

Construction Signoff Form

Express Solo, North America Region

This form ensures the site for your ChargePoint solution has been prepared as specified, by you or by your chosen contractor, before beginning installation. Submit this completed form and the required photos to installdispatch@chargepoint.com. Detailed datasheets, site design guides, and installation guides defining ChargePoint specifications are available at [ChargePoint Product Reference Documents](#).



IMPORTANT: All installations must comply with local and regional code. ChargePoint provides concrete pad guidance applicable for most sites in the Site Design Guide; however, pad sizes for a given site might be smaller or larger due to site conditions. Ensure site drawings have been completed and approved by a structural engineer for the site.



IMPORTANT: If the installer arrives to the installation site and finds any signoff items incomplete, you will incur a separate re-dispatch fee.

Project Identification

Project Information

Sales order number / case number:

Site Information	Contractor Information
Site address:	Company name:
	Site lead name:
Number of stations to be installed:	Site lead job title:
Contact name:	Site lead email:
Contact phone:	Site lead phone:
Contact email:	Date work began:

Station	Serial Number	Station	Serial Number
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Required Construction Photos

Take the following photos for each station location throughout the site construction process.



IMPORTANT: Submit the photos by email to installdispatch@chargepoint.com. Include the case number or sales order number in the email subject line.

Required Construction Photos	Photo Submitted	
1. Of completed trenching with conduit (or ducting) laid in place (if applicable).	Yes	No
2. Prior to concrete pour, if a Concrete Mounting Template (CMT) is used: - Of the CMT in place and held at the proper height to prevent movement during the concrete pour. - Of all anchor bolts correctly inserted into the CMT. - Of conduit stub-ups (if used) correctly inserted into the CMT.	Yes	No
3. Of completed concrete pad with anchor bolts and conduit stub-ups (if used).	Yes	No
4. Of the overall space around each mounting location, showing all service clearances are available.	Yes	No
5. Of the specification label on the electrical panel, showing total panel capacity.	Yes	No
6. Of all signage and parking guides as required by site drawings and local code.	Yes	No
7. Of the open electrical panel with the front panel removed, showing terminations.	Yes	No
8. Of the open electrical panel with the front panel in place, showing breaker amperage ratings and Express Solo connection labels.	Yes	No
9. Of the mounting location of each Express Solo.	Yes	No
10. Of the front of each AC disconnect (if applicable).	Yes	No

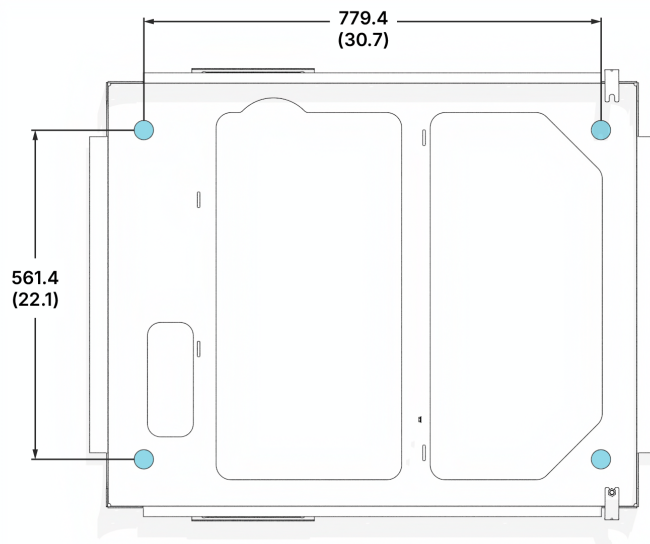
Civil Work Checklist

Complete the following civil work checklist for each station location across the site.

