AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.  
1791 Tullie Circle, N.E./Atlanta, GA 30329  
404-636-8400

TC 7.9 Meeting Minutes  
Sunday, June 26, 2011  
Montreal

7.  

(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  June 26, 2011

TC/TG/TRG TITLE  Building Commissioning

DATE OF MEETING  June 26, 2011  LOCATION  Montreal, Canada

<table>
<thead>
<tr>
<th>MEMBERS PRESENT</th>
<th>YEAR APPTD</th>
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<th>EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE</th>
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<tr>
<td>Ken Peet  Chair</td>
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<td>Abderrazak Alazazl</td>
<td>2010 - 14</td>
<td>William McCartney - CM</td>
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<td>Walter Grondzik  Vice Chair</td>
<td>2010 - 14</td>
<td>David Allen</td>
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<td>Thomas Cappellin  Secretary</td>
<td>2007 - 11</td>
<td>Richard Cassault</td>
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<td>H. Jay Enck - CM</td>
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<td>Sarah Maston  Programs</td>
<td>2009 - 13</td>
<td>Jeff Traylor</td>
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<td>Niras Chandra</td>
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<td>Guopeng Liu - PCM</td>
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**DISTRIBUTION**

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

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<tr>
<th>Role</th>
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<tr>
<td>TAC Section Head</td>
<td>Dr. Drury B Crawley, PhD</td>
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<tr>
<td>TAC Chair</td>
<td>Dr. Charles H. Culp, III</td>
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<tr>
<td>ALI/PDC</td>
<td>John H. Nix II</td>
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<tr>
<td>Chapter Technology Transfer</td>
<td>Chad E. Moore</td>
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<td>Research Liaison</td>
<td>George A. Jackins</td>
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<td>Special Pubs</td>
<td>William S. Fleming</td>
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<td>Standard Liaison</td>
<td>Adam W. Hinge</td>
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<tr>
<td>Manager of Standards</td>
<td>Stephanie C. Reiniche</td>
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<tr>
<td>Manager Of Research &amp; Technical Services</td>
<td>Michael R. Vaughn</td>
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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 12 members present out of a total of 18. Therefore a quorum of voting members was present for the meeting.

Approval of Las Vegas Minutes

The draft minutes from Las Vegas were reviewed. John Castelvecchi moved for approval, seconded by Gerry Kettler. Motion passed unanimously: 12 – 0 – 0 (Yea – Nay – Abstain.)

Society Liaison and Guest Presentation

Sarah Maston: Programs:

Sarah Maston: Program presenters will be graded. If do not pass 3.5 they will be asked to improve their skills. Looking for new programs and reviewers. Program should be submitted on time and complete to be considered. ASHRAE has been receiving more requests for time slots than there are available.

ASHRAE Administrative Matters / Issues for TC Chairs Breakfast

Ken Peet:

1. ASHRAE is holding a High Performance Building Conference “A Focus on Deep energy Savings” in San Diego, California in March 12-13, 2012. Call for Presenters’ abstracts (300-500) words) are requested and will be accepted through July 15, 2011.

2. The 2011-2012 TC 7.0 Roster will be posted on TC 7.9’s web site after the Montreal meeting.

3. ASHRAE has established “Multi-Disciplinary Task Groups” (MTG) which will connect differing Technical Committees together for purposes of addressing ASHRAE issues not confined to a single TC. These groups may of temporary existence as needed to address and develop a conclusion and/or recommendation for the issue.

4. Ken Peet introduced Sarah Maston to give a report of CEC Technical Program revisions to presentations of the programs during future Winter and Annual meetings. The revisions will strive to improve the quality of future programs by using speaker evaluations and determining if past speakers are not being graded above an average of three presentations that score below 3.5. If this is the case, these speakers will be urged to obtain better speaking skills that will improve the quality of their presentation delivery. The Section Heads will be given a link to the CEC site in order to obtain status of speaker grading. CEC welcomes Conference Papers for future meetings. These papers will receive single review.

