

WORKPLACE CHARGING CHECKLIST

CONTACT AN ELECTRICIAN

- Any electrician can install charging stations.
- Clipper Creek has a searchable list of electricians they recommend (not limited to Clipper Creek products).

MAKE SURE PERMITTING IS IN ORDER

- Generally, electric vehicle charging stations only require an electric permit. In some cases, they may also require a building permit, particularly when structures need to be erected as part of the charging station project (i.e. a carport that provides multiple charging stations).
- Work with your contractor to see if your city/county requires anything specific.

FIND IDEAL LOCATION

- The most important factor in reducing installation costs is placing stations as close as possible to the electrical panel from which the stations will be powered.
- Installing stations in a well-lit or visible area can help protect them from vandalism and save money when installing other features.

INSTALL SIGNAGE AND OTHER WAYFINDING

- Signs help EV employees find the station on-site and help advertise the station.
- Painting the parking space a different color or applying a symbol sends a signal to other drivers that these spaces serve a purpose beyond regular parking.

SECURE WARRANTY DOCUMENTATION

- Every major equipment manufacturer includes a warranty with their product
- Be sure to read the fine print of your warranty; this will save you time and money down the road when potential maintenance of the station is required

INSTALL PROPER LIGHTING

- Proper lighting ensures that EV drivers can see the plug and feel safe in the dark while using the station
- Good lighting helps to prevent vandalism

BUILD PROTECTION (BOLLARD/WHEEL STOPS)

- Accidents happen! A small bollard or concrete wheel stop will prevent a small accident from incurring major repair costs to your charging station.

ESTABLISH POLICY FOR USAGE AND MAINTENANCE

- Instead of charging for use, consider requiring employees to purchase a parking permit to use EV spaces. It will save you money on a network subscription and give you more control over the price your employees pay. It can be free if you want!
- Work with the building managers to establish a policy about what to do if a non-EV driver parks in the space (i.e. fine, towing, warning, etc.)
- Have a plan in place for maintaining the stations. A good practice is to include the name and phone number to contact directly on the station so employees know who to call if a station is not working. Additionally, establish a procedure to request repairs for the unit should they need to be made.

POST ON PLUGSHARE.ORG AND THE ALTERNATIVE FUELS DATA CENTER

- Plug Share is a crowd sourced charging station map. Many EV drivers will use it to find your charging station.
- The Alternative Fuels Data Center is maintained by the federal government and will also help users locate your station.

TEST NETWORK AND PAYMENT EQUIPMENT

- If using a networked station, make sure it is gathering data properly and/or requiring payment properly by utilizing the online tools the manufacturer provides. Contact the manufacturer if you experience any difficulties.