Employer-Leased Workplace EV Charging Implementation Guide

For Employers Operating in Leased Buildings or Spaces



1. PLANNING

Evaluate the Lease Contract and Identify Key Stakeholders

Identify and align key stakeholders within the internal company departments. Next, review the lease contract to assess what tenant-property owner communications are required for the company to make infrastructure alterations. Look for:

- Clauses governing "alterations" or "improvements" to the building or property.
- Who owns and maintains installed equipment after installation.
- Any restrictions on electrical upgrades, parking lot changes, or exterior signage.

CLARIFY INTERNAL COMPANY OBJECTIVES

Why install charging? Typical goals include:

- Attract or support employees with an EV charging benefit.
- Take advantage of incentive funding.
- Support sustainability or ESG goals.
- Prepare for anticipated employee or fleet EV demand.
- Reduce operating costs for fleet vehicles or meet supplier needs.
- Meet client or customer expectations for benefits and amenities.
- Align with upcoming facility updates (e.g. parking lot repaving, solar panels, fiber, electrical...)



ESTIMATE DEMAND

Survey employees for current and future EV charging demand (example survey template for employee EV charging needs). Assess what dwell times and appropriate levels of charging look like for different users (employees, customers, fleet vehicles, vendors). For additional guidance, see Fleet / Workplace Charging Overlap.

Review survey results with the following considerations in mind:

- Are parking spaces unassigned or assigned between tenants, employees, and customers? Are there multiple lots, and if so, do different lots have different parking policies?
- Are parking areas secured or open to the public?
- Does the company control assigned stalls or access passes?

Without understanding the potential employee and fleet demand, it will be difficult to actually gauge how much charging is desired. This will be important for justifying internal buy-in as well as, and more importantly, property management buy-in, if your company ends up asking management to fund part of the costs.

IDENTIFY INCENTIVE PROGRAMS AND OUTLINE FUNDING STRATEGY

Check for available incentives and utility programs early on, as these can determine financial feasibility, project timing, and scope. Application windows limit timelines and often require projects to be operational within a specified number of days. Additionally, incentive programs often apply limits to the number and types of chargers that can be deployed.

Discuss funding pathways to consider:

- Propose tenant-funded chargers. This is typically only available when a lessee has considerable control over property alterations.
- Propose jointly-funded chargers.
- Propose property owner-funded chargers. This can make more sense when there are incentives to cover the installation cost and when chargers are primarily used for employee and customer charging.

Make the initial proposal clear. This is just an outline of a proposal at this point (before quotes are received or site evaluation or load study happens). This stage is more about getting permission to get more details than anything, particularly if your company ends up asking the property owner to fund part of the costs.

EVALUATE THE SITE

Assess parking and electrical infrastructure.

Questions to ask include:

- How much power is available?
- How far is the necessary electrical infrastructure from relevant parking spaces?
- Do the parking spaces identified align with the main goals of installing EV chargers – employee benefit, visibility, or employer Return on Investment (ROI)?
- What do the relevant parking lots look like?
    - Are some or all parking spaces specifically for employees? Are some shared between employees, fleet vehicles, and customers? What about parking for partners, suppliers, or vendors?

If electrical capacity is limited, after speaking to the property owner, contact the electric utility. Understand what infrastructure falls under landlord vs. the tenant responsibility. This distinction is essential before quoting or committing to a vendor.



ENGAGE THE LOCAL UTILITY

This step may require working hand in hand with the property owner, or even rely on the property owner to move forward with contacting the local utility regarding:

- Load requirements and potential need for upgrades.
- Time-of-use or EV-specific rate schedules.
- Any make-ready or rebate offerings.
- Process and timeline for work requests.
- Note: Landlords must sign interconnection or easement agreements, so if this is necessary, brief them on this early.

Early discussions can prevent costly surprises later.



