E-mail >Facility Services to get added to EV

EV Tips and Charging Etiquette

1. Spaces are first come, first served and are only to be used while charging or waiting to charge.

2. Please limit charging to a maximum of four (4) hours.

3. Download and setup your car’s app to receive an alert when your car is done charging.

4. Please be courteous and move your charged vehicle to make space for others in need.
   • When you’re done charging, email the DL. They would appreciate knowing a charger is available.

5. If the charging plug on your car has a lock option, please make sure it is not on.
   • We recognize some cars cannot do this without also leaving the car doors unlocked.
     ▪ If you see a car with the charging plug locked, send a courteous email directly to the driver listed on the EV directory.

6. Only unplug someone if they are done charging.
   • How to tell if a car is done charging by the light on the unit.
     ▪ If the unit on the wall is blinking green, the car is still charging.
     ▪ If the unit on the wall is white or orange, the car is done charging.

7. Don’t forget to plug in your neighbor after you’re done.

8. Please properly hang the cord after each use.

9. Place cord safely to avoid a tripping hazard.

10. Visitor parking spaces are not to be used as a waiting area for charging.

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