Civil Work, Express Solo	Indicate Yes or No Add Comments	
1. Confirm the concrete pad was designed, installed, and approved as follows: (a) If pad was newly poured: - The pad was designed and installed based on one of the conservative stability specifications listed in the <i>Express Solo Site Design Guide</i>, in accordance with site-specific wind, seismic, and soil conditions. -or- - The pad was designed by a structural engineer based on site-specific conditions and based on the structural parameters listed in the <i>Express Solo Site Design Guide</i>. (b) If using existing concrete surface: - The pad was inspected and approved by a structural engineer based on the structural parameters listed in the <i>Express Solo Site Design Guide</i>.	Yes	No
2. If Concrete Mount Template (CMT) is used, confirm that it is embedded 51 mm (2 in) below the finished concrete surface and level with the concrete pad surface. Confirm the CMT is oriented correctly, with the "Front" marking facing the intended direction of the station's front face.	Yes	No
3. Confirm the finished mounting surface is smooth and level.	Yes	No
4. Determine the projected flood depth for a 100-year flood event at the installation site. If the flood depth exceeds 61 mm (2.4 in), verify that a raised concrete pad has been provided to elevate the Express Solo above the flood level.	Yes	No
5. Confirm that any site slopes, walls, or fences do not trap water around the station installation site.	Yes	No
6. All signage, parking spot striping, and "EV" markings are completed per site drawings and local code.	Yes	No

Anchor Bolt Verification

Express Solo mounts over anchor bolts embedded in a concrete pad. The anchor bolts must align with the anchor bolt hole pattern shown below. The figure below shows a top-down views of the cabinet bottom plate and the corresponding anchor bolt hole locations. Measurements appear in metric units (mm) followed by imperial equivalents (inches).

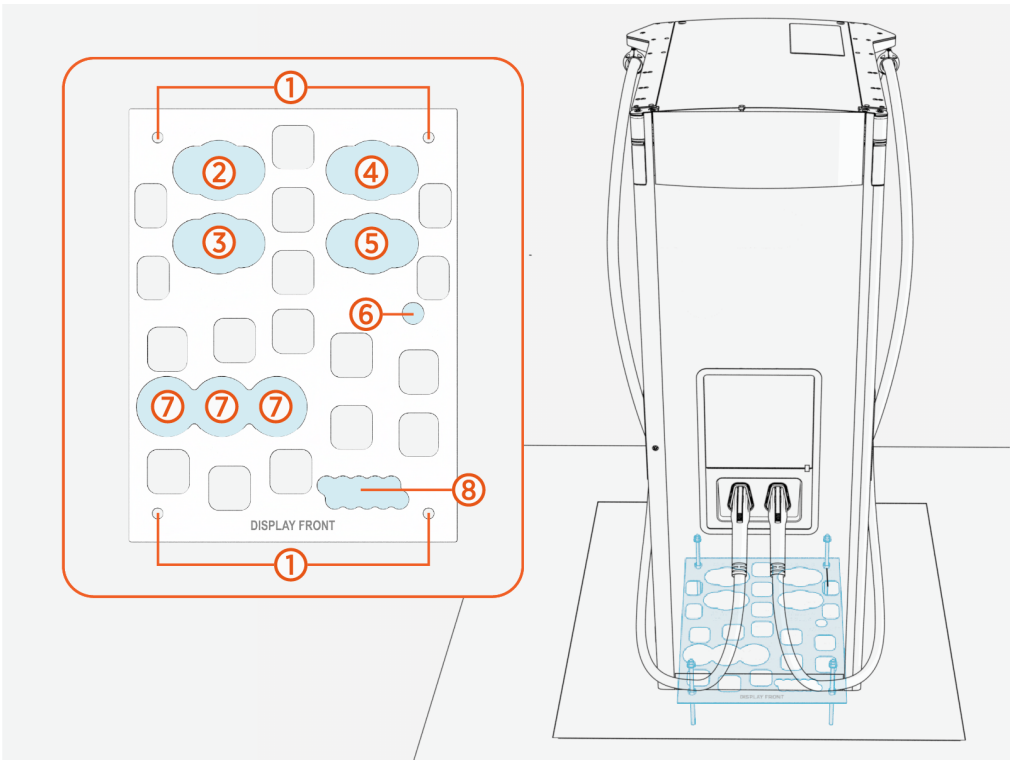


Verify the following:

	Indicate Yes or No Add Comments	
1. There are four anchor bolts present.	Yes	No
2. All anchor bolts are M20 threaded, ASTM F1554 Grade 55, and hot-dip galvanized.	Yes	No
3. Anchor bolt pattern and spacing match the pattern shown above.	Yes	No
4. Anchor bolts are vertically plumb, with no visible lean, tilt, or misalignment.	Yes	No
5. 127 mm (5 in) of each anchor bolt extends above the finished mounting surface.	Yes	No

Conduit/Duct Verification

The concrete mount template (CMT) positions the anchor bolts and wire entry points as shown below.



