

ASHRAE
1791 Tullie Circle, N.E./Atlanta, GA 30329
404-636-8400
TC/TG/TRG MINUTES COVER SHEET

(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
TC/TG/TRG/TITLE:	Building Commissioning
DATE OF MEETING:	June 16, 2021
LOCATION:	Virtual

MEMBERS

PRESENT	MEMBER NAME	TERM	PRESENT	MEMBER NAME	TERM
<input checked="" type="checkbox"/>	Mina Agarabi – Chair	2021 - 2022	<input type="checkbox"/>	Bradley Brooks	2017 - 2021
<input checked="" type="checkbox"/>	Dave Shipley – Vice Chair		<input type="checkbox"/>	Wade Conlan	2017 - 2021
<input checked="" type="checkbox"/>	Mike Amstadt– Secretary	2018 – 2022	<input checked="" type="checkbox"/>	Gerald Kettler	2015 - 2019
<input checked="" type="checkbox"/>	Thomas Cappellin - Membership	2015 – 2019	<input type="checkbox"/>	Justin Garner	2018 - 2022
<input checked="" type="checkbox"/>	Dave Shipley- Research / Web	2018 - 2022	<input type="checkbox"/>	Jim Vallort - Programs	2018 - 2022
<input type="checkbox"/>	Ole Teisen	2016 - 2020	<input type="checkbox"/>	Roger Lautz	2018 - 2022

NON-VOTING MEMBER SUBCOMMITTEE CHAIRS

PRESENT	NAME
<input type="checkbox"/>	David Sinclair– Journal & Insights
<input type="checkbox"/>	Walter Grondzik
<input type="checkbox"/>	– Honors & Awards / Standards

EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE

See Attached sign in sheet

DISTRIBUTION

<i>All Members of TC/TG/TRG plus the following:</i>	
TAC Section Head:	Craig Messmer
TAC Chair:	Thomas Justice
All Committee Liaisons As Shown On TC/TG/TRG Rosters:	Steve Hammerling
Manager of Standards	Rick Heiden
Manager of Research & Technical Services	Michael R. Vaughn

1. Call To Order / Scope / Introduction

- Mina Agarabi (Chair) called the meeting to order at 1:00 PM. All who were present provided self-introductions, including their name and affiliation.

2. Voting Member Roll Call

- There were 6 voting members present out of a total of 11 voting members. A quorum of voting members was not present for the meeting.

3. Approval of Virtual Minutes

Send as an online ballot

4. ASHRAE Administrative Matters / Issues from TC Chairs Breakfast

TC Chair's Breakfast Notes:

TAC anything related to TCs you can e-mail this asktac@ashrae.net address and they can aid.

They have an open mic policy to voice your concerns. You can get a 3-minute time slot to give your concern. Policy is going to be posted to base camp.

During Annual meeting, evaluate your progress in accomplishing your committee scope.

TC 7.9 is well established and has a good scope.

Satish gave some add'l information

Typically go thru the section head thru prior to TC and Open Mic

5. Correspondence / Announcements

N/A

6. Society Liaisons

N/A

7. Sub-Committee Reports

- Membership..... Tom Cappellin
 - 10 Voting Members
 - 0 Voting – Non-Quorum Member
 - 2 Non-Voting Members who are Officers or subcommittee chairs
 - 46 Provisional Corresponding Members
 - 167 Corresponding Members
 - 225 Total Committee Membership
 - 15 YEA Members
- Program David Shipley filled in for Jim Vallort

- See report on Base Camp Doc and Files area under Programs
 - August 2nd, is a date for submission, author, Submitting presentation topic and format. So if you have an idea or interest just submit it...and Jim will help you.
- Research..... David Shipley
See report under Doc and Files area under Research
Working on:
 - Evaluation of a standard 207P and handed it off to TC 7.5.
 - Identification and collection of performance
 - Other items: Beth Tomlinson, there is a need for a standardized method for risk assessments
- Handbook (Applications - Chapter 43)..... David Lewis & Ted Leonard
 - Minutes will be posted on base camp.
 - Have a draft that Charlie has been helpful for putting together....
 - Have to get it out by.... We have interest and anyone interested can see it on base camp. Changing from Chapter 42 to 44. Online version gets updated on a 2-year schedule. Just need full committee vote and
 - Official version is the printed paper copy.
- Standards Michael Sulva
 - No Update
- Web Site..... Mohammad Nasir Mallick
 - Website: <http://tc0709.ashraetcs.org/>
 - Lots of great content that goes back almost 20 years
 - Forward all content that should be on website to Website Subcommittee Chair i.e. Meeting Minutes, Programs. Subcommittee has 4 members at this time. So if you want to get something published, push it to one of them
- Journal and Insights David Sinclair
No Report.
- Honors & Awards Thomas VandeWeerd
 - Requesting anyone that wants to be awarded by ASHRAE, please send requests to Honors & Awards chair
 - Recently added a spot on the website, for nominating someone. There is a form to download. Also, there is a section on there to list previous award recipients, so if you go on there and don't see yourself let us know.

