OPERATING PROCEDURE
PANEL SCHEDULE UPDATES

APPLICATION

Maintain accurate schedules on electrical panels. Keep accurate copies of schedules both in records and on the panels is necessary for safe and efficient operation of their associated electrical systems. Applies to all Facilities Division personnel.

WORK STEPS: Panel Schedule Updates

1. **WARNING:** *Never install a used circuit breaker without testing it first.*
2. Each panel will have two copies of its schedule attached, marked "Copy 1" and "Copy 2." Mark any change or revision on both copies. NOTE: If there is only one panel schedule in the panel, mark up the schedule with the changes made, make a copy of the original marked up schedule for submission to the Electrical Maintenance Engineer and leave the original mark up in the panel.
3. Leave "Copy 2" in the panel.
4. Write feeder conduit size, wire size, and any other nameplate data on the back of "Copy 1."
   - If the schedule has an "X" in the upper right-hand corner of the note box this step is not necessary.
5. Verify spares, blanks, trips, and frame types if possible. All circuit loads shall be verified, a circuit load shall not be described as "unknown load" or similar.
6. Bring "Copy 1" to Electrical Maintenance Engineer in Bldg. 76. Write the project account number on the schedule.
7. The Electrical Maintenance Engineer will update panel schedule and the Design & Construction Electrical file (available via the network).
   - All new circuits installed or otherwise verified will be designated as verified by an asterisk in either the lower right hand or lower left-hand corner of the circuit description.
8. Electrician or lighting technician responsible for panel schedule changes will place two updated panel schedules, marked "Copy 1" and "Copy 2," in panel and discards old "Copy 2."

RESPONSIBILITIES AND CONTROLS:

Rev. No.	SME/Title	REV/Title	Approved/Title	Date	Effective Date
5	Lawrence Domansky Elec. Maint Engr.	Mike Dong Utilities Supervisor	Glen Langstaff MRO & Small Projects Department Head	6/21/11	6/21/11