5. ASHRAE wants to continue sending out “Thank-You” letters, signed by the President of ASHRAE and noting appreciation for the attendee’s volunteer efforts to support ASHRAE activities. An E-mail message will be sent to all attendees in July, offering to send a thank-you letter to their company/organization.

6. Future ASHRAE Society Meetings are:
   d. Denver..............................June 22-26, 2013
   e. New York.........................January 18-22, 2014
Correspondence / Announcements

1. Section 7 Chairs Breakfast

Sub-Committee Reports

- Membership ........................................................................................................... Elia Sterling
  - Wants to remain liaison to SSG 62.1

- Program ............................................................................................................... Mike Eardley
  - Setting up programs for Chicago (supported by Sarah Maston.) Currently soliciting ideas for seminars and forums for Chicago. Submission due 8/12/2011.
  - Needs program requests – contact Mike via E-mail – meardley@cannondesign.com
  - Dave Shipley to develop joint presentation submission with TC 7.1 (Integrated Building Design). This would tend to tie the various parts of the commissioning process together so the listeners would understand how they work together to provide a successful commissioned project.
  - Mike Eardley to develop a forum on expanding the Handbook Commissioning Chapter to include more information on existing building commissioning.
  - Currently soliciting authorship or reviewers for conference papers and technical papers for San Antonio.
  - Complete report is attached to these minutes.

- Research .............................................................................................................. David Shipley
  - Passed out Research Subcommittee Meeting Minutes.

- Handbook (Applications, Ch 42) ................................................................. John Castelvecchi
  - Applications chapter just published. Contact John C. if there are deletions, corrections, or additions that need to be addressed.
  - Subcommittee is currently updating next chapters.
  - Subcommittee wants to upgrade handbook chapters in a manner that will address and keep all aspects of commissioning coordinated.
  - It was suggested that a new chapter be produced that addresses commissioning of existing buildings, sometimes referred to as “Retro-Commissioning.” John C. commented that the Handbook will add new material pending release of Guidelines 0.2 and 1.2.

  - Need new committee chairperson.
  - User manual being worked on.

- Standards ......................................................................................................... Rodney Lewis
  - No report.

- Web Site .......................................................................................................... David Shipley
  - Good report from Drury Crawley (Section 7 Head) - TC 7.9 is one of two TCs that have been given top honors for a web site that is “Absolutely Complete and Up To Date.”

- Oversight of Introductory of ALI Introductory Commissioning Course .......................... Walter Grondzik
Co-sponsored by TC 7.9, ISNA, BCA, and NRBB. A 30-hour course that introduces attendees to the commissioning Process. Course is offered approximately five times per year, although not offered at the Montreal meeting. Course has been well received with good interest and turnout.

Course will be updated during the next several years.

### Cognizant Committee Liaison Reports

- **Commissioning Certification** ................................................................. Gerry Kettler
  - Test will be updated this summer. Need test questions submitted.

- **SGPC 0 “The Commissioning Process”** ........................................ Jeff Traylor (Tim Corbett)
  - The committee is responsible for updating Guidelines 0 and 0.1 and then possibly placing 0.1 under continuous maintenance.
  - 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”** ........................................ Jeff Traylor (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”** ........................... Rick Casault (Holly Townes)
  - 0.2 full draft is currently under review by Editorial committee. Annexes are nearing completion.
  - Complete draft of 1.2 is nearing completion; annexes for 1.2 are being assembled.

- **GPC 1.2 “Commissioning of Existing HVAC&R Systems”** ............ Rick Casault (Holly Townes)
  - See comments in above GPC 0.2 regarding GPC 1.2.

- **GPC 1.3 “O&M Training for HVAC&R Commissioning”** ............ Walter Grondzik
  - Illuminating group is working on lighting systems. It is hoped that this will stimulate work on developing additional guidelines on escalators, elevators, and other building components.
  - GPC will be finished with-in the next two years. Welcome contributions for outside for adding to GL.
  - Committee would appreciate any input from others on what items should be included in O&M training.

- **GPC 1.4 “Systems Manuals”** ............................................................... Gerry Kettler

- **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
• TRG 7 Tools for Sustainable O&M ........................................... Janice Peterson
  o No report

• Special Project Committee: Performance Measurement Protocols Dashboard .................. Jim Bochet
  o Currently written to 60% and is being distributed for Public/Peer Review.
  o Comments are due on July 6, 2011 and will be reviewed in Atlanta on July 9, 2011.

