

Preventive Maintenance Form for Express 250

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 Express 250s	
Work Order Number	
Preventive Maintenance Start Date	
Preventive Maintenance Start Time	

De-energization

	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 Express 250 breaker. [UPLOAD PHOTO]	
	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.

Express 250

	Description	Status/Comments
	1. Station serial number:[UPLOAD PHOTO]	
	2. Select maintenance type.	Annual 5 Year 10 Year
	3. Is the station Paired?	Yes No
	4. Verify prior to disconnecting the power the station display shows "Available".	Pass Fail
	5. Verify system is properly locked out / tagged out.	
	6. General comments:	

Disassembly and Inspection

	Description	Status/Comments
	1. Remove the skins.	
	2. Confirm there is no damage to pins/connectors on light bar/secondary display.	Pass Fail
	3. Station MAC address (to be read from the CPNK below the SIM card):[UPLOAD PHOTO]	
	4. Confirm there is no damage to the CPNK.	Pass Fail
	5. Confirm there is no damage or missing hardware on the CPNK and Power Module Power Module ground straps / EMI shield.	Pass Fail
	6. Confirm there are no signs of damage or electrical event on the AC terminal block (WAGO).	Pass Fail
	7. Verify AC conductors are securely terminated (perform push-pull test, make sure no copper strands are sticking out).	Pass Fail
	8. Confirm AC rodent guard and duct seal are properly installed.	Pass Fail
	9. Insert photo of AC side of station.[UPLOAD PHOTO]	
	10. Verify DC conductors are securely terminated, torqued to 5.5 Nm (48.7 in-lb), and torque marked.	Pass Fail
	11. Confirm DC rodent guard and duct seal are properly installed.	Pass Fail
	12. Insert photo of DC side of station.[UPLOAD PHOTO]	
	13. Confirm there is no damage to the bottom of the mod mechanism (bus bars and data pins).	Pass Fail
	14. Insert photo showing the underside of the mod mechanism. [UPLOAD PHOTO]	

	Description	Status/Comments	
	15. Confirm mounting anchors are torqued to 94.9 Nm (70 ft-lb).	Pass	Fail
	16. Confirm the coolant reservoir is at the max line.	Pass	Fail
	17. If No, please fill to appropriate level (if there's a present leak do not fill reservoir) .		
	18. Verify cooling fans do not appear damaged or inoperable.	Pass	Fail
	19. Verify all coolant quick connects show no moisture or material degradation (cracks, dried out hoses) and cooling system connections are tight and secure.	Pass	Fail
	20. Insert overall photo of the cooling system.[UPLOAD PHOTO]		
	21. Confirm torque marks are present and inline on contactor box.	Pass	Fail
	22. If No, torque nut to 6.8 Nm (60 in-lb), and mark for torque.		
	23. Insert overall photo of the contactor box and surrounding components.[UPLOAD PHOTO]		
	24. Verify AC wires are securely terminated in surge protector.	Pass	Fail
	25. Confirm all pin connections are properly secure in auxiliary power supply, contactor box, CPNK, DCC, and I/O expander.	Pass	Fail

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.	

Credit Card Reader Evaluation (California)

	Description	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.		
	5. Credit card reader evaluation comments:		

Return to Operation

	Description	Status/Comments	
	1. Confirm all Express 250s are reassembled.	Pass	Fail
	2. Confirm all personnel are clear from electrical equipment.	Pass	Fail
	3. Confirm lock out / tag out is removed.	Pass	Fail
	4. Site is re-energized.		
	5. Verify the combo cable, swing arm, and handle are in good working order, sit appropriately in the holster, and are free of damage.	Pass	Fail
	6. Verify the CHAdeMO cable, swing arm, and handle are in good working order, LED sign is available, LED bars are green, and holster status shows free of damage.	Pass	Fail
	7. Verify all station lighting is operational.	Pass	Fail
	8. Insert reassembled station photo.[UPLOAD PHOTO]		
	9. Prior to departure from station, ensure the site is clean and left how it was found.		
	10. When site Preventive Maintenance is complete, go to chargepoint.com/support and use the appropriate region-specific number to contact technical support and confirm the stations have passed self-testing and are fully operational.		
	11. If there are any additional comments or concerns, please describe and provide supporting photos.		
	12. Additional photo(s):[UPLOAD PHOTO]		



chargepoint.com/support