

**AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-
CONDITIONING ENGINEERS, INC.
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TC/TG/TRG MINUTES COVER SHEET

TC/TG/TRG NO 7.9 DATE 18 June 2009

TC/TG/TRG TITLE Building Commissioning

DATE OF MEETING 25 January 2009 LOCATION Chicago, IL

MEMBERS PRESENT	YEAR APPTD	MEMBERS PRESENT	YEAR APPTD	EX-OFFICIO MEMBER AND ADDITIONAL ATTENDANCE
Dave Shipley		Tom Cappellin		Sarah Maston, Michael King
Jeff Traylor		Rick Casault		James Persaud, John Hamilton
J.R. Anderson				Andy Nolfo, John Stevenson
Michael Dolim		ABSENT		K. Quinn Hart, David Claridge
John Castelvechi				John Rieke, Thurston Simonsen
Jerry Kettler				Tim Corbett
Ken Peet				Roger Lautz
Holly Townes				A.B. Blalock
Walter Grondzik				Steven Turner
H. Jay Enck				Charlie Shieh

DISTRIBUTION

All Members of TC/TG/TRG plus the following:

TAC Section Head:	
TAC Chair:	
All Committee Liaisons As Shown On TC/TG/TRG Rosters:	
Manager Of Standards Manager Of Research & Technical Services	Claire Ramspeck Mike Vaughn

**TC 7.9 MEETING MINUTES
CHICAGO WINTER MEETING
Sunday 25 January 2009**

1. The meeting was called to order by the Chair, J.R. Anderson, at 3:20 pm.
2. Self-introductions of attendees were made.
3. The draft agenda was reviewed. It was moved by Jay Enck, seconded by Charlie Culp, that the agenda be accepted. The motion was approved unanimously.
4. The TC roster was reviewed and a quorum was established.
5. The Chair's report addressed the following items: roster changes, provisional corresponding members, chair's workshop training, programs due 6 February, the society handbook committee representative was presented, and a TC procedures report was summarized.
6. The minutes of the previous meeting were reviewed. John Castelvechi moved and Rick Casault seconded approval of the minutes. The motion was approved 10-0-3.
7. Sarah Maston gave the program subcommittee report: one program is being presented at this meeting, 2 proposals were rejected. A seminar outlining the highlights of ASHRAE Guideline 1.1 will be submitted for Louisville and TC 7.9 will co-sponsor. A program dealing with the use of commissioning to improve the sustainability of existing buildings was proposed for Louisville. The approved program ranking had a session on the ASHRAE certification program as #1 and the existing buildings session as #2. Programs for Orlando were discussed: ideas included two seminars and a forum on a Systems Manual guideline (what should be included?).
8. Rick Casault gave a report on GPC 1.2: the committee is currently developing two guidelines, Guideline 0.2 to address the commissioning process for existing buildings, systems, and assemblies, and Guideline 1.2 to address HVAC&R technical requirements. The target date for completion is January 2012; the 0.2 draft is at 90% but will not be released until 1.2 is developed. TC 7.9 was suggested by J.R. Anderson as a review body for the drafts.
9. The research subcommittee report was given by Dave Shipley: he distributed the report to attendees—and also discussed the research being conducted by A. Lewis; the status of RTARs reviewed (see report). Jeff Traylor moved, Jerry Kettler seconded, approval of the subcommittee report. The motion was approved unanimously.

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10. The handbook subcommittee report was given by John Castelvechi: he distributed the report to attendees; highlights include revising definitions, seeking input on existing buildings. “Commissioning of existing buildings” is the terminology being used by GPC 1.2; also Current Facility Requirements is the term being used for OPR (Owner’s Project Requirements). There was some discussion regarding use of these new terms.

11. The long range planning subcommittee report was given by Jerry Kettler: the subcommittee notes that development of a family of commissioning guidelines is well underway; development of a user’s manual, commissioning provider certification, and training of commissioning providers are ongoing issues.

12. Standards subcommittee, Rodney Lewis: no report.

13. Website subcommittee report from Dave Shipley: you get to the TC web site through the ASHRAE www site; the TC site was recently updated; the listserv is not now working due to a crash at ASHRAE; TC officers were asked to look at the areas of the site under their responsibility to verify currency of materials.

14. Walter Grondzik gave a report on the commissioning process short course being developed for the ALI (ASHRAE Learning Institute). Grondzik is the course author, the course is co-sponsored, a 95% draft was sent for review by various sponsoring organizations, comments were received and will be incorporated. The course is scheduled for offering via the web in spring 2009.

15. David Underwood gave a report on commissioning provider certification and provided a handout that outlined exam content. He discussed exam development and noted the exam is multiple choice. The first exam is set for Louisville. Several questions were posed by attendees and responded to.

16. Report on SGPC-0, Jeff Traylor: several change proposals will be submitted for public review, it was noted that little input has been received from outside the committee. There was a question about a possible guideline number change.

17. Report on GPC-1.3, Walter Grondzik: work on guideline is in process, completion is maybe three years out. Concern was expressed about meeting conflicts with the O&M TC that keeps interested parties from attending GPC meetings; it was suggested that the best work around is via e-mail communications. This was given as an action item for the GPC to consider.

18. Janice Peterson gave an update on TRG 7: the TRG is rolling over into a project committee.

19. Bill McCartney gave an update on TRG 8 (VRF): the TRG is developing a chapter for the ASHRAE Handbook.

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20. Jerry Kettler addressed performance measure protocols: a special publications document is being developed, it should be available for review on the ASHRAE www site (by 6 February, under the special projects section of the site), the document has been through several drafts, the intent is to publish it by Louisville, it is intended to be part of a larger collection of ASHRAE high-performance building artifacts.
21. GPC 4 report: the updated guideline was published. The GPC should now be retired.
22. SPC 55 report, Steve Turner: section 6 design documentation was revised and passed public review; the survey section was revised; elevated air speed coverage was improved.
23. SSPC 62 report: no report.
24. 90.1 report: no report.
25. GPC 11p report, Jerry Kettler: the guideline is undergoing a second public review this spring.
26. TC 7.8 report: no report.
27. TC 7.7 report: no report.
28. BCA report: BCA will have a separate national conference.
29. NEEB report: close to publishing a 3rd procedural standard, certifications in several areas are underway.
30. ACG report: the next conference is in Chicago in April.
31. USGBC report: rolling out LEED 2009, changing weighting of credits, more focus on carbon, raised bar on some material credits.
32. CCC: no report.
33. TAB report: TAB commissioning certification is in process, several certification areas are being considered.
34. Old business: Jerry Kettler raised the issue of development of a User's Manual for Guideline 0. It was moved by Jeff Traylor and seconded by Walter Grondzik that TC 7.9 endorse a proposal for such a User's Manual. The motion was approved unanimously (10-0-0).

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35. New business: A proposal to support development of a Guideline 1.4 to support preparation of a systems manual was moved by Bill McCartney and seconded by John Castelvechi. The motion was approved unanimously. It was moved by Jeff Traylor and seconded by Walter Grondzik to approve Jerry Kettler as recommended chair for the Systems Manual guideline. The motion was approved unanimously (10-0-0).

36. Upon a unanimously approved motion to do so, the meeting was adjourned at approximately 5:05 pm.