

## Express 250 Construction Signoff Form

This form is required to ensure the site for your ChargePoint EV charging station(s) has been prepared as specified, by you or by your chosen contractor, before beginning your charging station installation. Submit this completed form, and the photos specified at the end, to [installdispatch@chargepoint.com](mailto:installdispatch@chargepoint.com). The detailed data sheets, site design guides and installation guides defining ChargePoint specifications are online at: [chargepointuniversity.com](http://chargepointuniversity.com).

**IMPORTANT: All installations must comply with local and regional codes. ChargePoint provides concrete pad guidance in the *Express 250 Site Design Guide* that is applicable for most sites; however, pad size 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 this site.**

**Note: If the station installer arrives to install the charging station and finds these items incomplete, you will incur a separate re-dispatch fee.**

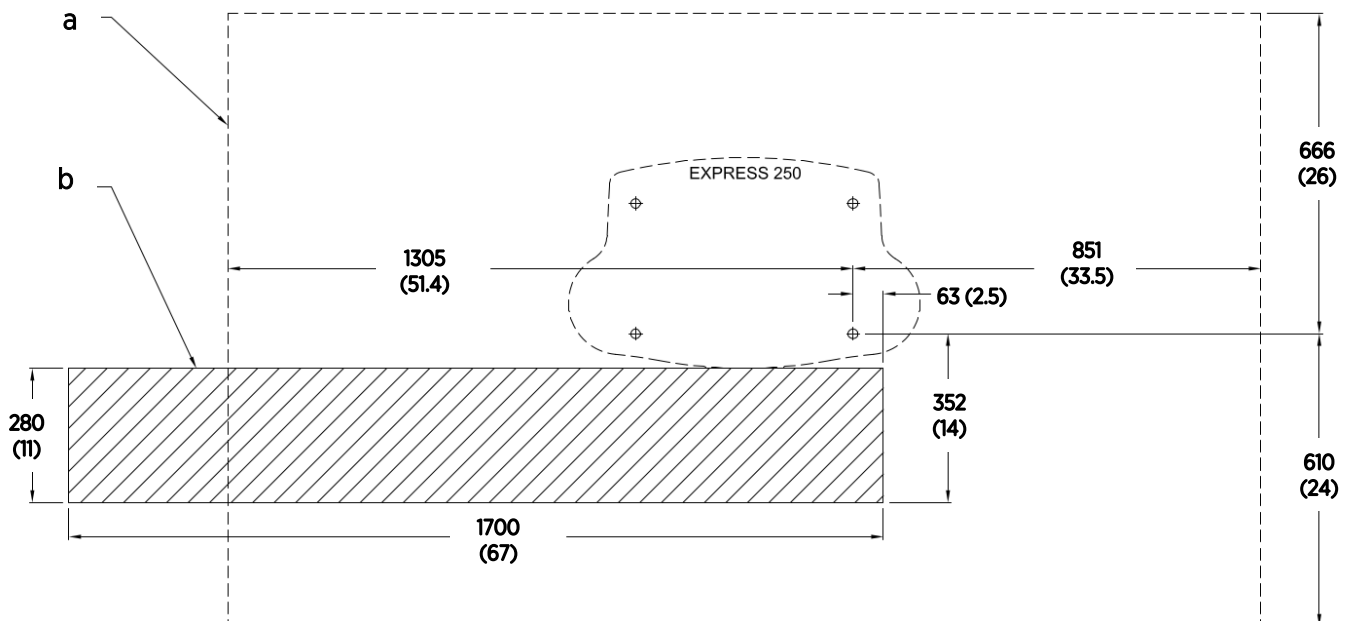
Site Information	Contractor Information
Site address:	Company name:
	Site lead name:
Number of Express 250 stations to be installed:	Site lead job title:
Contact name:	Site lead email:
Contact phone:	Site lead phone:
Contact email:	Date work began:

Take the following photos throughout the site construction process.