- (1) M20 anchor bolts (x4)
- (2) EXT D wires
- (3) DC BUS (exhaust side) wires
- (4) EXT B wires
- (5) DC BUS (intake side) wires
- (6) Shunt trip wires
- (7) AC input wires
- (8) 48 V DC output, Ethernet, Safety Hub, and door interlock wires

Verify the following:

	Indicate Yes or No Add Comments	
1. For installations using a CMT, confirm the conduits are correctly positioned through the CMT.	Yes	No
2. For installations not using a CMT, lay the CMT over the conduits or ducts to confirm that they follow the layout and orientation defined by the CMT.	Yes	No
3. In all cases, verify that the conduit or duct layout is correctly oriented relative to the intended front side of the cabinet.	Yes	No

If using conduits, the conduits must meet the conduit quantity and size specifications given below.

Conduits For	Conduit Quantity x Trade Size
AC input	3 x 4 inch max. or 4 x 2.5 inch max.
DC BUS: - DC BUS (intake side) - DC BUS (exhaust side)	1 x 4 inch max. per side or 2 x 3 inch max. per side
External DC output: - EXT B - EXT D	1 x 4 inch max. per output or 2 x 3 inch max. per output
48 V DC, Ethernet, and Safety Hub (*)	1 x 1 inch to each Power Link 1 inch size conduit is required. The quantity of conduits will depend on the configuration.
Ethernet and door interlock (**)	1 x 1 inch.
Optional Features (Soft shutdown switch, shunt trip, hardwire Ethernet)	1 x 3/4 inch max. per feature



NOTE: (*) 48 V DC, Ethernet, and Safety Hub wires travel in the same conduit when connecting Express Solo to a Power Link. Safety Hub wires are required only for certain models of Power Link. Refer to the installation guide of the Power Link model specific to your project to determine if Safety Hub twisted wire connection is required. (**) Ethernet and door interlock sensor wires travel in the same conduit when pairing an Express Solo to another Express Solo.

Verify the following:

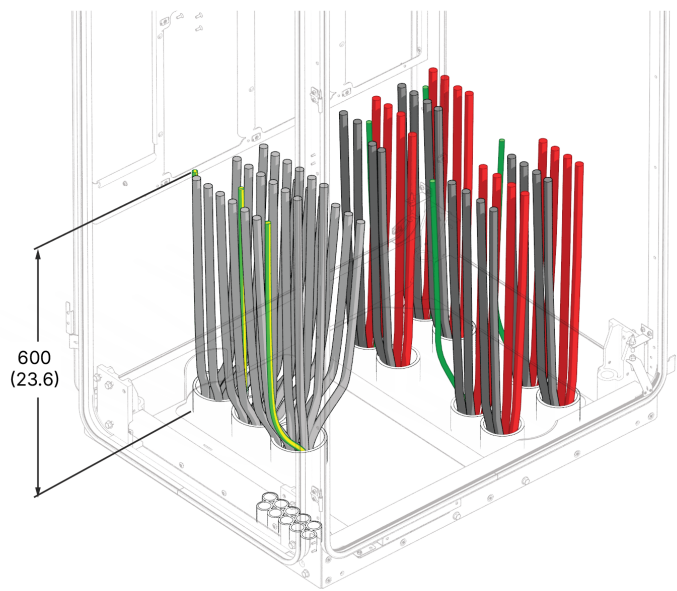
	Indicate Yes or No Add Comments
1. Conduits meet the specifications given above.	Yes No
2. Conduit stub-ups are cut to a height of 13-25 mm (0.5-1 in) above the finished mounting surface.	Yes No

If using conduits, ChargePoint strongly recommends pulling conductors during cabinet installation rather than during site make-ready.



