



MULTI-UNIT DWELLING (MUD) CHARGING INFRASTRUCTURE CHECK LIST

1. Gain Building Management or Homeowner's Association (HOA) support

Since chargers will likely be installed in common areas, it is important to engage the building management or HOA early in the process. Identify any existing rules, conditions and restrictions that could affect the installation of charging stations (EVSE). It is best to be prepared and aware of any potential hurdles or opportunities by doing the research before approaching building management.

2. Survey residents to quantify interest and gain support

Survey residents to learn about current and future charging needs.

Sample survey:

- Do you own an electric vehicle?
 - If so, what type do you own (BEV or PHEV)?
 - If so, approximately how far do you drive daily?
- Are you considering a purchase or lease of an electric vehicle in the next 6 months?
- Would you consider purchasing an electric vehicle if charging were available in the building?
- Would you be willing to pay for the charging station service?

3. Determine and assign infrastructure costs

Establish how an EVSE installation, operations, maintenance and electricity bills will be paid. How costs are allocated will depend on how the chargers are installed. Potential choices include:

- Charging stations in assigned parking spaces: Individual meters installed for each charging station. Resident covers the charging station cost, maintenance, and billing of the unit. Installation costs for the meters, panel upgrades and conduit may either be covered by building management, the resident or shared.
- Charging stations in common area: Building management installs charging stations in common area and recovers costs through the charging station's billing system for time spent recharging a vehicle.

4. Select your charging system

Use resident surveys to determine the number of charging stations and decide on your preferred charging level. This will inform if you need infrastructure upgrades to serve the new electric vehicle load. See the *Glossary of Terms* for additional information on different charging stations levels.

5. Understand your electrical system

Installations can be significantly cheaper if equipment is located closely to the power supply. Determine if easy access to the electrical panel is available from the parking area and if system upgrades will be required for the new EV load. Reach out to DLC to evaluate if your current transformer and service needs to be upgraded. If a new transformer is needed, discuss with DLC if it can be located as close as possible to your parking area.

6. Identify your preferred charging location

You may determine an effective location to deploy charging stations based on parking space availability, location of the electrical panel and utility service, and local requirements, including accessibility. Consider hiring an architectural and engineering firm to help you in the siting process, in particular to verify local code requirements, as enforced by the relevant authority having jurisdiction (AHJ).

7. Plan for the future

When designing your deployment, remember to plan for expansion of your EV charging infrastructure by designating additional parking spaces, installing larger conduits to accommodate more wiring, and ensuring electrical panel capacity for future charging stations.

8. Hire a qualified contractor

Hire a general contractor or an electrical contractor to handle the charging stations installation, including permits and code requirements and coordination with DLC.

9. Establish a residential charging policy

Develop a policy to manage the use of the charging stations. Policy may include charging time limits, driver etiquette, charging fees, signage and policy enforcement.