**TC 6.1 Handbook SubCommittee Meeting DRAFT**

ASHRAE Winter Conference 2020, Orlando, FL

February 3rd, 2020

1. Viral Dharaiya called to order the Subcommittee Handbook Committee meeting at 2:15pm
2. Chapter 13 is on Author portal Online for review. There are number of comments that needs to be reviewed and resolved for Ch 13.
	1. Bob Walker had some comments on Valve Authority
	2. Mark Hegberg, Bob Walker, Steve Tredinnick and Jason Atkisson were working on edits and resolve comments from editor Heather Kennedy
	3. There were 2 options discussed, to take time to review and resolve outstanding comments for Chapter 13 OR Accept the Chapter 13 “as it is” and Move forward with “No changes”
	4. The current comments can be reviewed and voted for changes to Online Electronic Handbook copy.
	5. The deadline is past due. Heather Kennedy, Handbook Editor mentioned that it was due March 28th, 2019.
	6. Figure 7 in Ch 13. Need updated permission – need to check with Heather Kennedy (HB Editor)
	7. Code 1988 HPAC – Need to get their permission for copyright
	8. With many outstanding comments, it was decided to run the motion to Approve Chapter 13 with No changes in TC 6.1 meeting.
3. Chapter 22 – Deadline to submit is June 28th, 2020. Scott Fischer is editing the chapter and its ready to vote.
4. Chapter 99 – Chilled Water Plant – Steve Tredinnick working on it. Currently its 14 steps for Chiller Water Design, trying to reduce the number of steps. The current status is 50% done.
5. Adding a paragraph on Electric Boilers on ASHRAE Handbook was being discussed. Will be discussed again at TC 6.1 to vote.
6. Motion by Viral Dharaiya to adjourn the meeting. Meeting adjourned at 3:02 pm for Subcommittee Handbook meeting.

Submitted By,

Viral Dharaiya

ASHRAE TC 6.1 Subcommittee Handbook Chair