NOTE: Installers should not pull any auxiliary conductors or cables (48 V DC, soft shutdown switch, Safety Hub, Ethernet, door interlock) until after the cabinet is mounted.

If AC input, external DC output, and DC BUS conductors are pulled during site make-ready, there must be a minimum conductor length of 600 mm (24 in) from the finished mounting surface.



If conductors are pulled through conduit, verify the following:

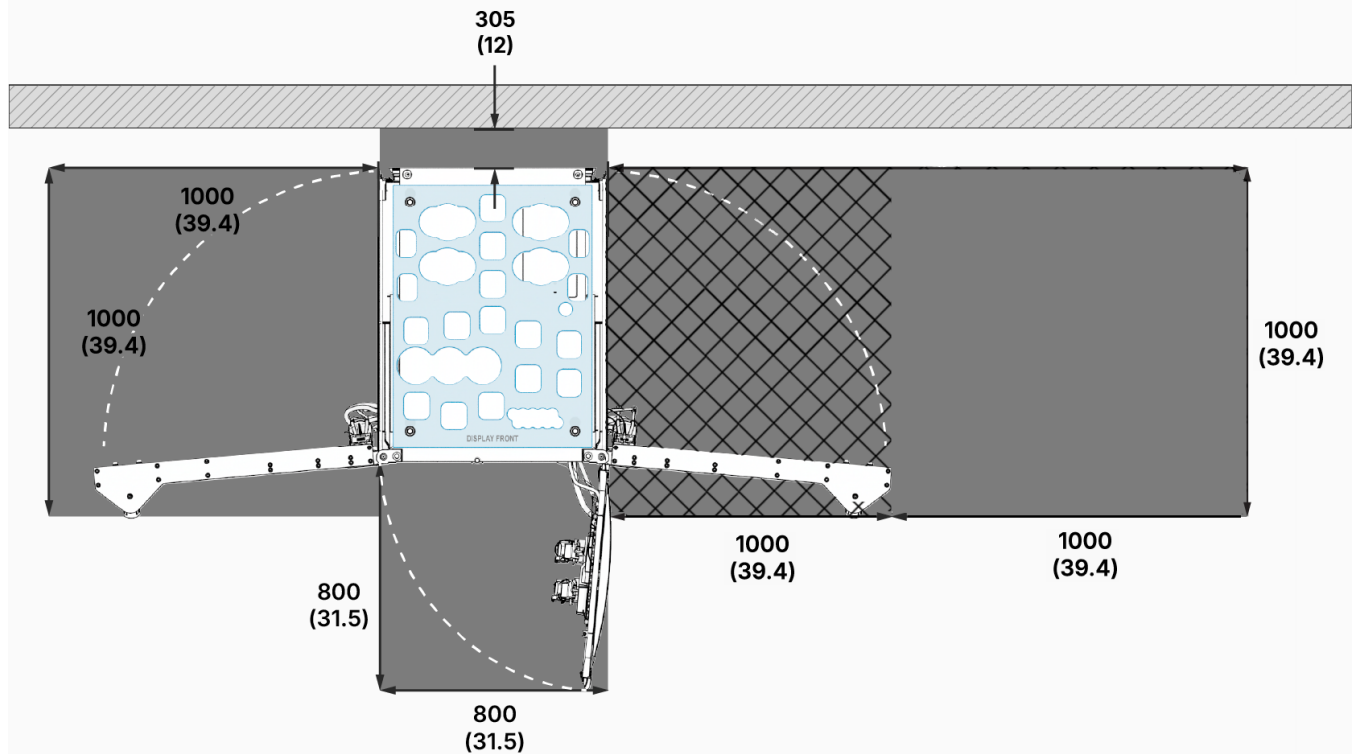
	Indicate Yes or No Add Comments	
1. Confirm the AC input, external DC output, and DC BUS conductors extend at least 600 mm (24 in) beyond the finished floor.	Yes	No

Express Solo Service Clearance Verification

Express Solo must be positioned such that all service and clearance requirements given below are met. The figure shows a top-down view of the Express Solo cabinet overlaid on the CMT.



