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MEETING MINUTES – June 22, 2008

ASHRAE T.C. 7.9 – Commissioning  
Salt Lake City, Utah

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1. The meeting was called to order at 3:02 p.m. by Chairman Kristin Heinemeier.
2. There was a motion to approve the agenda as written and it was approved.
3. Attendance – a quorum of voting members was present.
4. Self Introductions.
5. Vice Chairman – J. R. Anderson
  - a) J. R. attended the TC Chair Breakfast
  - b) ASHRAE Strategic Plan is now on the Website and ASHRAE is beginning to execute it.
  - c) Vision 2020 – Net Zero Energy Building
  - d) There is an ASHRAE BIM Committee, Advanced Energy Design Guides and Building Performance Metrix Committees.
  - e) The above committees are being chaired by Board Members.
  - f) There are changes coming for the Handbook
6. A motion was made by Andy Nolfo and seconded by Jan Enck to approve the minutes from the last meeting. The motion was approved.
7. Kristin's Report.
  - a) For the next meeting, ASHRAE will have developed a new roster.
  - b) Corresponding members will start to get correspondence in July.

**SUB COMMITTEE REPORTS**

8. Programs – Sarah Maston reported. Walter Grondzik made a motion and Jay Enck seconded to approve the report. The motion passed. There is a report attached.
9. Sarah Maston was appointed the new Program Chair.
10. Research Subcommittee – Ken Peet reported – Jay Enck will champion RTAR 2005-57 with Kristin's help. Reinhard Seidl reported on WS 1502 – Dashboard. Bill Pienta reported on WS 1527. Report is attached.

A motion was made by Walter Grondzik and seconded by Andy Nolfo to approve the report. The motion passed.

11. Handbook (Applications Chapter 42) – John Castelvechi – report is attached.
12. Long Range Planning – Jerry Kettler – Jerry is to write an RTAR to create a user manual for SPC 0. TC 7.9 to co-sponsor. The report is attached.
13. Commissioning Training – Walter Grondzik – ASHRAE is developing certification programs and Commissioning is included. Walter is developing a 3.5 hour short course on Building Commissioning for ALI. Andy Nolfo is to the TC 7.9 Chair to review the course.

### **COGNIZANT COMMITTEE LIAISON REPORTS**

14. Commissioning Certification – Jerry Kettler – Commissioning will be the last certification program to be implemented. Testing should begin in one year. Program will be based upon understanding the commissioning process.
15. GPC 1.2 – Reinhard Siedl reported that the Guideline is being split in two – one for process and one for technical requirements – 0.2 and 1.2. January 2010 is to be the first public review. TC 7.9 voted to support the creation of two guidelines. Walter Grondzik and Jerry Kettler seconded the motion to approve. PPIS will be informed of the TC's support. Vote 10-0-0. See attached report.
16. Guideline 0&1 – Walter Grondzik – Guideline 1 has been published.
17. GPC 1.3 – Walter Grondzik – Meetings will be held on Tuesday afternoons from 1 to 5. If you have an interest in the training aspects of owners personnel, Walter will add you as a voting member. 1.3 will trail 1.2 by a couple of years. There is now enough membership to go forward.

### **OTHER COMMITTEE LIAISON REPORTS**

18. TRG 7 – Tools for Sustainable O&M – Janice Peterson – Suggesting a Guideline for Sustainable O&M.
19. GPC 4 – O&M Documentation – It is thought that the document is approved and ready for publication.
20. SSPC – 62 Ventilation For Acceptable IAQ – Elia Sterling - An addenda is in the works.
21. SPC 90.1 – Energy Efficient Design for New Buildings – Cedric Truman – Roger Lautz – Acceptance testing documentation was discussed. A set of documents is being created that would be filled out to show that systems are functioning before occupancy is granted. Whatever goes

into 90.1 will eventually end up in LEED. Kristin will discuss this with Cedric to see if we should be involved in this subject.

22. SPC – 111 – Testing and Balancing for HVAC – Jerry Kettler – A new document has been published at this meeting.

23. SPC – 180 – Inspection and Maintenance - Is being held up at this time by BOMA.

24. GPC 11P – Control Components Testing – Jerry Kettler – First public review is done – after changes are made, it will be submitted for a second public review.

25. TC 7.8 – See ASHRAE.org/database.

26. TC 7.7 – Testing and Balancing – Richard Rose

27. AEDG for K-12 Schools – Jay Enck – is published and can be downloaded from the ASHRAE Website. May be used in LEED. Can now be removed from the agenda.

#### **OTHER ASSOCIATION REPORTS**

28. BCA – Jerry Kettler – BCA is now working on some training programs.

29. ACG – Jerry Kettler – They are working on some of their own guidelines.

30. USGBC – Jay Enck – LEED 3.0 in November. Guide for Hospitals in first quarter. EB O&M to be out July 1<sup>st</sup>.

31. CCC – David Jump – Guideline for verifying existing building commissioning savings. Studying the requirements for training of commissioning agents in California.

#### **NEW BUSINESS**

32. Guideline for Healthcare Design – Adding language about commissioning. Will be out for public review after Labor Day.

33. Janice Peterson on behalf of TAC presented Kristin with a certificate of appreciation for her service as TC 7.9 Chairperson.

#### **ADJOURNMENT**

34. A motion was made by Andy Nolfo and seconded by Jay Enck to adjourn the meeting. The motion passed. 4:50 PM