

**AMERICAN SOCIETY OF HEATING, REFRIGERATING AND  
AIR CONDITIONING ENGINEERS, INC.**

1791 Tullie Circle, NE I Atlanta, GA 30329  
(404) 636-8400

**TC MINUTES COVER SHEET**

T.C. NO. **9.9**

DATE OF MEETING: **January 26, 2003**

T.C. TITLE: **Commissioning**

LOCATION: **Chicago, Il**

VOTING MEMBERS				EX-OFFICIO MEMBERS and ADDITIONAL ATTENDANCE
PRESENT	APPTD	ABSENT	APPTD	PRESENT
Janice Peterson	02	Richard Casault	99	James Persawd
Jerry Kettler	02	Jeff Traylor	02	John Gromes
Jean Visier	01	Kristin Heinemeier	01	Nathan Redman
David Shipley	99	Michael King	99	Jean Gibbons
Karl Stum	99			Larry Luskay
Richard Rose	00			Ted Wilinski
Elia Sterling	99			Richard Kelso
J R Anderson	00			Wilic Hoffmann
Thomas Cappellin	00			Chad Grindle
Tim Corbett	02			Timin Musallam
Charles Culp	01			Hideski Nukamura
Larry Fisher	02			David Yuill
Walter Grondzik	99			Tom Logan
Eli Howard	99			Castas Balaras
Kenneth Peet	99			Peyton Collie

NONVOTING MEMBERS					
PRESENT	APPTD	ABSENT	APPTD	ABSENT	APPTD
David Bivert	01	Hollace Bailey	99	Charles Kiefer	00
Rodney Lewis	99	Henry Vance	01	Ken Gillespie	02
David Bornside	01	Barry Bridges	98	Michael Kuk	00
John Castelvechi	99	David Butler	99	Kathleen Radke	01
Kenneth Fulk	00	Wayne Dunn	01	Fred Schroeder	00
James Harrison	99	Harry Enck	01	Chris Smith	99
Daniel Henon	01	Stephen Hanser	98	Ed Iczkowski	02
Carl Lawson	02	Natasha Castro	02	Cedric Truman	00
William McCartney	02	Harvey Brickman	96	Dennis Tuttle	94
John Rieke	99	Phillip Haves	98	Brandt Williams	02
Robert Towell	99	Charles Henck	02	Daniel Frasier	02
Andy Nolfo	02	Eric Jenson	00		

**DISTRIBUTION**

ALL VOTING MEMBERS AND LIAISONS:

<i>TAC Chairman</i>	William Murphy	<i>TEGA</i>	Melvin Glass	<i>Staff Standards</i>	Claire Ramspeck
<i>TAC Section Head</i>	Jim Buckley	<i>Special Pubs</i>	Marilyn Listvan	<i>Staff Research</i>	William Seaton
<i>Journal/ Insights</i>	Ned Belt	<i>Handbook</i>	Henry Manczyk	<i>Staff Tech Services</i>	Michael Vaughn
<i>Research</i>	Drury Crawley	<i>Standards</i>	Merle McBride	<i>ALI Liaison</i>	William Landman
<i>Journal/ Insights</i>	Ismena Deacon	<i>Program</i>	Jim Willson		

**ASHRAE T.C. 9.9 ACTIVITIES SHEET**

CHAIR: Janice Peterson

VICE CHAIR: Jerry Kettler

SECRETARY: Kristin Heinemeier

**TC MEETING SCHEDULE**

Location - Past 12 months	Date	Location - Planned next 12 months	Date
Honolulu	6/02	Kansas City	6/03
Chicago	1/03	Anaheim	1/04

**TC SUBCOMMITTEES**

<u>Function</u>	<u>Chairman</u>
Handbook	Karl Stum
Program	Richard Rose
Membership	Elia Sterling
Research	Kristin Heinemeier
Long Range Planning	Jerry Kettler
International Member/Journal	Antione Dammous
Standards	Rodney Lewis
Commissioning Guideline(s)	Carl Lawson
Web Master	Robert Linder
Journal/Insights	

**RESEARCH PROJECTS – Current**

<u>Number</u>	<u>Title</u>
RP1137	Field performance Assessment of VAV Control Systems Before and After Commissioning

**LONG RANGE RESEARCH PLAN**

Priority	Title	W.S. Written	Approved By R&T
1)	Field Performance Assessment of Package Equipment (Cosponsored w/ TC4.11)	Yes	No
2)	The Impact of Commissioning on Comfort	RTAR	No
3)	Methods of Improving Persistence of Commissioning Savings in Control Systems	No	No
4)	One Time vs. Short-Term vs. Seasonal Testing of Air-Handling Units	No	No
5)	IAQ Benefits of Documentation, Commissioning and O&M	No	No
6)	Field Based Evaluation of Functional Performance Tests	No	No
7)	Functional Test Guide and Design Concepts for Performance Monitoring of Rooftop Units	No	No

**STANDARDS ACTIVITIES**

- A. Guideline 0 submitted for public review, comments responded to, final review before or at Kansas City

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**TECHNICAL PAPERS:** from sponsored research. - None  
From other sources - unknown

**PROGRAMS**

**TC SPONSORED SYMPOSIA** (Past 2 years, present and planned);

Cx Starts with Design Intent	Walt Grondzik	Jun 02
Cx Specialty Facilities	Carl Lawson	Jan 03

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**TC SPONSORED SEMINARS** (Past 2 years, present and planned);