NOTE: Images given in this section are not to scale. Measurements appear in metric units (mm), followed by imperial equivalents (inches).

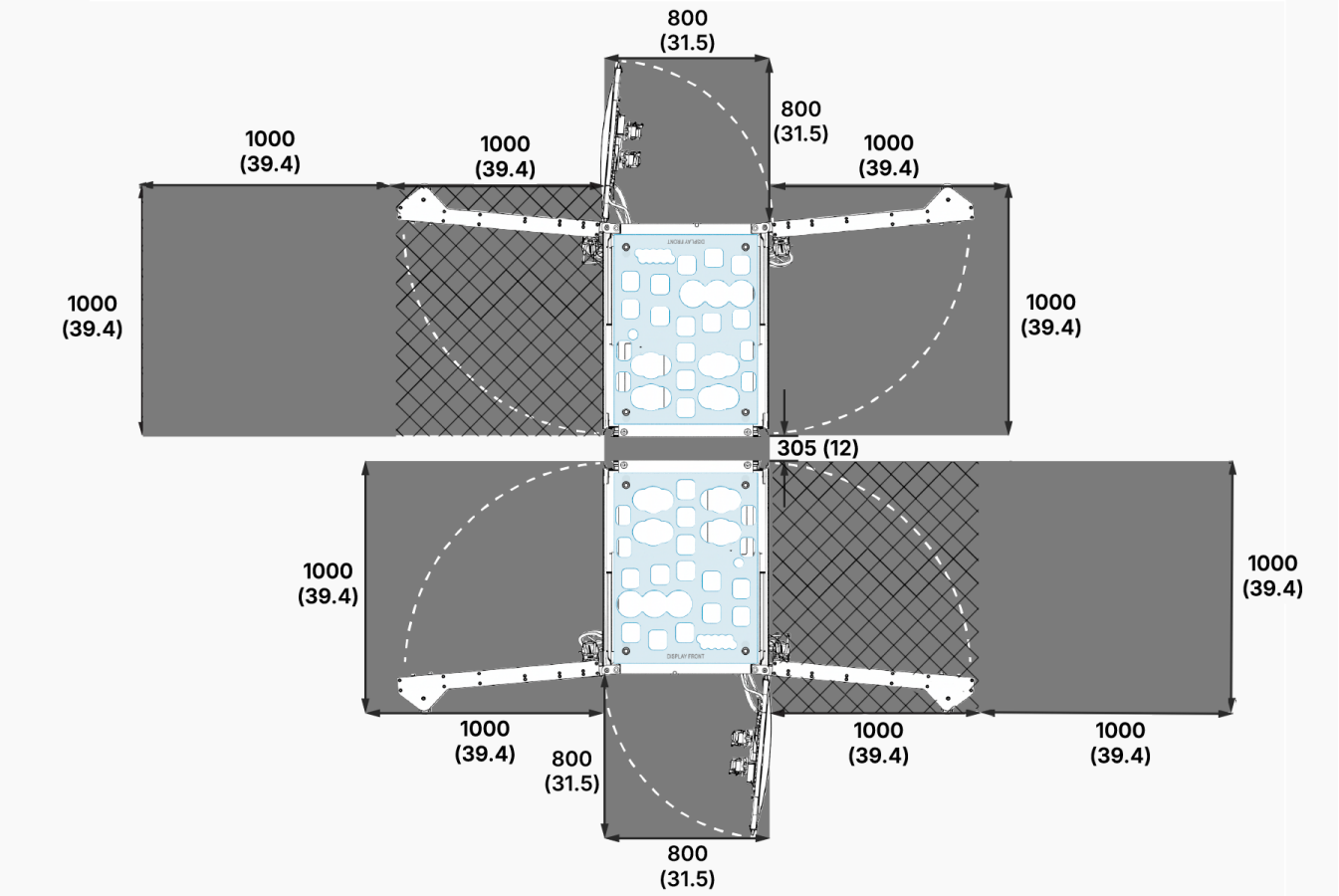


-  Mandatory clearance area
-  Mandatory service cart access area (hardscaped)
-  Wall, fence, or other obstruction