EXPLORE BUSINESS MODELS AND FINANCING

Multiple rounds of negotiations may be required before the landlord is willing to sign off on a proposal. Leased properties require creativity in financing and ownership structures:

- **Tenant-funded:** Tenant pays installation and equipment costs, with lease addendum granting rights and responsibilities. Multiple tenants could work together to fund chargers, if there is alignment around use cases.
- **Landlord-funded:** Tenant(s) convince the property owner of long-term value like tenant attraction, sustainability goals.
- **Joint-funding Model:** Tenant and the landlord split costs; responsibilities are negotiated.
- **Charging-as-a-Service (CaaS):** Third-party installs, sets prices and operates, with a monthly fee or revenue-share constraining prices and conditions. This service model may be combined with one of the above funding models if there are infrastructure upgrades needed. Charging-as-a-Service (CaaS) Overview

Be prepared to present expected ROI and incentive options to the landlord.

ENGAGE WITH VENDORS

Talk to several providers to understand the product landscape. Develop a key criteria list for your company's charging needs to help guide vendor conversations. Compare hardware capabilities, warranties, and networking platforms. Different products may serve multiple end users, like employees, fleets, subcontractors, or customers. Additionally, if there are other companies in the same building that might be interested in working together to pitch the property owner on this amenity, it is worthwhile to have this conversation with them.

Collect multiple vendor quotes showing installation scope and costs. Vendors can often help identify applicable rebates and utility programs. Review and refine the key criteria list following vendor conversations. Your company's key criteria may differ from other tenants that work in the same building, so working with the property owner to align across various business and employee needs may shift the property owner's decision-making process. The following Vendor Selection Checklist document may help to assess which vendor best meets all stakeholders' needs.

EV Charging Vendor Selection Checklist



DEVELOP AN EV CHARGING PROPOSAL

Clarify objectives, review vendor quotes, and develop a rough cost proposal for internal stakeholders to approve. Once approved, repackage and present the proposal to the property owner or management company.

The following are some key considerations to include:

- Proposed roles: who pays, who owns, who maintains.
- Benefits to the property owner.
- What incentive programs could be pursued to offset costs.
- Pricing structure.
- User groups and access rules (employees, fleet, public).
- Include phased and future proofing options; start small but allow for future expansion.
- Integration with existing facilities or capital upgrades (e.g., paving, lighting, solar, etc.)
- A preliminary layout sketch or vendor concept drawing can help visualize the proposal.

Securing all necessary approvals may take multiple rounds of plan refinement.

SECURE APPROVALS AND IMPLEMENT PLAN

Once the property owner approves the plan, formalize permissions in a lease amendment or memorandum of understanding (MOU), if necessary. Establish timelines, contractor access, and end-of-lease procedures (e.g., removal vs. transfer of ownership).

2. CONTRACTING AND DESIGN

Review existing quotes and determine whether new vendors should be engaged. Obtain updated quotes as needed and identify cost-saving opportunities.

Ensure the following are addressed:

- ADA accessibility and compliance requirements
  - Accessible routes, reach ranges, and signage.
- Networking and connectivity (Wi-Fi or cellular)
- Power sharing or Energy Management System (EMS) integration.
- Conduit and trenching design to allow expansion later.
- Insurance and liability provisions. Verify the landlord's and vendor's coverage requirements.



3. CONSTRUCTION AND PERMITTING

Expect the property owner to be party to all permit and construction design decisions as outlined in the lease amendment or MOU. Ensure the charging vendor coordinates with the electrician ahead of time, if contracted separately. Utility design delays may further delay building or electrical permit applications at the city or county level.

Keep communications records and document decisions in writing.

4. POST-INSTALLATION POLICIES AND OPERATIONS

Depending on the ownership structure for the chargers, assign an internal lead to interface with the property owner, management company, and charging vendor.

- Notify employees of charger availability, pricing, and etiquette.
- Update internal communications and HR portals, if needed.
- If planning for future EV charging expansion, periodically review utilization and share data with the property owner. Update fees accordingly.
- If chargers are public-facing and the property owner approves, list them on apps such as PlugShare or Chargeway.