

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
(DAGS)

Automotive Management Division

# Workplace Charging Guidelines

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## WORKPLACE CHARGING GUIDELINES

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# INTRODUCTION

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As electric vehicle (EV) adoption continues to increase, the need for safe, reliable, and standardized charging practices has become essential. To support this transition and promote the safety of personnel and facilities, the Department of Accounting and General Services (DAGS) Automotive Management Division has developed comprehensive Workplace charging guidelines.

# User Etiquette

Park your vehicle in the designated EV charging stall only.

Ensure the vehicle is parked properly and fully within the marked stall.

Use only the EV charger assigned to your vehicle.

Return the charging cable neatly to its holder after use.

Report any damage or malfunction of the EV charging unit immediately to the Automotive Management Division at **808-586-0338**.

# PRE-INSPECTION BEFORE USE

Confirm the display screen is functional and illuminated.

Inspect cable for cuts, fraying, exposed wires or excessive wear.

Confirm there is no water inside the connector.

Ensure the connector fits properly and locks securely into the vehicle port.

Do not use the unit if damage or malfunction is observed.

Report defects immediately to the Automotive Management Division at 808.586.0338.

# WORKPLACE CHARGING

## EV Charging Outdoors

Inspect charging connector to ensure it is dry.

Do not handle connector with wet hands.

Avoid charging in thunderstorms

Discontinue use immediately if you observe sparks or unusual sounds or overheating.

## EV charging Indoors

Inspect charging cable and connector

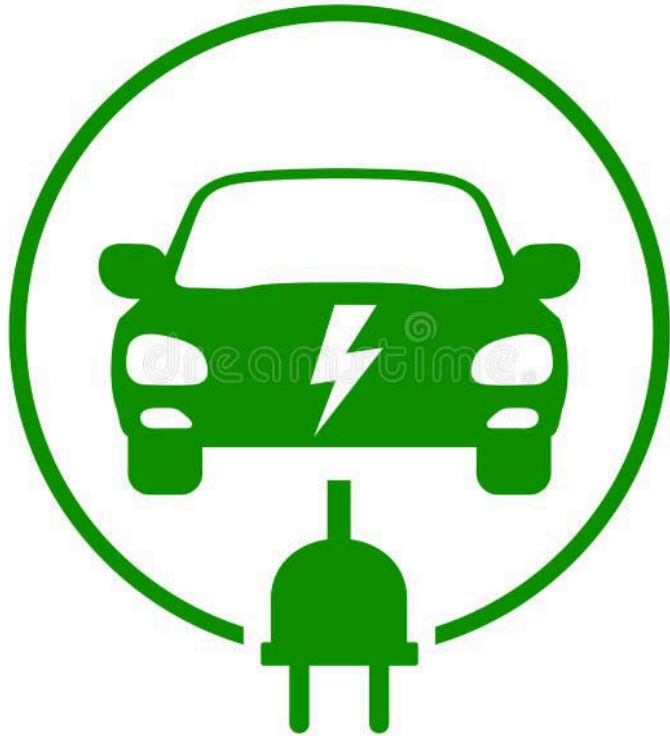
Ensure charging connector is securely locked into charging port.



# IMPORTANT CONTACT NUMBERS



- ❖ Automotive Management  
Division-(808)586-0338
- ❖ Fire or HPD – 911
- ❖ State Sheriff's Dispatch –  
(808)586-1353



# SUMMARY

The safe use of EV charging equipment is essential to protect personnel, vehicles, and state facilities. By conducting required pre-inspections, following proper user etiquette, and observing indoor and outdoor safety practices, risks can be significantly reduced. All users share responsibility for maintaining a safe charging environment. Any damage or unsafe conditions must be reported immediately to the Automotive Management Division.