

Workplace Charging Installation Checklist

Identify a Project Champion

Select an employee to oversee the charging station installation process and program development. Options may include a facilities representative, an electric vehicle driver or your sustainability manager. Choose someone who can dedicate time to researching and planning in order to make your workplace charging program a success.

Survey Employees

Survey your employees to learn about current and possible future charging demand. Your survey results will help you plan for the number of charging stations to install.

Review your Electrical Access

Installation is less expensive if it the equipment is close to the power supply. Determine if there is access to an electrical panel or circuit from the parking area or if any electrical upgrades will need to be made. Also, review options for metering the charging stations.

Select Parking Spaces

Select parking spaces based on the following criteria: availability of parking spaces, proximity to power source, ADA accessibility, and visibility.

Select Charging Stations

Select the charging power level that best fits the needs of your employees. Also, decide if there is a need to track and report charging usage, or to remotely check on charger status or availability. If there is, consider a station installed with network capabilities.

Hire Contractor

Hire a contractor, or electrician, to manage the installation process. Work with the contractor to develop a site plan and contact your utility. The electrician and the utility will help determine if any panel upgrades, service upgrades or a new meter is required.

Contact Permitting Office

Contact your local permit office to see if there are any requirements regarding the permitting, installation and inspection of the stations. Work with your contractor to obtain necessary permits and ensure compliance with applicable codes such as ADA, zoning, and encroachment agreements.

Install and Inspect Equipment

Your contractor will handle this portion. To save money in the future, plan for charging expansion by installing conduit (and pulling power or communications wires if desired) for additional stations.

Create a Policy

Put together a policy to manage the use of the charging stations. A policy can include time limits, driver etiquette, charging fees, signage, enforcement and a plan for maintenance and evaluation.

Promote the Charging Station

Host a ribbon cutting or dedication ceremony, send a press release or plan an employee test drive event to promote your new station. Also, consider becoming a member of Plug-in NC or the Department of Energy's Workplace Charging Challenge to further promote your workplace charging program.