1. Cognizant Committee Liaison Reports

- SSPC 300 The Commissioning Process..... Walter Grondzik (Temp)
 - Jay not on the call. Couple highlights. Now have a dedicated sharepoint for collaboration of documents. We have received a final agreement to publish the annexes, before appendixes to publish them online. We're really close maybe in 5 months. GL 1.7 (new) ongoing commissioning process. A couple 1.3, 1.5 going to ongoing maintenance. Continuous maint. Std 202 GL 0, GL 1.1 there's regular ongoing activity on those. And probably Std 230 is really close. A lot of positive activity.
- Cx industry activities (outside of ASHRAE) Jerry Kettler
 - N/A

- ALI Commissioning Courses.....Walter Grondzik
 - Notes attached
- Guideline 1.2 Technical Requirements for the Commissioning Process for Existing HVAC&R Systems. 1. Guideline committee is in process of formation. 2. Proposed Guideline Subcommittee Chair is William Stewart.
- Guideline 1.4 Preparing System Manuals for Facilities. 1. Guideline 1.4 is under ongoing maintenance. 2. Items under consideration: a. Adding narrative to Guideline 1.4 that addresses recommended procedures for reopening facilities after their shutdown due to vacancy, facility damage, or pandemic. b. Updating Informative Appendix Z References

2. Other Committee Liaison Reports

- SSPC-62 “Ventilation for Acceptable IAQ” Open
 - No report
- SPC-90.1 “Energy Efficient Design of New Buildings” Justin Garner
 - In the process of starting.
- SPC-90.4 – Need Liaison
- SPC-111 “Testing and Balancing for New Buildings” Justin Garner
 - In Standards for publication
- GPC-11 Control Components Testing Tom
 - Published and Disbanded
- TC 7.1 “Integrated Building Design” David Allen
 - David Allen not present
- TC 7.3 “Operation and Maintenance Management” Open
- TC 7.7 Testing and Balancing Justin Garner
 - Meeting is tomorrow afternoon
- TC 7.8 “Owning and Operating Costs” Open
 - No Update
- TC 9.6 “Healthcare” Roger Lautz
 - No Update
- TC 1.6 Terminology Roger Lautz
 - No Update
- GPC41P- need a volunteer to attend
- MTG RAC & EBO– open slots
- AEDG “Advanced Energy Design Guidelines” Jay Enck
 - Multifamily in the works
- Task for Building Decarbonization Lixia Wu
 - Just formed. Lee Riback would be interested

3. Other Association Reports

- BCA Liz Fischer
 - Revising online training
 - Hybrid classroom training
 - Leadership conference in March
- NEBB Bill Kinser
 - Cx Tech training May2-4th
- ACG Jim Magee / Justin Garner
 - Cx Tech training May2-4th
- AABC Justin Garner
 - Big focus on training
- ASTM Jay Enck
 - No report.
- TABB – Soph Davenberry
 - Annual conference late April
 - <https://www.icbcertified.org/the-19th-annual-icb-tabb-conference/>
- Unassigned reports
 - USGBC

4. Old Business

None

5. New Business

- Transitions June 2022
- Interim Subcommittee Meetings
- Next Meeting – June Toronto Annual Conference -
- Open Discussion
 - Mitch – is ignoring new law would it affect Certificate of Occupancy.
 - Discussed what some states require for Cx reporting and credentialling
- Liaison to Europe Cx activities (what was her name) Kate Vauter

6. Next Meeting

- June 24 to June 29th Toronto Annual Conference - In-Person but will accommodate remote participation needs .
- Dave Sinclair is on the region committee

7. Adjournment

- Meeting adjourned at 5:00 P.M. UTC

8. Action Items

- No Items.

9. Motions

- Motion for meeting minutes for 2021 Winter and Annual conference will be sent out for virtual vote

END OF MINUTES

Attachments

TC MOP Section 1.5

1.5. Review

- 1.5.1. Once a year, preferably at, or prior to, each Annual meeting, the Committee Chair and Committee Membership shall evaluate their progress in accomplishing the purpose for which they were constituted and recommend one of the following actions to their Section Head:
- Continue as a TC, TG, MTG, or TRG
 - Convert from a TG to a TC
 - Convert from a TRG to a TG or TC
 - Merge with a TC/TG/TRG and submit a revised scope for the merged committee
 - Dissolve the TC, TG, MTG, or TRG.
 - If a TC/TG/TRG/MTG votes to disband, it must establish whether any current responsibilities should be continued and, if so, recommend existing TC/TRG/MTG(s) to assume responsibility and obtain those committee's written concurrence

ASHRAE Learning Institute (ALI) Commissioning Courses

June 2021: Walter Grondzik, Liaison

TC 7.9 is the cognizant Technical Committee for several of ASHRAE's continuing education courses that address aspects of the commissioning process.

