

**AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-
CONDITIONING ENGINEERS, INC.
1791 Tullie Circle, N.E./Atlanta, GA 30329
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TC/TG/TRG MINUTES COVER SHEET**

TC/TG/TRG NO 7.9 DATE xx March 2010

TC/TG/TRG TITLE Building Commissioning

DATE OF MEETING 24 January 2010 LOCATION Orlando, FL

MEMBERS PRESENT	YEAR APPTD	MEMBERS PRESENT	YEAR APPTD	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
Tom Cappellin		H. Jay Enck		Rick Casault, Rodney Lewis
Jeff Traylor		Dave Shipley		Jim Vallort, Dave Moser
J.R. Anderson				Rocky Alazazi, Tim Corbett
Roger Lautz		<u>MEMBERS ABSENT</u>		Michael Amstadt, Jim Poulos
John Castelvechi		Andy Nolfo		Thurston Simonsen, Don Blacklock
Jerry Kettler		William Pienta		Michael King, Matt Nelson
Ken Peet		Kenneth Gillespie		Walter Grondzik, David Bornside
Holly Townes		Charles Culp		Alonzo Blalock, Joseph Dussault
Sarah Maston		Zoltan Magyar [INT'L]		Harold Sherrard, Paul Tseng
				Charlie Shieh, Michael Kuk

DISTRIBUTION

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

TAC Section Head: SH7@ashrae.net	
TAC Chair: TACChair@ashrae.net	
All Committee Liaisons As Shown On TC/TG/TRG Rosters:	
Manager Of Standards Manager Of Research & Technical Services drury.crawley@ee.doe.gov	Stephanie Reiniche: sreiniche@ashrae.org Mike Vaughn: MORTS@ashrae.net SL7@ashrae.net
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Additional Visitors: Mike Eardley, Scott Gordon, David Wylie, James Persaud, Reinhard Seidl, Michael Collarin, Raj Setty	jeff@thompsonengineers.com , jwwhite260@yahoo.com

**TC 7.9 MEETING MINUTES
ORLANDO WINTER MEETING
Sunday 24 January 2010**

1. The meeting was called to order at 3:02 pm by the chair, J.R. Anderson.
2. Self introductions were made by attendees. A quorum was established (voting members Kettler, Lautz, Maston, Townes, Traylor, Shipley, Cappellin, Enck, Peet, Anderson, and Castelvechi in attendance at the start of the meeting).
3. The agenda was reviewed and approved.
4. There were no vice chair comments.
5. Peet moved and Traylor seconded approval of the minutes from the Louisville meeting; the motion passed unanimously. [Hart was added to the list of attendees.]
6. The chair discussed matters raised at the Chair's Breakfast: (1) mandatory language for standards, (2) roster updates are due Tuesday, (3) Chair/Vice Chair training can be done by e-mail, (4) technical program changes were noted (to be discussed later), (5) Google Groups was suggested as an option for TC collaboration, (6) CCTC is available to serve as a connection to the membership (for example, through a survey), (7) TRG 4 was disbanded, (8) TRG 7 was disbanded (it is now GPC 32, Guideline for High Performance O&M), (9) an issue relative to developing a commissioning standard will be discussed later, (10) there seems to be lots of confusion about programs, (11) Standard 100 is being revised and is seeking liaisons.
7. Correspondence: none.
8. Subcommittee reports:
 - (a) Rick Casault: GPC 1.2, responsible for Guidelines 0.2 and 1.2; an internal review of draft materials was undertaken at this meeting, a flow chart is available to map the proposed document (**ACTION ITEM:** distribute to Voting Members)
 - (b) Sarah Maston: Program; 11 program tracks are listed for Albuquerque with a 12th track for administrative type issues, for the upcoming summer meeting commissioning may be included in the "living with HVAC systems" track, 12 February is the deadline for seminars and forums, submit a topic to Sarah if interested in doing a program for June, written papers at this point would be scheduled for Las Vegas, conference fees are waived for presenters, JR Anderson wondered if the TC could ask members if they wanted to present on issues of interest to the TC
 - (c) David Shipley, Research; see hard copy handout for details, no request for bids went out this fall, WS 1587 seems to have potential for quick approval due to an

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external funding opportunity, may need to appoint a PMS for that project (if approved)

