

TC 7.9 Meeting Minutes

Sunday, January 22, 2012

Chicago, Illinois

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

1791 Tullie Circle, N.E./Atlanta, GA 30329
404-636-8400

TC/TG/TRG MINUTES COVER SHEET

(Minutes of all TC/TG/TRG Meetings are to be distributed to all persons listed below within 60 days following the meeting.)

TC/TG/TRG NO TC 7.9 DATE January 22, 2012

TC/TG/TRG TITLE Building Commissioning

DATE OF MEETING January 22, 2012 LOCATION Chicago, Illinois

MEMBERS PRESENT	YEAR APPTD	MEMBERS ABSENT	YEAR APPTD	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
Ken Peet Chair	2011 - 12	Richard Cassault	2010 - 14	J. R. Anderson - CM
Walter Grondzik Vice Chair	2010 - 14	Quinn Hart	2010 - 14	David Bornside ó CM
Thomas Cappellin Secretary	2011 -			Thomas Anderson - CM
John Castelvecchi Handbook	2008 ó 12			Don Blacklock - CM
Mike Eardley Programs	2010 - 14			Harvey Brickman - CM
David Shipley Research	2008 - 12			Barry Bridges ó CM
Gerald Kettler Long Range	2007 -			David Claridge - CM
Abderrazak Alazazi	2010 - 14			Chuck Dorgan ó CM
David Allen	2010 - 14			H. Jay Enck ó CM
Timothy Corbett	2010 - 14			Michael King - CM
Sarah Maston	2009 - 13			Paul Levy ó CM
Roger Lautz	2009 - 13			Robert Linder ó CM
Holly Townes	2008 - 12			David Moser ó CM
Jeff Traylor	2008 - 12			William Pienta ó CM
				John Rieke ó CM
				Thurston Simonsen ó CM
				Mark Terzigni ó CM
				Cedric Trueman - CM
				Heather L. Buckberry - PCM
				Bradley Brooks - PCM
				John Gibbemeyer ó PCM
				Guopeng Liu - PCM
				Alan Richardson ó PCM

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				Reinhard Seidl - PCM
				James Vallort - PCM
				Joy Altwies - Guest
				Michael Amstadt ó Guest
				David Cantrill - Guest
				Matt Cooper - Guest
				John Davis - Guest
				Marco DeZan - Guest
				William Dean - Guest
				David Eldridge - Guest
				Luis Escobar - Guest
				Allison Fee - Guest
				Justin Garner - Guest
				Fred Gleeson - Guest
				Scott Gordon - Guest
				Craig Hofferber - Guest
				Dennis Jones - Guest
				Michael Khaw - Guest
				Dennis Knight - Guest
				Kevin Knueven - Guest
				James Marciniak - Guest
				James Mascaro - Guest
				Jean-Francois Peletier - Guest
				Bo Peterson - Guest
				Ben Pollard - Guest
				Tom Schlachter - Guest
				Fred Schroeder - Guest
				Boggarm Setty - Guest
				Guillermo Soriano ó Guest
				Nevin Suddarth ó Guest
				Ole Teison ó Guest
				Wayne Webster ó Guest
				Stephen Wiggins ó Guest
				Fei Yang ó Guest

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DISTRIBUTION

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

TAC Section Head: Dr. Drury B Crawley, PhD	
TAC Chair: Dr Charles H. Culp III	
All Committee Liaisons As Shown On TC/TG/TRG Rosters:	
Manager Of Standards Manager Of Research & Technical Services	Stephanie C. Reiniche Michael R. Vaughn

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Call To Order / Scope / Introduction

Ken Peet (Chair) called the meeting to order at 3:00 PM

Approval of the Agenda

The Agenda for the meeting was presented for approval. There were no requests for revision of the agenda.

Voting Member Roll Call

There were 11 members present out of a total of 14. Therefore a quorum of voting members was present for the meeting.

