

# Digital Commercial Assessment Checklist

## Documents to Upload

- Recent drawings or redline as built plans
- Current utility bill (will eventually need 12 months of bills)
- Google map or sketch showing equipment room, charger location, conduit path with footage

### Instructions for Creating an Annotated Google Maps Image

*\*Note: This feature is only available on desktop.*

- Log into your Google account and go to [mymaps.google.com](https://mymaps.google.com)
- Click on the "Create a New Map" button.
- Search for your facility's address.
- Click on the "Draw a line" icon to draw a line on the map or add a shape.
- Label your line or shape. Your updates will save automatically.
- When finished, take a screenshot of your map or save it as PDF.

## Photos to Upload

- Wide shot of the entire electrical room
- Wide shot of the main distribution section
- Close up of the main service nameplate showing service size (200-1200A), voltage type (208-480V), phasing (single or three phase)
- Main electrical panel
- Close up of main distribution panel data plate showing the same information as the main service
- Main circuit breaker (must clearly show size, rating, type); if it is an adjustable main breaker, must show range of adjustments

## SITE INFO

- Site address and contact information
- Type of facility (apartment, condo, commercial, mixed)
- Location of the electrical room
- Type of parking (public, covered, remote garage)
- Special considerations (ADA requirements, trenching/drilling, post-tension slabs, sub-surface fuel tanks, hazardous waste, etc.)
- Existing charger type, size, model, and serial information
- Charger use (public, employees, guests, visitors)
- Number of chargers needed
- Type of chargers (Level 2, DC Fast Charger)
- Is the site purchasing the stations?
- Has a brand of charger been selected?
- Utility company name

# EXAMPLES

## 1) Electrical Room



Make sure we can tell whether there is space for us to install an additional electrical panel or transformer if needed.

## 2) Main Distribution



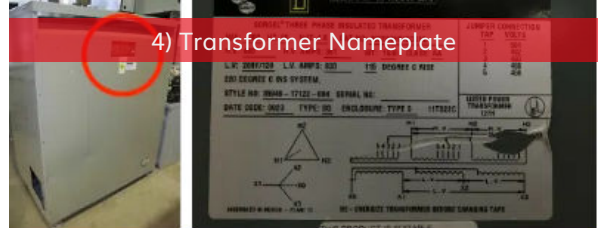
Showing us the main distribution section helps us locate space for new breakers if needed.

## 3) Current Transformer



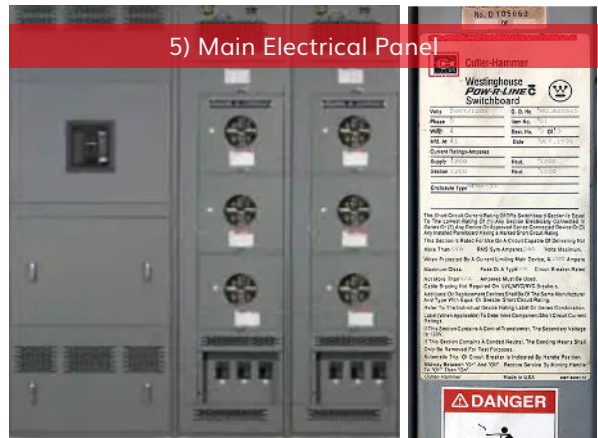
The main transformer is located in the electrical room.

## 4) Transformer Nameplate



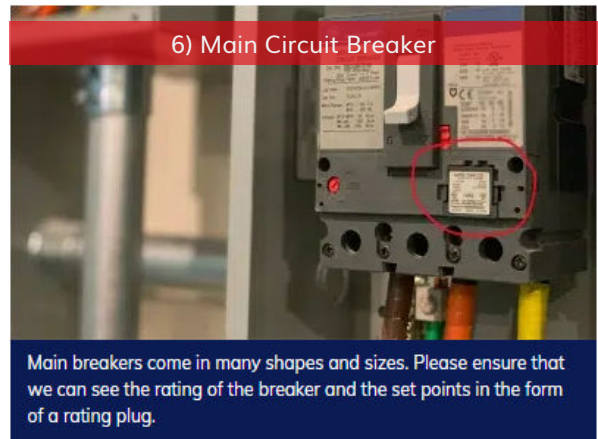
You can typically find the nameplate on the front cover of the transformer. Please ensure the transformer rating (measured in kVA), primary voltage (H.V.) and secondary voltage (L.V.) are visible.

## 5) Main Electrical Panel



Showing us the data plate for the main gear can help us identify cabinet manufacturer, make, model, and type so we can correctly select breaker size and type if one is needed.

## 6) Main Circuit Breaker



Main breakers come in many shapes and sizes. Please ensure that we can see the rating of the breaker and the set points in the form of a rating plug.



This is another style of breaker. Note that the rating can be adjusted in the bottom lefthand corner of the unit.