READY TO INSPECT — FIELD CHECKLIST

EV charging station quarterly maintenance checklist

A quarterly EV charging station round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NEC (NFPA 70), manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The electrical or EVSE service tech on the quarterly round of the charging spaces. When: Every quarter, walked space by space since a single dead port in a bank goes unreported until a driver complains.

Connector and cable

- [ ] Connector, latch and cable jacket inspected end to end
  Handle latch springs back, pins clean and unburned, jacket free of cuts or abrasion along its full length to the pedestal.
  2 photos required
- [ ] Holster holds the connector clear of the ground
  Connector seats in the holster, cable managed off the drive lane, no standing water path into the handle.
  1 photo required

Enclosure and protection

- [ ] Pedestal, enclosure and bollard condition checked
  Enclosure closed and gasketed, no cracks or impact marks, protective bollard upright and anchored where the space is exposed to traffic.
  2 photos required
- [ ] Mounting and door hardware secure
  Unit tight to its base or wall, no play at the mount, cover latches and locks engaging without forcing.
  1 photo required
- [ ] Pedestal base and conduit entry sealed and sound
  Anchors, grout pad or wall plate and the conduit entry at the unit sealed, with no undermining, rust or water pooling at the base.
  1 photo required
- [ ] Nameplate, warning and source labels legible at each unit
  Rating nameplate, manufacturer warnings and the label naming the panel and circuit that feed the unit legible, not faded, scraped or covered.
  1 photo required
- [ ] DC fast charger air intakes and filter alarms checked
  On DC fast chargers, intake and exhaust grilles clear of leaves, debris and snow, no filter or temperature alarm showing, cabinet left closed on the round.
  No photo required

Protection test and status

- [ ] Session start tested the way a driver starts one
  Card, fob, app or plug-and-charge start accepted, or plug-in start on free-vend units, screen or lights responding, with no cracked display glass or dead reader.
  1 photo required
- [ ] GFCI/CCID self-test observed on start of charge
  Ground-fault self-test seen to run at plug-in and pass, unit proceeds to energize the connector afterward.
  No photo required
- [ ] DC fast charger isolation check seen passing at session start
  On DC fast chargers, the insulation monitoring check runs before the cable energizes and the session proceeds with no isolation fault.
  No photo required
- [ ] Status indication and network connectivity confirmed
  Ready light and display normal, unit shows online to the network or app, no fault or offline state carried since last visit.
  2 photos required

- [ ] Session and fault log reviewed in the operator's portal
  Faults, failed starts, reboots and offline periods per port since the last round reviewed, with repeat faults tied to what the walk found at that port.
  No photo required

Space and handback

- [ ] Wheel stops anchored where the spaces have them
  Each wheel stop pinned and in line, not shifted toward the pedestal or cracked, so a parked bumper stays clear of the unit.
  No photo required
- [ ] Accessible charging space markings checked where designated
  Access aisle striping, sign and the clear route to the connector and screen intact, not blocked by the cable, bollards or stored items.
  No photo required
- [ ] Each port left ready or tagged out and reported
  Every port ends the round ready and online, or tagged out at the unit, set unavailable in the portal and reported to the owner.
  No photo required