Approval of Montreal Minutes

The draft minutes from Montreal were reviewed. Jeff Traylor moved for approval, seconded by John Castelvechhi. Motion passed unanimously: 11 ó 0 ó 0 (Yea ó Nay ó Abstain.)

Society Liaison and Guest Presentation

Sarah Maston: Programs

Sarah Maston: Looking for new programs and reviewers. There have been fewer program submittals for Conference Paper Sessions. This has provided more scheduling space for Seminar Sessions. Program should be submitted on time and complete to be considered.

ASHRAE Administrative Matters / Issues for TC Chairs Breakfast

Ken Peet:

1. ASHRAE has developed a new Logo and tagline "Shaping Tomorrow's Built Environment Today." This was unveiled at the "Plenary Session" held on Saturday, January 21. TC 7.9's web site will be updated to reflect this rebranding of ASHRAE.
2. ASHRAE's 2011-2012 Hightower Award Recipient is Donald Beaty (TC 9.9).
3. YEA/TC Mixer was held on Sunday afternoon, January 22. This was the first meeting for purposes of getting "Young Engineers of ASHRAE" involved in Technical Committees and ASHRAE Society activities.
4. The 2011-2012 TC 7.9 Roster is posted on TC 7.9's web site. This roster will be in effect until after the June Annual meeting in San Antonio.
5. Each Member can view all of the rosters of their committees on the ASHRAE Website. Go to www.ashrae.org <<http://www.ashrae.org>>, click on the "Membership" tab in the header, click on "Manage Your Membership" text in the left sidebar, and log in (if you have not logged in lately, you might need to set up a new username and password). Click on the "Biographical Record System" link. Now you should see your current "bio info". Click on "My Committees" on the left sidebar, all of the committees you are a member of will appear. Click on the "blue" roster text at the left hand side of a committee to reveal the roster with linked contact information.
6. The Provisional Corresponding Member position is a relatively new position on TC/TG/TRG rosters. This position allows potential new members to be added by staff to the committee roster any time a request for membership is made by an individual. The position has a 2-year term on the committee. Staff will notify the Chair and reissue a new roster to the committee any time a provisional member is added. The TC/TG/TRG chair has the option each year during the regular roster update process to convert provisional CMs that have been active participants on the committee the past year into regular CMs or voting members or drop them.
7. The Advanced Energy Design Guide (AEDG) Steering Committee is looking for the technical and standards committees to provide input in defining the need and format for a document or source library for

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best practices in Operations and Maintenance (O&M). The committee is specifically looking for input from the following: SSPC 180; SSPC 100; SSPC 90.1; TC 2.8; TC 4.3; TC 4.10; TRG 4; TC 7.2; TC 7.3; TC 7.6; TC 7.7; TC 7.8; TC 9.6; TC 9.7; and MTG.BPM. The committee would to receive as many surveys as possible by February 15, 2012.

8. TC members serve as individuals and are not permitted to speak for their TC before other groups unless they are the official liaison of their committee.
9. A new "Help Wanted" section will be added to the Technical Committee page of the ASHRAE web site so that TCs can advertise requests for help (new members, a webmaster, reviewers and contributors for a handbook chapter or special publication).
10. Future ASHRAE Society Meetings are:
 - a. San Antonio..... June 23-28, 2012
 - b. Dallas January 26-30, 2013
 - c. Denver..... June 22-26, 2013
 - d. New York January 18-22, 2014
 - e. Seattle..... June 28-July 2, 2014

