

EV Charger Project Checklist

Property:

Address:

Project Lead:

External Partners:

Planning & Feasibility

- ☐ **Assess Demand:** survey current tenants for EV interest and analyze trends in the local area to forecast future EV adoption rates. Plan for potential growth in EV usage to avoid under-installation.
- ☐ **Evaluate Infrastructure:** determine available parking spaces and assess electrical capacity to support chargers now and in the future.
- ☐ **Research Funding & Incentives:** Identify grants, rebates, and tax incentives for EV charger installations.
- ☐ **Select a Charger:** Select a Level 2 charger model that balances charging speed, energy efficiency, and smart technology features.

Budgeting, Compliance & Installation

- ☐ **Create a Budget:** Estimate costs (equipment, installation, permits, maintenance).
- ☐ **Permitting & Compliance:** Obtain necessary permits, ensure zoning and ADA compliance.
- ☐ **Vendor Selection:** Partner with a vendor that provides end-to-end solutions, from installation to maintenance, and offers smart software for monitoring, payment processing, and usage tracking.
- ☐ **Installation Process:** Schedule and coordinate installation, test chargers after setup.

Communication, Maintenance, and Marketing

- ☐ **Tenant Communication:** Inform tenants of new EV amenities, provide usage instructions, and set up a payment system.
- ☐ **Post-Installation Maintenance:** Establish a regular maintenance plan, set up monitoring software, and troubleshoot issues.
- ☐ **Marketing & Leasing:** Promote the new amenity to attract eco-conscious tenants, highlight it in marketing materials, and expand outreach to the local neighborhood to attract more EV drivers and increase charger usage.