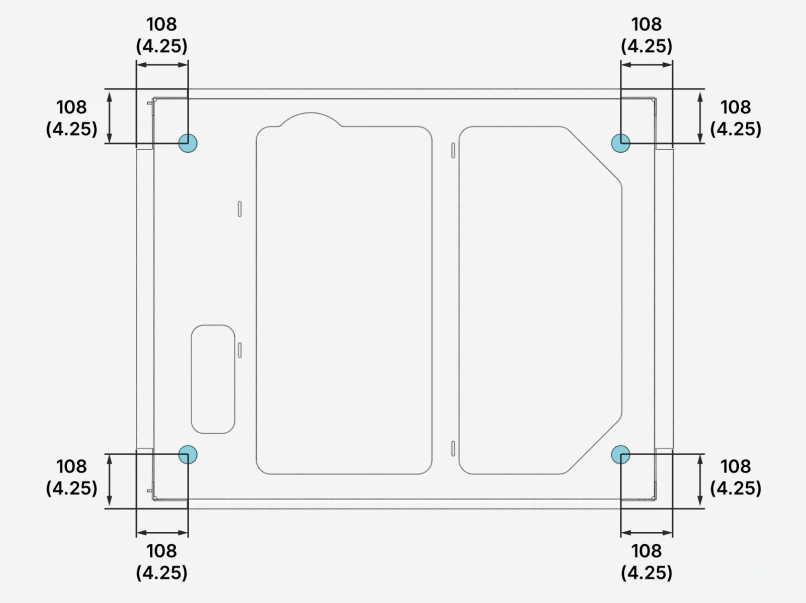
IMPORTANT: The mandatory clearance area and mandatory service cart access area must remain free of obstructions, and the ground within these areas must be firm, stable, at grade (+/- 13 mm or 0.5 in), and free of abrupt elevation changes. The mandatory service cart access area must additionally be hardscaped so that it provides a smooth, load-bearing surface suitable for maneuvering and supporting a wheeled service cart carrying a power module. The combined weight of the service cart and power module may be up to 136 kg (300 lb). A continuous, unobstructed path at least 1000 mm (39.4 in) wide must be provided to the mandatory service cart access area. Failure to maintain the required clearance areas, access path, or surface conditions may impede or prevent service operations and may result in equipment damage.

Clearance requirements for two Express Solos installed back-to-back are given below.



-  Mandatory clearance area
-  Mandatory service cart access area (hardscaped)

The figure below shows the Express Solo cabinet footprint relative to the anchor bolt hole locations.



At the site, use the anchor bolt reference diagram to determine the future Express Solo cabinet footprint. Then, measure clearances from the corresponding cabinet footprint.

Verify the following:

	Indicate Yes or No Add Comments	
1. The installed cabinet location will meet all service and clearance requirements given above.	Yes	No
2. No walls, fences, curbs, bollards, equipment, vegetation, or other obstructions will encroach on the required clearance areas.	Yes	No

Electrical Work Checklist

Complete the following electrical work checklist for each station location across the site.