Correspondence / Announcements

See above

Sub-Committee Reports

- Membership Ken Peet
 - The 2012-2013 Roster needs to be updated and completed prior to end of Chicago's meeting.
 - Visitors wishing to be considered for membership in TC 7.9 need to enter their contact information on the sign-up sheets presently being distributed in the meeting. Visitors need to indicate whether they are applying for Provisional Corresponding Member or full Corresponding Member.
- Program..... Mike Eardley
 - TC7.9 has sponsored two seminars for the Chicago meeting:
 - Seminar 21 is Chaired by Gerry Kettler "Maximizing the Benefits of Commissioning: Incorporating Design Reviews and the Building Envelope into the Commissioning Scope."
 - Seminar 52 is Chaired by David Shipley "Integrated Design and Commissioning on the Same Building: Collaboration or Collision?"
 - All inquiries regarding TC-7.9 Programs should be directed to Mike Eardley at meardley@cannondesign.com or 617-504-2150.
 - Currently soliciting and reviewing ideas for San Antonio and Dallas.
 - Ideas include envelope commissioning, monitoring based commissioning, existing building commissioning, utility programs, and commissioning related ASHRAE Guidelines.

PROGRAMS SUBCOMMITTEE REPORT IN CHICAGO

Programs for San Antonio

- Conference Paper and Technical Paper deadlines have past
- Submissions for Seminars and Forums are due 2/13/2012.
- IF YOU WANT TO SPEAK IN SAN ANTONIO, I NEED THE FOLLOWING FROM YOU BY FEBRUARY 9
- FOR EACH PRESENTER:
 - · Title of Presentation
 - · Abstract (4-5 sentences)
 - · Biography of speaker (4-5 sentences)
 - · Three (3) learning objectives
 - · Five (5) Questions & Answers that will be covered in the presentation

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- Session chairs will be assigned as first response / first assignment. If you had volunteered to chair a session, please let me know if you are available for San Antonio. As soon as speakers start sending me information, I will contact people who had volunteered to chair. Chairs will be responsible for uploading information onto the website on 2/13/2012.
- The following is the full schedule of due dates for San Antonio:
 - www.ashrae.org/sanantonio (site to make submissions)
 - 2011
 - June 20, 2011 ô San Antonio Conference Site live
 - Sep. 26 ô Full Technical Papers Due for Review
 - Sep. 26 ô Conference Paper Abstracts Due
 - Sep. 26 ô Conference Paper Session Request
 - Oct. 7 ô Conference Paper Abstract Accept/Reject Notifications
 - 2012
 - Jan. 9, 2012 ô Conference Papers Submitted for Review (please include Learning Objectives and 5 Q/A)
 - Jan. 13 ô Web Site Opens for Seminar, Forum, TPS and CPS Proposals
 - Feb. 13 ô Seminar, Forum, TPS and CPS Program Proposals Due
 - Feb. 13 ô Technical Papers Final Reviews
 - Mar. 7 ô Final Technical Papers Due/Final Conference Papers Due
 - Mar. 16 ô Notifications of Seminar and Forum Accept/Reject Distributed
 - Mar. 30 ô Conference Papers Accept/Reject Notifications
 - May 4 ô Upload of PPTs Begin
 - June 4 ô All PPTs Due Online
 - June 23, 2012 ô Speaker's Lounge Opens

Looking ahead to programs for Dallas

- If you are interested in speaking in Dallas, I need the following information before the San Antonio meeting:
 - · Title of Presentation
 - · Abstract (4-5 sentences)
 - · Biography of speaker (4-5 sentences)
 - · Three (3) learning objectives
 - · Five (5) Questions & Answers that will be covered in the presentation
- We will be discussing Dallas programs in San Antonio, but it would be very helpful to get this information together as early as possible.
- Dates for Dallas are not yet available on the website. Estimates are made here based on past submission dates:
- If you are interesting in putting together a conference paper (8 pages approx.), deadlines to submit an abstract is March 2012. Once the abstract is approved, you have until August 2012 to write the paper. The paper is then reviewed and approved/rejected for presentation in Dallas.

See Attachment for full report

- Program Long Range Planning.....Sarah Maston
 - No Report
- Research.....David Shipley
 - The subcommittee reviewed each RTAR and research idea. There has been no advancement on any of our RTARs. TC members wanting to review the status of our research ideas and read through current versions of the RTARs and other documents can visit the research page of the TC website, which is located here: <http://tc79.ashraetcs.org/research.html>
 - The floor was then turned over to Bruce Hunn, who presented his project on a "Database to Quantify Costs and Benefits of Commissioning". He showed a table with the possible contents of the database. Participants reviewed the contents and a very productive and interesting discussion on the subject followed. Bruce Hunn presented some information on his project to the main TC meeting, so further details will not be repeated here in the research subcommittee report.