(d) John Castlevicchi, Handbook: the final draft chapter is due to ASHRAE in May, a hard copy of subcommittee meeting minutes was distributed to TC, there is potential for development of a separate chapter on existing building commissioning. Moved by Maston that the handbook chapter as written be approved by the TC, seconded by Enck, the **MOTION WAS APPROVED** 11-0-0 (cv)

(e) Jerry Kettler, Long Range Planning; guidelines 1.2 and 0.2 and 1.3 and 1.5 are now underway, training of commissioning authorities seems an issue (as is the process actually used by commissioning authorities, several junior colleges are now addressing commissioning, Kettler suggested that the model of what commissioning deals with may need to expand

(f) JR Anderson, Standards; a request for development of a standard on commissioning was submitted to PPIS, and then passed on to the Standards Committee, which then sent the proposal back to PPIS, attempts are being made to better convey the ideas behind the request to Standards. Moved by Castlevicchi that TC 7.9 strongly reaffirm its support for development of an ASHRAE standard on building commissioning, seconded by Traylor, the **MOTION WAS APPROVED** 11-0-0 (cv)

(g) Dave Shipley, web site; the TC's web site was noted as a source of substantial institutional memory, the TC listserve is not now functioning but Dave will try again to get it running

(h) Journal/Insights; no report

(i) Walter Grondzik, ALI commissioning course summary; the course has been offered several times, both in an online format and face-to-face (including at the Orlando meeting)

(j) Jerry Kettler, commissioning certification; ASHRAE's commissioning certification process is up and running, more certifications are on the horizon

(k) Jeff Traylor, SGPC-0; a 2010 version of the guideline (with a few addenda) is to be published, the 2015 version will be the next full update, the guideline is under continuous maintenance

(l) update on GPC 1 was deferred to new business

(m) Rick Casault, GPC 0.2 and guideline 1.2; status previously reported (see above)

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- (n) Walter Grondzik, GPC 1.3; committee is well-constituted and moving toward development of draft sections, JR Anderson suggested liaising with O&M and high-performing buildings committees (**ACTION ITEM**)
- (o) Jerry Kettler, GPC 1.4; to address systems manuals, a committee has been approved and currently has two members
- (p) ASHRAE TRG 7 was disbanded
- (q) GPC 32; no report
- (r) ASHRAE TRG 8; no report
- (s) Jerry Kettler, Special Project Committee; dashboard is written and slated for publication in April, catalog of testing for various IEQ issues, several spin off areas of focus were developed, it was suggested that TC 7.9 liaise with this group (**ACTION ITEM**)
- (t) ASHRAE GPC 4 was disbanded upon publication of Guideline 4
- (u) Standard 62; no report
- (v) Standard 90.1; no report
- (w) ASHRAE Standard 111 believed to have been published (Measurement, Testing, Adjusting and Balancing of Building HVAC Systems)
- (x) ASHRAE Standard 180 is on Continuous Maintenance
- (y) ASHRAE Guideline 11 was published (Field Testing of HVAC Controls Components)
- (z) TC 7.8; no report
- (aa) TC 7.7; no report
- (bb) Jay Enck, Advanced Energy Design Guides; getting ready to go to a second round (maybe 50% or 70% beyond code); a question was asked: was cost effectiveness considered? answer: yes
- (cc) Jerry Kettler, Building Commissioning Association; no report
- (dd) NEBB; no report

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(ee) Jerry Kettler, AABC Commissioning Group; ACG is working on an energy audit certification

(ff) Jay Enck, USGBC; LEED 2010 is in process, changes to commissioning requirements were proposed

(gg) JR Anderson, California Commissioning Collaborative; a reminder was given that information from the CCC is readily available

9. New business: Standards review of Guideline 1 – the Standards Committee sought the opinion of this TC as to whether to reaffirm, revise, or withdraw the guideline, Kettler moved that the TC respond with a request that Guideline 1 be revised, seconded by Enck, the **MOTION WAS APPROVED** 10-0-0 (cnv).

Mike Eardley commented on the commissioning seminar presented this morning, there was good interest in the topic and a good audience.

A request from TC 7.7 sought support for a data mining effort related to commissioning.

A roster update will be done by the chair/vice-chair (**ACTION ITEM**).

Attendees were reminded of the upcoming ASHRAE satellite broadcast on commissioning.

10. On a motion by Castelvechi the meeting was adjourned at 4:57 pm.