|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PANEL SCHEDULE DIRECTORY** | | | | | |
| Panel: XXXXX | | | **Location: XXXXXXXXXX** | | |
| Voltage/Ph: XXX/XXX/XPH | | | **Room #: XXXX** | | |
| MAINS: XXXA | | | **Date: XXXX X, XXXX** | | |
| MAIN CKT BKR: XXXXXXXXXXXX | | | **Contractor: XXXXXXX** | | |
| AIC: XXXXXA | | | **Phone #: XXX-XXX-XXXX** | | |
| Panel Fed From: XXXXXXXXX | | |  | | |
| Ckt | Amps/  #Poles | Load | Ckt | Amps/  #Poles | Load |
| **1** | **xxA/xP** | **Circuit/Load Description** | **2** | **xxA/xP** | **Circuit/Load Description** |
| **3** | **xxA/xP** | **Circuit/Load Description** | **4** | **xxA/xP** | **Circuit/Load Description** |
| **5** | **xxA/xP** | **Circuit/Load Description** | **6** | **xxA/xP** | **Circuit/Load Description** |
| **7** | **xxA/xP** | **Circuit/Load Description** | **8** | **xxA/xP** | **Circuit/Load Description** |
| **9** | **xxA/xP** | **Circuit/Load Description** | **10** | **xxA/xP** | **Circuit/Load Description** |
| **11** | **xxA/xP** | **Circuit/Load Description** | **12** | **xxA/xP** | **Circuit/Load Description** |
| **13** | **xxA/xP** | **Circuit/Load Description** | **14** | **xxA/xP** | **Circuit/Load Description** |
| **15** | **xxA/xP** | **Circuit/Load Description** | **16** | **xxA/xP** | **Circuit/Load Description** |
| **17** | **xxA/xP** | **Circuit/Load Description** | **18** | **xxA/xP** | **Circuit/Load Description** |
| **19** | **xxA/xP** | **Circuit/Load Description** | **20** | **xxA/xP** | **Circuit/Load Description** |
| **21** | **xxA/xP** | **Circuit/Load Description** | **22** | **xxA/xP** | **Circuit/Load Description** |
| **23** | **xxA/xP** | **SPARE** | **24** | **xxA/xP** | **SPARE** |
| **25** | **xxA/xP** | **SPARE** | **26** | **xxA/xP** | **SPARE** |
| **27** | **xxA/xP** | **SPARE** | **28** | **xxA/xP** | **SPARE** |
| **29** | **xxA/xP** | **SPARE** | **30** | **xxA/xP** | **SPARE** |
| **31** | **xxA/xP** | **SPARE** | **32** | **xxA/xP** | **SPARE** |
| **33** | **xxA/xP** | **SPACE** | **34** | **xxA/xP** | **SPACE** |
| **35** | **xxA/xP** | **SPACE** | **36** | **xxA/xP** | **SPACE** |
| **37** | **xxA/xP** | **SPACE** | **38** | **xxA/xP** | **SPACE** |
| **39** | **xxA/xP** | **SPACE** | **40** | **xxA/xP** | **SPACE** |
| **41** | **xxA/xP** | **SPACE** | **42** | **xxA/xP** | **SPACE** |

Instructions for Completing Panel Schedules:

1. All Areas in Red are to be filled in, corrected or verified completely anytime a panel is installed, changed, or updated for any reason.
2. Each space in the panel should have a completed load description. If it is a spare breaker or an open space label it as such.
3. A digital copy of the panel schedule is to be submitted to Clemson’s [Construction Shop](https://cufacilities.sites.clemson.edu/maintenance/contact) when complete.
4. See the notes below for guidance on completing individual sections of the schedule.

Section Notes

* Panel: Insert panelboard name
* Voltage/Ph: Insert voltage and phase (208/120V/3ph or 240/120/1ph)
* MAINS: Insert panelboard main bus ampere rating as shown on manufacturers nameplate
* MAIN CKT BKR: Insert main circuit breaker ampere rating or if no main break, insert MLO for Main Lugs Only
* Location: Insert building Name and Room Number
* Room #: Insert Room number where panelboard is located
* Date: Insert date Panelboard schedule information is completed
* Contractor: Insert name of contractor or responsible party who gathered information for panelboard schedule
* Phone #: Insert above contractor or responsible party’s primary business phone number. Do not include direct cellular numbers for company or University representatives.
* AMPS/#Poles: Insert breaker ampere trip rating and number of poles, 1, 2, or 3.
* LOAD: Insert load description and room number where load is located.