

TC 7.9 Meeting Minutes

Sunday, June 26, 2011

Montreal

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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

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

MEMBERS PRESENT	YEAR APPTD	MEMBERS ABSENT	YEAR APPTD	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
Ken Peet Chair	2008 - 10	Abderrazak Alazazi	2010 - 14	William McCartney - CM
Walter Grondzik Vice Chair	2010 - 14	David Allen	2010 - 14	David Bornside - CM
Thomas Cappellin Secretary	2007 - 11	Richard Cassault	2010 - 14	H. Jay Enck - CM
John Castelvechi Handbook	2008 - 12	Quinn Hart	2010 - 14	Bradley Brooks
Sarah Maston Programs	2009 - 13	Jeff Traylor	2008 - 12	Niras Chandra
David Shipley Research	2008 - 12			J. R. Anderson - CM
Gerald Kettler Long Range	2007 - 11			Michael Khaw
Timothy Corbett	2010 - 14			Bob Walker
Mike Eardley	2010 - 14			Jim Vallort - PCM
Roger Lautz	2009 - 13			Ken Beisser
Holly Townes	2008 - 12			Bruce Hunn
				Bishara Mogannam - CM
				Dennis Jones
				Wayne Webster
				Jean Molina
				John Gibbemeyer - PCM
				Ben Alexander
				Michael Amstadt - PCM
				Kevin Knueven
				John Kuempel
				Jim McGee
				Chuck Dorgan - CM
				Benjamin Skelton

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				David Eldridge
				Steve Wiggins
				Jim Bochat
				Ian McDonald
				Lars Lisell
				Justin Seter - PCM
				Mark Terzigni - CM
				Allison Fee
				John Rieke - CM
				John Varley
				John Hamilton - CM
				Harvey Brickman - CM
				Don Blacklock - PCM
				Guopeng Liu - PCM

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
ALI/PDC	John H. Nix II
Chapter Technology Transfer	Chad E. Moore
Research Liaison	George A. Jackins
Special Pubs	William S. Fleming
Standard Liaison	Adam W. Hinge
Manager of Standards	Stephanie C. Reiniche
Manager Of Research & Technical Services	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 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 Castelveccchi 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 be 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:
 - a. Chicago.....January 21–25, 2012
 - b. San Antonio.....June 23-28, 2012
 - c. Dallas.....January 26-30, 2013
 - d. Denver.....June 22-26, 2013
 - e. New York.....January 18-22, 2014

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f. SeattleJune 28-July 2, 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 Castelvechi
 - 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.
- Long Range Planning (GL 0-2005User;s Manual) Gerry Kettler
 - 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

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- Co-cosponsored by TC 7.9, ISNA, BCA, and NRBB. A 30hour 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 turn-out.
- 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

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- TRG 7 Tools for Sustainable O&M Janice Peterson
 - No report
- Special Project Committee: Performance Measurement Protocols Dashboard Jim Bochet
 - Currently written to 60% and is being distributed for Public/Peer Review.
 - Guide – “Protocol for Best Practices” Jim Bochet – Document is available for review in 60% form.
 - 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
 - No report
- SPC-90.1 “Energy Efficient Design of New Buildings” Corresponding Member??
 - No Report.
- SPC 180 “Inspection and Maintenance” Carl Lawson
 - No report.
- TC 7.8 “Owning and Operating Costs” Corresponding Member??
 - No report.
- TC 7.7 “Testing and Balancing” Richard Rose
 - No Report.
- AEDG “Advanced Energy Design Guidelines” Jay Enck
 - 50% Energy reduction Guide is available for download on ASHRAE’s web site.
 - No new news
- Guideline on Integrated Building Design and Maintenance..... J. R. Anderson
 - Issues on goals of the committee. ASHRAE Headquarters and two other buildings are being put together.
 - Committee is still being organized.

Other Association Reports

- BCA Gerry Kettler
 - New “Best Practices” draft published for public/peer review. It is available on BCA’s web site.
- NEBB:..... Bob Linder
 - No Report
- ACG..... Gerry Kettler
 - Working on Energy Audit Certification.
- USGBC..... Jay Enck
 - 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.
 - New qualifications are being considered.
 - BCA is formally reviewing the document.
- CCC Corresponding Member??
 - No Report.

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- CCC has issued new measurement tools on web sists.
- 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.

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Attachments

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

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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 interesting 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