
MEETING MINUTES – January 20, 2008

ASHRAE T.C. 7.9 – Commissioning
New York, New York

1. The meeting was called to order at 3:06 p.m. by Chairman Kristin Heinemeier.
2. There was a motion to approve the agenda as written and it was approved.
3. Self introductions.
4. Attendance – a quorum of voting members was present.
5. Vice Chairman – J. R. Anderson – Comments about the CTTC meeting will be passed on to Kristin.
6. Previous meeting's minutes were approved without change.
7. Kristin's Report.
 - a. ASHRAE Technology award criteria to be updated.
 - b. Programs liaison reported that speakers are recorded in every session. Need to get release forms.
 - c. Programs that provide continuing education for the people who took the Healthcare Certification Test, and for the future Certification Programs will be well received.
 - d. USGBC has funds for research, should use some to research commissioning.
 - e. CTTC – April 16 – Satellite Broadcast of Integrated Building Design – Walter Grondzik will be one of the speakers. Next years focus will be on operations and the Satellite Broadcast will be about commissioning existing buildings.

SUB COMMITTEE REPORTS

8. Membership – Kristin Reporting – People rolling off are Rich Rose, Mike King, Elia Sterling and Kristin Heinemeier. New voting members will be Dave Shipley, Holly Townes, John Castelvechi, Jeff Traylor.
9. Programs – Rich Rose Reported – Report attached.
10. Standards – Rodney Lewis Reported – 90.1 and 189P have requirements for commissioning yet there is no definition. There will be requirements included before public review per day Enck. Standard 62 – Multiple Space Equation is

being required 180P is out for publication. 111 is out for publication. Guideline 0 cannot be cited in a Standard per Jerry Kettler. Kristin asked Carl Lawson to make a proposal in Salt Lake on how to monitor the definition of commissioning among all the organizations that are including it in their Standards and Guidelines.

11. Research – David Shipley – Report is on the website and on the thumb drive that is being passed around.
12. Handbook (Applications Chapter 42) – John Castelvechi – References will be made to guidelines 0 & 1 as well as other recent ASHRAE documents concerning Commissioning. ASHRAE Certification and CX training will be addressed. Final draft January 2009 and submit for publication June 2010.
13. Long Range Planning – Jerry Kettler – Guideline 0 committee is working with other groups who want commissioning standards for their own technologies.

Questioning whether User Manual will be developed in house or hired out. LEED has added an extra point for building envelope commissioning in the Healthcare draft document. The development of protocols for high performance buildings may affect the commissioning industry as far as measurement is concerned.

14. Website – David Shipley – Please visit website and for officers and subcommittee chairmen, please make sure that your area is up to date.
15. Oversight of CX Training – Walter Grondzik – The purpose of the oversight subcommittee is to act as a link between TC7.9 and the development of a PDC commissioning training course. Walter has developed an outline of a course on the commissioning process and has submitted it to Joyce Abrams who is in charge of the certification effort. She will pass it on to the Professional Development Group. What happens after that, Walter is unsure.

COGNIGENT COMMITTEE LIAISON REPORTS

16. Commissioning Certification – Jerry Kettler – There will be 10 members and 5 corresponding members. Not all of the 15 are from ASHRAE. They will create a body of knowledge of what is to be known by someone who is certified. This will be a management certification not of a specific piece of equipment. It will be open to people outside of ASHRAE. The purpose of the certification has to do with the process not particularly HVAC.
17. Guideline 0 – Jeff Traylor – Several modifications have been passed and will go out for public review.
18. Guideline 1 – Walter Grondzik – Guideline 1 is on hold concerning a trade mark terminology that is included in the guideline. The guideline is ready to print but

the Board of Directors of ASHRAE will vote on the trademark issue before printing can take place.

19. GPC 1.2 – Rick Casault – Committee has existed for a year now and has good progress on a draft. The current title, purpose and scope of the committee is to describe the process for commissioning existing HVAC & R Systems. The committee has voted to separate the process from the technical requirements. Rick met with people from Standards and will be submitting a proposal for a revision of the title purpose and scope. Options include Guideline 0 as the definition of the commissioning process. This would be supported by several guidelines for the technical requirements. Guideline 1 and Guideline 3 are examples. NIBS encouraged ASHRAE to develop technical requirements for all the various systems in a building. An ASHRAE committee would draw together experts from AIA, plumbing etc. to contribute to the development of technical requirements in an ASHRAE publication or a series of publications.
20. GPC 31P O & M training for HVAC & R CX – Walter Grondzik – Will meet on Tuesday from 1:00 to 2:30. It is now GPC 1.3.

OTHER COMMITTEE LIAISON REPORTS

21. TG 8 – Bill McCartney – First meeting in Long Beach. Variable Refrigerant flow is the subject.
22. GPC 4 – Bill McCartney – has been voted on and sent for publication.
23. SPC – 180 – Inspection and Maintenance is out for publication.
24. AEDG for K-12 Schools – Jay Enck – Has been published.
25. SPC – 111 – Testing and Balancing for HVAC – Jerry Kettler – About ready to print.
26. GPC 11P – Control Components Testing – Jerry Kettler – First public review is done – hopefully will be in publication soon.
27. SSPC – 62.1 – Ventilation for acceptable IAQ – Elia Sterling – 62.1 has asked for feedback from 7.9 as to what we think of the future of 62.1. Are you familiar with the requirements of 62.1? How do these requirements impact your work? What do you like about the standard? What do you dislike about it? How do you think that 62.1 can be improved? What specific requirements would you change in future versions? Elia will circulate this to corresponding members and send feedback to 62.1.
28. TRG-7 – Janice Peterson - Tools for Sustainable O & M. Minutes to be published.

29. TC 7.7 – Testing and Balancing – Richard Rose – Standard 151 – Shipboard Balancing – Most of the rewrite is complete.

OTHER ASSOCIATION REPORTS

30. BCA – Jerry Kettler – BCA was a co-sponsor of the Commissioning Conference in Newport Beach in April with PECL.
31. CCC – Kristin Heinemeier – On their website they have the results of work they did on the marketing of commissioning in the office building and healthcare markets. They are also looking at CX training needs in California.

OLD BUSINESS

32. Paperless meeting went well. We need a projector for the meeting.

ADJOURNMENT

33. A motion passed to adjourn the meeting.