Required Pictures	
<input type="checkbox"/>	1. All trenching completed and conduit/ducting laid in place
<input type="checkbox"/>	2. The Concrete Mounting Template (CMT) in place with anchor bolts and conduit stub-ups correctly inserted, and the CMT held at the proper height to prevent movement during the concrete pour
<input type="checkbox"/>	3. Concrete pad completed, showing anchor bolts and conduit stub-ups in place for AC and shunt trip
<input type="checkbox"/>	4. <b>Paired only:</b> Conduit stub-ups (or provision for armoured cable) in place for DC conductors and Ethernet
<input type="checkbox"/>	5. Overall space around the concrete pad, showing all service clearances are available
<input type="checkbox"/>	6. The electrical panel's specification label, to show total panel capacity
<input type="checkbox"/>	7. The open electrical panel with the dead front panel removed, showing terminations
<input type="checkbox"/>	8. The open electrical panel with the dead front panel on, showing breaker amperage ratings and labels for Express 250 connections
<input type="checkbox"/>	9. <b>Paired only:</b> The front of each AC disconnect (if applicable by region)
<input type="checkbox"/>	10. Charging station sites are positioned so that each station is centred on a parking space (unless curbside), with the front of the station facing the vehicle

### Civil Work

- ☐ 1. The concrete pad was either designed and approved by a structural engineer for this specific site, OR conforms to these specifications:
  - At least 305 mm (12 in) deep (or deep enough to be 305 mm (12 in) below the frost line)
  - At least 1296 mm (51 in) on each side
  - Contains no. 4 rebar or larger, top and bottom, 305 mm (12 in) on centre
  - Concrete 2500 PSI minimum
- ☐ 2. Walls, fences or slopes do not prevent water from draining from the pad.
- ☐ 3. The concrete mounting template (CMT) has been installed in the concrete pad, 50.8 mm (2 in) below the concrete surface, with anchor bolts in place in the CMT.
- ☐ 4. The AC conduit (max. 50.8 mm/2 in, trade size) and shunt trip conduit (max. size 19.1 mm/¾ in) are positioned correctly in the CMT and cut down to 76.2 mm (3 in) above grade.
- ☐ 5. **Paired only:** The DC conduit (max. 76.2 mm/3 in, trade size) and Ethernet conduit (max. size 19.1 mm/¾ in) are positioned correctly in the CMT and cut down to 76.2 mm (3 in) above grade.
- ☐ 6. The **service clearance** of open space (not necessarily at system grade) extends a minimum of 610 mm (24 in) beyond the station in front, 1276 mm (50 in) total front to back, 2156 mm (84.8 in) side to side centred on the station, and 305 mm (12 in) above the station (a).
- ☐ 7. The front of the station has 352 mm (14 in) of space **at grade** from the front right anchor, extending 1700 mm (67 in) to the left, without any permanent obstructions (bollards, wheel stops etc.) (b).
- ☐ 8. Charging station sites are positioned so that each station is centred on a parking space (unless curbside), with the front of the station facing the vehicle.
- ☐ 9. The charging station is at least 305 mm (12 in) from any wall as its rear clearance. Stations positioned back to back are no closer than 610 mm (24 in) shared clearance.
- ☐ 10. All signage, parking spot striping and "EV" markings are completed per site drawings and local codes.



### Electrical Work

1. A correctly rated, dedicated breaker is installed for each station, per this table:

Nominal Voltage	Max. AC Current	Breaker Size
400 V (EU)	96 A	125 A
480 V (NA)	80 A	100 A (125% continuous load required for N. America)

2. Breakers have shunt trip capability if the site drawing calls for shunt trip wiring.

3. All necessary electrical infrastructure has been completed per local codes and ChargePoint specifications for three-phase power plus ground, with properly sized wire at the station. (Neutral is not required for system operation.)

Voltage Rating	Temp. Rating	Maximum Conductor Size for Terminals
EU non-armoured: 600/1000 V	90°C	35 mm <sup>2</sup>
EU armoured: 600/1000 V	90°C	35 mm <sup>2</sup> multi-core
NA: 600 V	90°C	2 AWG

Record the AC conductor size and voltage rating: \_\_\_\_\_

4. **Paired only:** All four DC copper conductors are installed between stations as follows:

Voltage Rating	Temp. Rating	Maximum Conductor Size for Terminals	Insulation Type
EU non-armoured: 600/1000 V	90°C	120 mm <sup>2</sup>	XLPE
EU armoured: 600/1000 V	90°C	120 mm <sup>2</sup> 4-core	XLPE
NA: 1000 V	90°C	4/0 AWG	XHHW-2

Record the size, voltage rating and insulation type for the DC conductors: \_\_\_\_\_

5. **Paired only:** Outdoor-rated Ethernet Cat5e or Cat6 cable, without terminations, is pulled between the two stations with 3050 mm (10 ft) of service loop at each end.

6. The mobile signal strength at the station location has been tested and meets minimum -85 dBm RSRP.

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

**Signature**

**Date**