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- Handbook (Applications, Ch 42)..... John Castelvechi
 - TC 7.9 is responsible for ongoing maintenance of content published in ASHRAE Applications Handbook, Chapter A42 "New Building Commissioning." Most current update is found in the 2011 HVAC Applications Handbook.
 - Handbook Subcommittee is looking to year 2015 for next Chapter update. Needs volunteers to work on content update and reviewers for QA/QC and comments.
- Long Range Planning (GL 0-2005 User's Manual) Gerry Kettler
 - Reported on:
 - Progress of the ASHRAE commissioning standard and guidelines.
 - Publication of commissioning standards by NFPA (NFPA Standard 3), and IES.
 - Additional commissioning publications expected from ASTM (to replace NIBS #3), SMACNA and International Code Council.
 - Use of commissioning in other standards and codes including ASHRAE 189, the ICC International Energy Conservation Code-2012 and the ICC International Green Construction Code to be published for the first time in 2012.
 - Questions were raised concerning ASHRAE certification for commissioning professionals. This is currently being looked at by ASHRAE and is projected to address Users of Commissioning. This certification program is early stage of development. Building Commissioning Association (BCA) is currently providing certification of Commissioning Providers and is considered best for that category. BCA provides two certifications: CCP "Certified Commissioning Provider" and CCPA "Certified Commissioning Provider Associate."
- Standards..... James Vallort for Rodney Lewis
 - Added information related to Commissioning Certification being considered by ASHRAE
- Web Site..... David Shipley
 - Site is currently up to date pending receipt of new material.
- Journal and Insights/International.....
 - Need a Corresponding Member Volunteer for this Subcommittee Report
- Oversight of Introductory of ALI Introductory Commissioning Course Walter Grondzik
 - A short course is offered via internet and will be available for at least one more year. The course has been popular. Contact Walt for details.

Cognizant Committee Liaison Reports

- Commissioning Certification..... Gerry Kettler
 - Test will be updated this summer. Need test questions submitted.
- SGPC 0 "The Commissioning Process"..... Tim Corbett
 - The committee is responsible for updating Guidelines 0 and 0.1 and then placing 0.1 under continuous maintenance.
 - Committee is updating the flow chart for better clarity and understanding of the flow of the commissioning process.
 - Need to develop a new Section 9 to address "On-going Commissioning."
 - Committee elected to retain definition of "Retro-Commissioning" in GL 0.
 - Committee needs to receive formal comments from persons in and out of ASHRAE so that they can be processed and responded to.
 - NIBS is currently updating Guideline 3 "Building Envelope" and needs to coordinate new language with GL 0 so that GL 0 language is consistent with GL 3.
- GPC 1 "HVAC&R System Commissioning"..... Tim Corbett
 - See comments in above SGPC 0 report regarding GL 1.
 - Committee is currently addressing comments issued by Standards Committee.
- GPC 0.2 "Commissioning of Existing Buildings"..... Holly Townes

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- A Power Point presentation of the guideline's organization and features will be provided by Holly Townes and Bill Dean later in the TC 7.9 committee meeting.
- GPC 1.2 "Commissioning of Existing HVAC&R Systems"..... Holly Townes
 - A Power Point presentation of the guideline's organization and features will be provided by Holly Townes and Bill Dean later in the TC 7.9 committee meeting.
- GPC 1.3 "O&M Training for HVAC&R Commissioning"..... Walter Grondzik
 - Committee is working to complete the guideline's first draft version
 - Committee would appreciate any input from others on what items should be included in O&M training.
- GPC 1.4 "Systems Manuals"..... Gerry Kettler
 - Committee is starting to organize guideline and is exploring ideas for content.
- Standard 202 "Commissioning Process Standard" Gerry Kettler
 - Currently being formed up and contains representation from most all other societies.
 - TC 7.9 members have volunteered to work on writing the Guide.