Impact of Cx on Commercial Markets	Andy Nolfo	Jan03
Cx Life Safety Systems	Carl Lawson	Jun03
Cx of DDC Systems	Rodney Lewis	Jun 03
Cx is More than FPT	Andy Nolfo	Jan 04
Impact of Total Building Commissioning	Carl Lawson	Jan 04
Training of Cx Authorities	Jerry Kettler	Jun 04
Retro-Commissioning	Andy Nolfo	Jan 04
Statistical Application	Andy Nolfo	Jan 04

**TC SPONSORED FORUMS** (Past 2 years, present and planned);

Results of One Pass RE-Commissioning	Charles Culp	Jun 01
Persistence of Savings for Central Systems	Ken Peet	Jun 03

PROGRAM PLAN: (See Above and attached)

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**JOURNAL PUBLICATIONS** (Past 3 years, present and planned); - Unknown

**MEETING MINUTES – Sunday, January 26, 2003**

**ASHRAE T.C. 9.9 - Commissioning  
Chicago, IL**

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1. The meeting was called to order at 3:00 pm by Chairman Peterson
2. Committee scope was read.
3. Self introductions were conducted.
4. Attendance sheets were distributed, and roll was taken.
5. Agenda was reviewed and no additions were made.
6. Motion was made and seconded to approve minutes from Honolulu- Rose/Fisher  
Approved 10/0/0.
7. Administrative matters: None addressed
8. Correspondence: None addressed.
9. Society Liaisons: None present.

**SUBCOMMITTEE REPORTS**

10. Membership committee: The roster has been updated and will be revised again after the next June meeting.
11. Program Committee: See attached report
  - a. Two seminars are scheduled for Chicago
  - b. The program schedule was discussed and a seminar on Stastical Applications was added by Andy Nolfo and a forum on persistence of savings by Ken Peet
  - c. Motion made (Culp/Peet) to approve program plan. Approved 10/0/0
12. Research Committee:
  - a. Davis Shipley reported that the project list has been rearranged and the new list was distributed.
  - b. Funded projects are progressing.
  - c. Research on the cost benefits of commissioning was discussed.
  - d. Motion was made and seconded to approve research report. (Rose/Grondzik)  
Passed 11/0/0.
13. Long Range Planning Committee: Report deferred to New Business

14. Handbook Committee:
  - a. Chapter was submitted last year. The next one is in three years.
  - b. The issue of HVAC only vs Total Building Commissioning was discussed.
  - c. Members for the new committee were solicited with Fisher, Culp, Peet and Lawson volunteering.
15. Commissioning Guidelines Committee: Guideline 0 has been voted out for public review.
16. Standards Committee:
  - a. Guideline 0 has been voted out for public review
  - b. Standard 90.1 has several sections out for public review under continuous maintenance procedures.
  - c. Standard 62.1 has several changes out for public review under continuous maintenance procedures.
17. Website: David Shipley gave a summary report.
18. Journal and Insights: No report

#### **LIAISON REPORTS**

19. GPC-1 'Commissioning of HVAC System's Liaison Report – Walter Grondzik: Committee is meeting 4 times a year. First draft will be approximately 50% complete.
20. GPC-4 'O&M Documentation Liaison Report' –Jerry Kettler - The new version of Guideline 4 will include the substance of the systems manual and be coordinated with guideline 1.
21. SP 91 'Hospital and Healthcare Design Manual' – Carl Lawson -Hospital Design Guide is now in process and may be published by Kansas City.
22. SSPC 62 'Ventilation for Acceptable IAQ' Liaison Report –Elia Sterling - Several changes are out for public review. A Board Policy requires the removal of information on smoking areas in the standard. Addenda "N " has comments outstanding. Addenda "L" and "Y" are being reviewed.
23. SPC-90.1 'Energy Efficient Design of New Buildings' - No report
24. SPC-90.2 'Energy Efficient Design of Low Res. - No report
25. SPC 111 Test, Adjust and Balance" Liaison Report – Revisions from public review should be ready by Kansas City.
26. GPC 11P MOT for Control Components – Should be out for public review by Kansas City.
27. TC1.4 –Control Theory and Application Liaison Report: A publication on reference applications is in the works.

28. TC1.7 – Operation and Maintenance Management - No report.
29. TC1.8 – Owning and Operating Costs - No report.
30. TC9.1 – Large Buildings A/C Systems - No report.
31. TC9.7 – Test and Balance - No report.
32. TC9.8 – Large Building A/C Applications – No report
33. TG 9 – Moisture Management in Buildings – Interest in the new task force is increasing. . More members are needed. A presentation will be made on Tuesday at 2PM.
34. Building Commissioning Association Liaison – BCA is developing a program for certification of Cx agents. The next BCA meeting will be at the commissioning conference in Palm Springs in May 2003

## **BUSINESS**

35. Old Business: None
36. New Business:
  - a. The importance of a liaison to USGBC regarding commissioning was discussed.
  - b. The expansion of commissioning guidelines into related areas and the creation of a number series for these guidelines was presented and discussed. SEE ATTACHED PROPOSAL. Motion (Sterling/Culp) for approval. Passed 14/0/0. Volunteers to work on TP&S for new guideline include Lawson, Sterling, Nolfo and Grondzik.
32. The next TC9.9 Committee meeting will be on June 29, 2003 at 3 PM in Kansas City.
33. Motion to adjourn was made at 17:20 and passed by acclamation.

—END OF REPORT—

### **Attachments:**

Program Committee Report	p. 4
Research Committee Report	p. 5
Long Range Planning Committee Report	p. 24