perform a push-pull test on the RJ45 connectors and verify the wires are properly routed through the wire guides.	Pass Fail
13.	Remove the vehicle connectors from their ports and confirm the locking mechanisms are in good condition.	Pass Fail
14.	Visually inspect the vehicle connectors.	
15.	[Critical] Confirm the connector pins show no damage.	Pass Fail
16.	[Critical] Confirm the handle is in good condition.	Pass Fail

	Description	Status/Comments	
	17. [Critical] Verify the latch functions properly.	Pass	Fail
	18. Physically test the CMK. Verify the CMK cables are easy to move and fully extend.	Pass	Fail
	19. Confirm the cable clamps are in good condition.	Pass	Fail
	20. Disconnect the blue plug and inspect the interior pins; confirm there are no signs of thermal damage or discoloration.	Pass	Fail

Energize the Station

	Description	Status/Comments	
	1. Take a picture of the station reassembled. [UPLOAD PHOTO]		
	2. [Critical] Confirm LOTO equipment has been removed from the breakers and/or AC disconnects. [UPLOAD PHOTO]	Pass	Fail
	3. [Critical] Energize the station, proceed to testing the CCOM functionality, and verify the LEDs on the station are green (comment if otherwise)	Pass	Fail
	4. [Critical] (Internal Technician) Perform a test charge and run through all stages; verify the station completes the cycle successfully.	Pass	Fail



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