Other Committee Liaison Reports

- ASHRAE has appointed J.R. Anderson to a new liaison position for TC 7.9. This position will serve as a voting member on MTG.BPM "Building Performance Metrics" representing TC 7.9. A MTG or Multidisciplinary Task Group is formed when the Society has determined a need for activity in a field of interest that encompasses the expertise of TCs from two or more sections and/or from non-TC groups such as SSPCs or outside organizations. J.R. was appointed to MTG.BPM as the representative for TC 7.9 by the chair of the MTG based on his past involvement with TC 7.9 and with the past BPM steering committee of Technology Council, whose membership now forms the core of this new MTG.
 - J.R. advised that the committee is already addressing issues relating to building commissioning.
- TRG 7 Tools for Sustainable O&M..... Janice Peterson
 - No report
- Special Project Committee: Performance Measurement Protocols Dashboard Gerry Kettler
 - No new information
- SSPC-62 "Ventilation for Acceptable IAQ" Elia Sterling
 - No report
- SPC-90.1 "Energy Efficient Design of New Buildings".....
 - Need a Corresponding Member Volunteer for this Liaison Report
- SPC-111 "Testing and Balancing for New Buildings"..... Gerry Kettler
 - Standard 111-2008 "Practices for Measurement, Testing, Adjusting, and Balancing of Building Heating, Ventilation, Air-Conditioning, and Refrigeration Systems" is available for sale in ASHRAE's bookstore.
- SPC 180 "Inspection and Maintenance"..... Carl Lawson
 - No report.
- GPC 11P "Control Components Testing"..... Gerry Kettler
 - No new information.
- TC 7.8 "Owning and Operating Costs".....
 - Need a Corresponding Member Volunteer for this Liaison Report
- TC 7.7 "Testing and Balancing"..... Richard Rose
 - No Report.
- AEDG "Advanced Energy Design Guidelines"..... Jay Enck
 - These guidelines are available for free download from ASHRAE's website.

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- Dave Moser (PECI) advised that the recently completed Advanced Energy Retrofit Guides, for Office and Retail Buildings, are also available for free download from DOE's website
- Guideline on Integrated Building Design and Maintenance.....J. R. Anderson
 - No new information.
- Bradley Brooks (PECI) advised that CxA training sessions are being provided by PEGI for the City of New York. This training is intended to certify a commissioning provider as a "Certified Commissioning Professional" (CCP). The training is intended to prepare commissioning providers for participating in the City's Retro-Commissioning program for upgrading commercial buildings in the City.
 - To earn the CCP designation, participants must complete an application that is reviewed by the Building Commissioning Certification Board and pass a comprehensive two-hour examination.
 - Visit the [BCA website](#) for additional information.
 - NEW! Existing Building Commissioning Training being offered in New York City. The Building Commissioning Association (BCA) and NYSERDA, in coordination with the NYC Mayor's Office, is offering a new training program for commissioning professionals. This three day course offers participants:
 - Comprehensive instruction on each phase of the existing building commissioning process, based on BCA's Best Practices, taught by certified commissioning professionals with extensive industry experience
 - Useful handbook that includes glossary of terms, BCA Best Practices and templates for use in the field
 - Credit for class toward the Certified Commissioning Professional (CCP) certification, class counts as one qualified project
 - 18 AIA/CES Learning Units
 - Upcoming Training Dates:, March 12-14, April 11-13, April 16-18, and May 7-9 2012. Click [here](#) to register and learn more.
 - PEGI plans to extend this training to the rest of the United States via regional training sites that will include on-site laboratory training.