Those courses that were presented during the 6 months leading up to this meeting include:

The Commissioning Process and Stakeholder Management This **1-hour course** is the newest addition to the array of commissioning courses. Developed and presented by Jerry Kettler. Commissioning providers and the other process stakeholders need a better understanding of the functions of other commissioning team members. That understanding along with a management process with checklists for application and records will produce a better commissioning process and overall, a better operating building. The course begins with an explanation of the commissioning process and the needed teamwork. All team members must recognize the stakeholders and their various individual functions as well as understand the documentation requirements and management methodologies. The control and management of the commissioning process can utilize project commissioning management and controls checklists and tools in the ASHRAE Commissioning Stakeholders' Guide.

Commissioning Process in New and Existing Buildings This recently updated **6-hour course** is the first commissioning course to be offered by ASHRAE. Developed and presented by Rick Casault. This introductory course focuses on how the building commissioning process can be applied cost-effectively to new construction and to existing facilities, with a strong emphasis on existing facilities applications. In this course, you will learn the fundamentals of the commissioning process through each step of a new construction project from predesign to occupancy and operations. You will also learn how the application of the commissioning process in existing facilities differs from new construction. Learn about the benefits of commissioning and gain an appreciation for how the process can improve the built environment, reduce environmental impacts through responsible resource utilization, improve the quality of design and construction, and raise the professional reputation of the entire commissioning team. We will discuss commissioning documentation, including an overview of commissioning specifications for new construction. You will take away compelling information and case studies that demonstrate the value of investing in the commissioning process.

An Introduction to ASHRAE Existing Building Commissioning Process A recently developed **1-hour course**. Presented by Walter Grondzik. Existing buildings are an important market for commissioning services and constitute a

major opportunity for improvements in comfort, energy, use and air quality. ASHRAE currently offers ALI courses with a focus on new building commissioning. There is not a course that exclusively addresses existing building commissioning. The commissioning process requirements for new versus existing buildings are sufficiently important to have warranted development of a standalone guideline for existing buildings (Guideline 0.2). This course aims to encourage expanded engagement with commissioning and the effects it can have on specific operational requirements.

Principles of Building Commissioning: ASHRAE Guideline 0 and Standard 202 A consolidation of two previous courses that dealt with Guideline 0 and Standard 202. This **3-hour course** was developed and presented by Walter Grondzik.

This course presents the defining characteristics of the new construction commissioning process as defined by ASHRAE Guideline 0, *The Commissioning Process*, and ASHRAE/IES Standard 202, *Commissioning Process for Buildings and Systems*. The course explores the implications of employing the ASHRAE commissioning process during the acquisition of a building. Emphasis is placed on the importance of initiating the commissioning process during pre-design so that the owner's project requirements (OPR) document can guide the verification of success across the design, construction, and operation phases of a building project. The supporting role played by other ASHRAE commissioning documents are also discussed. This course combines and replaces two previous courses: *Commissioning Process and Standard 202* and *ASHRAE Guideline 0: The Commissioning Process*. Revised commissioning objectives, activities, and deliverables are part of this introductory-level course.

In the ALI catalog, but not presented recently:

Introduction to Buildings Enclosure Commissioning A 6-hour course with multiple presenters (including Fiona Aldus and Jay Enck). *(Co-sponsored by Building Enclosure Commissioning Collaborative)* This seminar introduces the Building Enclosure Commissioning (BECx) process by outlining key quality-based tasks that achieve a successful building enclosure. The seminar focuses on both design phase and construction phase BECx activities. Topics include: developing the Owner's Project Requirements; creating the BECx plan; critical building science and architectural issues to address in design review and specifications; construction observation; and performance testing. The seminar also describes how an Owner's risk can be reduced by undertaking BECx, LEED V4 BECx requirements, and commissioning goals. The intended audience includes building owners and developers, architects, engineers, construction managers, contractors, and commissioning authorities. This seminar is a collaboration of ASHRAE and the Building Enclosure Commissioning Collaborative (BECxC). This ALI course/seminar may be a suitable resource to help prepare for a Certification exam or earn PDHs for recertification.