• SSPC-62 “Ventilation for Acceptable IAQ” .................................... Elia Sterling
  o No report

• SPC-90.1 “Energy Efficient Design of New Buildings” ................... Corresponding Member??
  o No Report.

• SPC 180 “Inspection and Maintenance”......................................... Carl Lawson
  o No report.

• TC 7.8 “Owning and Operating Costs” ........................................ Corresponding Member??
  o No report.

• TC 7.7 “Testing and Balancing” ................................................ Richard Rose
  o No Report.

• AEDG “Advanced Energy Design Guidelines” ............................. Jay Enck
  o 50% Energy reduction Guide is available for download on ASHRAE’s web site.
  o No new news

• Guideline on Integrated Building Design and Maintenance...... J. R. Anderson
  o Issues on goals of the committee. ASHRAE Headquarters and two other buildings are being put together.
  o Committee is still being organized.

### Other Association Reports

• BCA ................................................................. Gerry Kettler
  o New “Best Practices” draft published for public/peer review. It is available on BCA’s web site.

• NEBB: ................................................................. Bob Linder
  o No Report

• ACG ................................................................. Gerry Kettler
  o Working on Energy Audit Certification.

• USGBC .............................................................. Jay Enck
  o 2012 edition of LEED’s Requirement Manual will be out for Public review during the second week of July, 2011. There will be a 30-day review period.
  o New qualifications are being considered.
  o BCA is formally reviewing the document.

• CCC ................................................................. Corresponding Member??
  o No Report.
CCC has issued new measurement tools on web sites.
- Standard 189 .......................... Need Liaison
  - No Report.

**Old Business**
- No Old Business.

**New Business**
- Ken Peet – What is going on in ASHRAE regarding Commissioning? Need to put a section on 7.9 web site to post commissioning information from all commissioning group sources. Ken will proceed with development of this. The intent is to have an on-going string of dialog that addresses the Commissioning Process.
- ASHRAE / NEBB Consolidation??
  - Today’s Board Meeting had comments
  - Steve Wiggins (Immediate Past President of NEBB) – Why is this being considered? Industry changes have passed up the societies (built environment).
    - No agreements have been set out. Future meetings between ASHRAE and NEBB have been set up.
  - Ken Peet – further discussion by various meeting attendees:
    - Jim Bochat – There are many separate entities involved in building design and construction.
    - JR Anderson – What is relationship with USGBC?
    - Added comments from Jay Enck – Harvey Brickman – Jim Bochat – Jim Nee –
      - Certification appears to be the main issue.
- Performance Measurement Protocols Best Practice Guide

**Next Meeting**
See Administrative Matters Section above.

**Adjournment**
Gerry Kettler moved for adjournment, seconded by Holly Townes. Motion passed unanimously

Meeting adjourned at

**Action Items**
- Ken Peet – Web Site Postings

**Motions**
No Motions were made.
PROGRAMS REPORT FOR MONTREAL

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

If you were interested in speaking in San Antonio, I need the following information before the Chicago 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 San Antonio programs in Chicago, but it would be very helpful to get this information together as early as possible.

If you are interested in putting together a conference paper (8 pages approx.), deadlines to submit an abstract is 9/26/2011. Once the abstract is approved, you have until 2/13/2012 to write the paper. The paper is then reviewed and approved/rejected for presentation in San Antonio.

The following are the deadlines for San Antonio:

2011
June 20, 2011 — San Antonio Conference Site live
Sep. 26 — Full Technical Papers Due for Review
Sep. 26 — Conference Paper Abstracts Due
Sep. 26 — Conference Paper Session Request
Oct. 7 — Conference Paper Abstract Accept/Reject Notifications

2012
Jan. 9, 2012 — Conference Papers Submitted for Review (please include Learning Objectives and 5 Q/A)
Jan. 13 — Web Site Opens for Seminar, Forum, TPS and CPS Proposals
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