Other Association Reports

- BCA..... Gerry Kettler
 - New "Best Practices" final version is available on BCA's web site.
- NEBB: Bob Linder
 - No Report
- ACG..... Gerry Kettler
 - No new information.
- USGBC Jay Enck
 - There is an existing issue concerning the requirement that a commissioning team be lead by a licensed Professional Engineer. This issue is under study but has not yet advanced into formal consideration.
- CCC..... Dave Moser
 - Dave has volunteered to become Liaison between TC 7.9 and CCC "California Commissioning Collaborative."
 - Access CCC's website to register for webinars: www.cacx.org
 - CCC's website provides many resources for commissioning providers.
- Standard 189..... Need Liaison
 - No Report.

Old Business

- No Old Business.

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New Business

Two presentations were scheduled under New Business:

- Bruce Hunn from the "Best Practices Guide Project Committee" presented the status of their document "Best Practice for Evaluating and Improving the Performance of Commercial Buildings." The document is presently 90% complete and Bruce's committee is asking that volunteers from TC 7.9 membership to make contributions to this document on issues related to building commissioning practices.
- Holly Townes and Bill Dean presented a Power Point program about two guidelines presently being prepared "GL 0.2P The Commissioning Process for Existing Buildings" and "GL 1.2P HVAC&R Technical Requirements of the Commissioning Process for Existing Building systems and Assemblies." Bill is Chair of the committees and Holly is Sub-chair of Implementation Sections.

Next Meeting

See Administrative Matters Section above.

Adjournment

Jeff Traylor moved for adjournment.

- Meeting adjourned at 5:00 P.M., CST

Action Items

All Members - When replying to E-mail communications DO NOT USE "REPLY TO ALL"

Motions

No Motions were made during the meeting.

END OF MINUTES

Attachments

Full Programs Committee Report

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PROGRAMS REPORT FOR CHICAGO

Programs for Chicago

Conference Paper and Technical Paper deadlines have past
Submissions for Seminars and Forums are due 8/12.

IF YOU WANT TO SPEAK IN CHICAGO, I NEED THE FOLLOWING FROM YOU BY AUGUST 10 AT 4PM FOR EACH PRESENTER:

- Title of Presentation
- Abstract (4-5 sentences)
- Biography of speaker (4-5 sentences)
- Three (3) learning objectives
- Five (5) Questions & Answers that will be covered in the presentation

Session chairs will be assigned as first response / first assignment. If you had volunteered to chair a session, please let me know if you are available for Chicago. As soon as speakers start sending me information, I will contact people who had volunteered to chair. Chairs will be responsible for uploading information onto the website on 8/12.

The following is the full schedule of due dates for Chicago:

www.ashrae.org/chicago

2011

- April 18 — Conference Paper Abstracts
- April 18 — Conference Paper Session Requests
- April 18 — Full Technical Papers Due for Review
- May 6 — Conference Paper Abstract Accept/Reject Notifications
- June 3 — Web Site Opens for Seminar, Forum, TPS and CPS Proposals
- July 8 — Conference Papers Submitted for Review
- Aug. 12 — Seminar, Forum, TPS and CPS Program Proposals Due
- Aug. 12 — Technical Papers Final Reviews
- Sep. 2 — Conference Papers Accept/Reject Notifications
- Sep. 7 — Final Technical Papers Due/Final Conference Papers Due
- Sep. 16 — Notifications of Seminar and Forum Accept/Reject Distributed
- Dec. 9 — Upload of PPTs Begin

2012

- Jan. 6, 2012 — All PPTs Due Online
- Jan. 21 — Speaker's Lounge Opens

Looking ahead to programs for San Antonio

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2012

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Feb. 13 — Seminar, Forum, TPS and CPS Program Proposals Due

Feb. 13 — Technical Papers Final Reviews

Mar. 7 — Final Technical Papers Due/Final Conference Papers Due

Mar. 16 — Notifications of Seminar and Forum Accept/Reject Distributed

Mar. 30 — Conference Papers Accept/Reject Notifications

May 4 — Upload of PPTs Begin

June 4 — All PPTs Due Online

June 23, 2012 — Speaker's Lounge Opens

END OF PROGRAMS REPORT