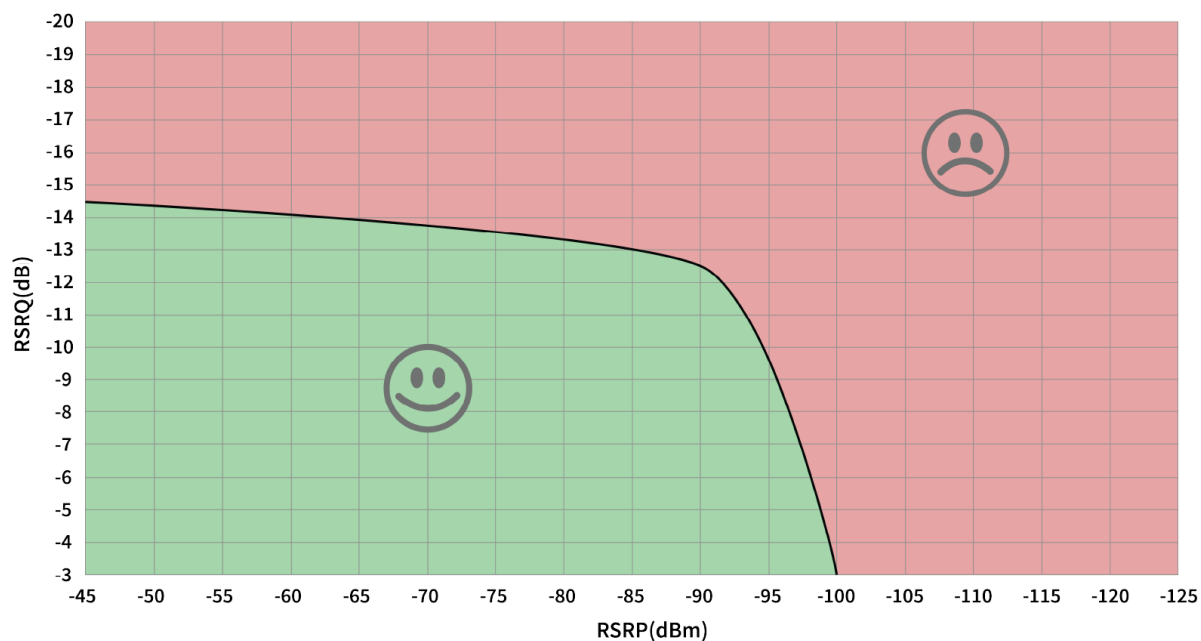
Electrical Work Checklist	Indicate Yes or No Or Add Value	
1. Confirm electrical infrastructure has been completed in accordance with all applicable codes and ChargePoint specifications.	Yes	No
2. Enter specifications for cabinet power rating and circuit breaker size: - Cabinet power rating (as listed on nameplate): - Breaker size:		
3. Confirm each circuit breaker is new or in good working order.	Yes	No
4. Confirm breakers in the panel are labeled correctly.	Yes	No
5. If the breaker is sized ≥ 1000 A, confirm GFPE is installed in accordance with NEC and CEC (typically implemented via LSIG breakers).	Yes	No
6. Confirm breakers have shunt trip capability to each Express Solo (if the site drawing calls for shunt trip wiring).	Yes	No
7. Confirm the transformer nameplate shows a grounded WYE (Y) configuration that matches the Express Solo input rating (480 V AC, 3-phase for U.S.).	Yes	No

Electrical Work Checklist	Indicate Yes or No Or Add Value
installations or 600 V AC 3-phase for Canadian installations). Delta (D), including corner-grounded Delta, configurations are not acceptable.	
8. Record AC Input conductor quantity, gauge, insulation type, voltage rating, and temperature rating.	
9. Record the External DC Output conductor quantity, gauge, insulation type, voltage rating, and temperature rating.	
10. Record the DC BUS conductor quantity, gauge, insulation type, voltage rating, and temperature rating.	
11. Record the 48 V DC output conductor quantity, gauge, insulation type, voltage rating, and temperature rating.	
12. If applicable, record the shunt trip conductor quantity, gauge, insulation type, voltage rating, and temperature rating.	
13. If applicable, record the Safety Hub and Door Interlock conductor quantity, gauge, insulation type, voltage rating, and temperature rating.	
14. Record the maximum Express Solo to Power Link charging dispenser distance.	
15. Record the maximum Express Solo to service panel distance.	
16. If wires are pulled, return this form with insulation test reports for AC Input, DC BUS and External DC Output conductors.	Yes No

Network Connectivity Validation

You must test the LTE signal strength at the proposed mounting location of every station and ensure the location meets the minimum RSRQ at -12.5 dB or better, for RSRP measured at -90 dBm or better. Refer to

the graph below for acceptable combinations.



IMPORTANT: In regions where cellular signal repeaters are permitted, ChargePoint recommends installing a properly configured cellular repeater when signal strength or quality is below the specified requirements. Sites that do not meet the specified cellular signal requirements may result in commissioning issues and additional service fees.

Record the measured cellular signal strength below:

Carrier Name	5G (dBi)	4G (dBi)	3G (dBi)	RSRQ	RSRP
1.					
2.					
3.					

Site Comments and Signoff

Site Comments

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

Signature	Date

