

# FLEET 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.
- Place them where employees can easily park the fleet vehicles for the night
- 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

- Make sure employees know where they can find the charging 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.

## 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

- Make sure employees know to plug in the fleet vehicles overnight (or at an ideal time requested by the fleet manager)
- Train employees on how to use the new EV. Keep information in the glove box regarding range and how to properly connect the EV after an employee is done using it.
- 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

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