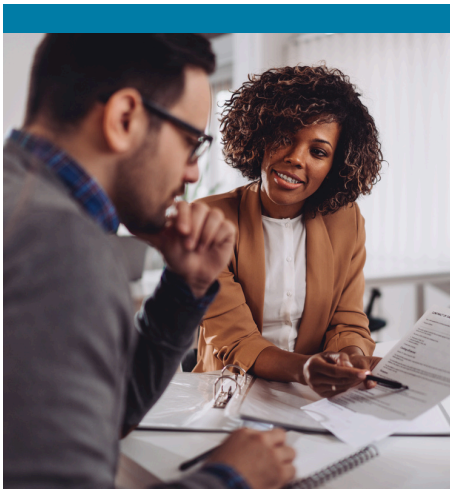
Employer-Owned Workplace EV Charging Implementation Guide

For Employers Operating in Buildings they Own

1. PLANNING

Identify Key Stakeholders and Incentive Programs

Bring together facilities, HR, sustainability, and property management teams to identify key stakeholders. 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 apply limits to the number and types of chargers that can be deployed.



CLARIFY COMPANY OBJECTIVES

Why install chargers? 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...)

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, contact the electric utility.



ESTIMATE DEMAND

Survey employees and other tenants, (if applicable), to gauge current and future EV charging demand (example survey template for employee EV charging needs). Compare current and future charging demand against electrical capacity. Assess what dwell times look like for different users (employees, customers, vendors). When estimating demand, clarify how charging priorities differ between fleet, employee, and customer vehicles to prevent capacity conflicts and ensure chargers serve their intended purpose. 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?
- Estimate likely dwell times and ensure that the proposed number of chargers aligns with both demand and available power.

Consider surveying employees and vendors annually. Retail workplaces may want to survey customers.

ENGAGE THE LOCAL UTILITY

The local utility may offer:

- Time-of-use or EV-specific rate schedules.
- Any make-ready or rebate offerings.
- Insights into peak load and cost to upgrade service.
- Process and timeline for work requests.
- Note: Make sure that relevant internal leadership stakeholders are identified early in this process in case new utility interconnection or easement agreements are needed.

Early discussions can prevent costly surprises later.

EXPLORE BUSINESS MODELS AND FINANCING

Determine how the organization will fund and manage charging infrastructure. Compare options such as purchasing equipment outright, allocating funds from an annual operating budget, or contracting with a service provider offering a Charging-as-a-Service (CaaS) model. Charging-as-a-Service (CaaS) Overview.

- Coordinate early with finance, facilities, and HR teams to align goals and priorities for new EV charging facilities.
- Identify available budgets and define how charging fits within employee or fleet benefit programs.
- Develop an internal proposal that reflects company goals; these may include emissions mitigation, employee satisfaction, or operational savings.
  - This proposal should clarify departmental ownership of new EV charging facilities, payment for up-front costs, and long-term maintenance responsibilities.
  - This proposal should identify what factors will influence the cost paid by customers, the fleet budget, and employees, based on which department or departments' budgets are being used to fund the operation and installation of the chargers.

ENGAGE WITH THE VENDORS

Talk to several providers to understand the product landscape. Develop a key criteria list for the company's charging needs to help guide vendor conversations. Compare hardware capabilities, warranties, web platforms, phone application configurability, and networking platforms. Different products may serve multiple end users, like employees, fleets, subcontractors, or customers. Clear, detailed discussions with vendors upfront will likely lead to smoother deployment and fewer unexpected complications during construction and operations.

Collect multiple quotes and request granular details for scope and costs, particularly if using energy management systems. Vendors can often help identify applicable rebates and utility programs, and may also advise on how to optimize future proofing and design. Review and refine the key criteria list following vendor conversations. Use the following document to assess which vendor best meets company needs.

EV Charging Vendor Selection Checklist



DEVELOP AN EV CHARGING PROPOSAL

Clarify objectives, review vendor and installer quotes, and develop a rough cost proposal to take to internal department leads for trade-off evaluation, feedback, and approval.
The following are some key considerations to include:

- Proposed capital and operations budget responsibilities for different departments (if multiple).
- Number and power level of chargers.
- Phased and future proofing options; start small but allow for future expansion.
- Pricing structure.
- What incentive programs could be pursued to offset costs.
- User groups and access rules (employees, fleet, public).
- Integration with existing facilities or capital upgrades (e.g., paving, lighting, solar, etc).
- Parking lot spacing and proposed design layout.

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

SECURE APPROVALS AND IMPLEMENT PLAN

Once the decision makers approve the plan, initiate contracting procedures and establish internal team timelines.

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, operable parts design, and signage.
- Wayfinding signs in any large complexes or parking lots.
- Networking and connectivity (Wi-Fi or cellular).
- Power sharing or EMS integration, if applicable.
- Conduit and trenching design to allow expansion later, if desirable.
- Insurance and liability provisions; please verify the company's and vendor's coverage requirements.



3. CONSTRUCTION & PERMITTING

Identify the department and key stakeholders that will oversee the construction and permitting processes, including approval of construction designs and host site agreements (if applicable). Ensure the charging vendor coordinates with the electrician ahead of time, if contracted separately. Complex utility design for higher-power projects may cause building or electrical permit application delays with the city, county, or other AHJ (authority having jurisdiction).

Keep communications records and document decisions in writing.

4. POST-INSTALLATION POLICIES AND OPERATIONS

Assign an internal point of contact, often facilities, fleet, or sustainability employees, to manage the charging platform, if applicable.

- Notify employees of charger availability, pricing, and etiquette.
- Update internal communications and HR portals.
- If chargers are public-facing, list them on platforms like PlugShare and Chargeway.
- Review utilization data periodically to decide whether to adjust pricing, idle fees, grace periods, or other fee schedule options.