Filling out panel schedules-

-Going forward, all foremen and superintendents are to fill out panel schedules onto CSE templates. Previously we wrote them on paper and sent a picture in to be typed and printed.

- Doing so will save time for the office and field staff and will prevent issues around misspelled words due to unclear handwriting.

Directions:

1. Save the attached panel schedule templates somewhere where easily accessible on your IPAD/Computer.
2. When filling the templates out, please use your CAPSLOCK when writing the panel name, voltage, wire configuration, and circuit names.
3. If you have an item that uses more than one circuit, indicate this by using the quotation mark key on each of the applicable circuit lines (as shown below in circuit spaces 1,3,5).

   Example below-

PANEL TEST		120/208V	3Phase 4Wire
1	COFFEE BAR	2	
3	"	4	
5	"	6	

4. If a certain panel exceeds 42 spaces, please use the 'BACK' panel schedule template to extend the size of the panel schedule. (if the use of the 'BACK' panel template is required, add the panel name, the voltage, and wire configuration to the first line)

39		40	
41		42	

- PANEL SCHEDULE TEMPLATE BACK
- PANEL SCHEDULE TEMPLATE
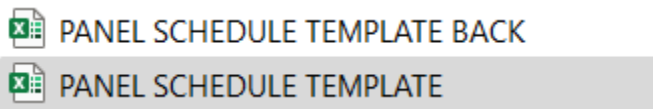
5. Once you have successfully filled the panel schedule(s) out, please save it somewhere on your computer/IPAD.
6. Email the panel schedule(s) that need printed out to lexia.h@csetx.com. In the email, please list the following:
   - How soon you need the following panels printed
   - The job these are for (including the job #)
   -Whether or not you will need panel covers or any panel tags created as well

7. Please reach out to Lexi Holt at 515-421-2696 with any questions, thanks!