

# AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR- CONDITIONING ENGINEERS, INC.

1791 Tullie Circle, N.E./Atlanta, GA 30329 404-636-8400

## TC/TG/TRG MINUTES COVER SHEET

TC/TG/TRG NO: TC 7.3

DATE: June 26, 2012

LOCATION: San Antonio, TX

TC/TG/TRG TITLE: **Operation and Maintenance Management**

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

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ALL COMMITTEE LIAISONS AS SHOWN ON TC/TG/TRG ROSTERS:	<b>Program: PL7@ashrae.net</b> <b>Special Publications: PUBCHAIR@ashrae.net</b> <b>Handbook: HBA5@ashrae.net</b> <b>CTTC: CTTC7@ashrae.net</b> <b>RAC Research: RL7@ashrae.net</b> <b>PDC: PDCCHAIR@ashrae.net</b>

### ADDITIONAL DISTRIBUTION

MANAGER OF STANDARDS		MOS@ashrae.net			
MEMBERS PRESENT	YEAR APPTD	MEMBERS ABSENT	YEAR APPTD	MEMBERS ABSENT	YEAR APPTD
Michael Brambley (v)	2009-12	Shailen Verma (v)	2008-12	Ecton English	
Thursten Simonsen (v)	2009-13	Davidge Warfield (v)	2009-13	Michael Gallagher	
Angela Lewis (v)	2011-14	Richard Dames (v)	2008-12	Jim Gartner	
Tom Cappellin (v)	2011-15	Richard Danks (v)	2009-13	Richard Goulet	
Bob Baker (v)	2011-15	Keith Dempsey		Ashok Kadakia	
Michael Khaw (v)	2011-12	Jared Higgins		Manoj Khati	
Sonya Pouncy (v)	2011-15	Joseph Anderson		Michael King	
Kevin Fallin		Linda Austin		Sung Brian Kong	
Cedric Trueman		Robert Bates		Anthony Lolas	
Wayne Webster		Christopher Becker		Zoltan Magyar	
Richard Rooley		Christopher Benson		Michael Mamayek	
Matt Mullen		Steven Blanc		Alex Martinez	
Chuck Dale-Derks		Michael Bobker		Bill McCartney	
Dennis Alejandro		Kirk Bond		Amanda McKew	
Tom Cappellin		Laurence Brink		Gene Meyer	
		James Carelock, Jr.		James Miller	
<b>Additional Attendees</b>		James Carlson		Ross Montgomery	
Lisa Rosenow		Patrick Carpenter		Brian O'Donnell	
David Cantrill		Dominador De Guzman C		Thomas Reinarts	
Gerald Kettler		Charles Dorgan		John Rieke	
Bob Sibilski		Joseph Driscoll III		Jeffrey Rutt	
Danny Taasevigen		Robyn Ellis		(see roster)	

# TC 7.3 Meeting Minutes

Tuesday June 26, 2012  
San Antonio, TX, USA

Page 2

## ***Call to Order/Scope/Introductions***

Mike Brambley called the meeting to order at 1:04 PM. The scope of the committee was read. Attendees in the room introduced themselves. An attendance sheet was circulated.

## ***Voting Member Roll Call***

Thursten Simonsen took roll call of the voting members. At the time of roll call, six (6) voting members were present of the eleven (11). A quorum was established.

## ***Approval of the Agenda***

The agenda for the meeting was presented for approval. Bob Baker asked that the Standards Sub-Committee report be moved up in the agenda to accommodate schedule conflicts. It will be moved to the top of the sub-committee reports. Gerry Kettler asked that he be able to discuss Guideline 4 and Guideline 1.4, and it was determined to discuss this during the Standards Sub-Committee report.

## ***Society Liaison and Guest Presentations***

None

## ***Approval of Chicago, IL Meeting Minutes***

The draft meeting minutes from Chicago, IL were reviewed. Sonya Pouncy made a motion to approve the minutes, seconded by Bob Baker. A friendly amendment to the motion to correct a typo on page three (changed TC 7.9 to TC 7.3) was made. Approved 5-0-0 (chair not voting).

## ***ASHRAE Administrative Matters/Correspondence/Announcements***

1. TC Chair Breakfast Sunday morning attended by Thursten Simonsen:
  - Two new MTGs have been formed. MTG.LowGWP – Alternative Lower Global Warming Potential Refrigerants, and MTG.EAS – Energy Efficient Air Handling Systems for Non-Residential Building. More information on these and the four other previously formed MTGs are available at the MTG section on the following website: <http://www.ashrae.org/standards-research-technology/technical-committees>.
  - Beginning with the 2013 Dallas Winter Conference and moving forward in the future, there will be a reduced registration fee for Speakers.
  - Be aware of ASHRAE rebranding. TC websites should reflect the new logo and tagline by July 1, 2012. TC webmasters may contact Mike Vaughn for additional information.
  - New ASHRAE Terminology Wiki Launched. Over 6000 definitions for terms may be seen. Go to ASHRAEwiki.org.
2. Upcoming Events – Thursten Simonsen reviewed upcoming events and meetings. Additional details may be found on the ASHRAE website under Events.

# TC 7.3 Meeting Minutes

Tuesday June 26, 2012  
San Antonio, TX, USA

Page 3

## 3. Upcoming ASHRAE Winter/Annual Conferences dates:

- Dallas, TX                      Jan 26-30, 2013
- Denver, CO                     Jun 22-26, 2013
- New York, NY                 Jan 18-22, 2014
- Seattle, WA                     Jun 28 – Jul 2, 2014

## ***Sub-Committee Reports***

### **Research Sub-Committee – Chair: Tom Cappellin**

Attended by Sonya Pouncy, Mike Brambley, Thursten Simonsen, Angela Lewis, Michael Khaw, Tom Cappellin, Matt Mullen

Announcements from Research Sub-Committee Breakfast:

1. 19 new projects awarded; 28 projects completed; currently 62 active projects.
2. TC's are encouraged to produce more projects. It takes 1-2 years before a WS is accepted and a TRP is ready for bidding.
3. Discussion on why RTAR's get returned. Must communicate idea clearly, have adequate references to past work and existing literature, and indicate how project will "advance" the state-of-the-art.
4. A new RTAR coversheet is available, and should be used for all submissions.

Angela Lewis is proceeding with preparation of a Work Statement based on her approved RTAR No. 1609 "Defining the Capabilities, Needs and Current Limitations of Building Information Modeling (BIM) in Operations and Maintenance for HVAC&R." Angela has begun preliminary work on the work statement, and plans to submit this for the December 15, 2012 deadline. There will be at least 5 use cases that will be developed, including a service life database.

Davidge Warfield is working on RTAR 1605 "Training Requirements for Sustainable, High Performance Building Operations to Optimize Operations and Achieving Design Expectations". RAC has returned this RTAR previously, and advised that it must be resubmitted with a letter explaining how previous comments were addressed. Following discussion by the sub-committee, the attendees unanimously agreed to drop this RTAR from TC 7.3's research program.

Sonya Pouncy proposed that TC7.3 and other TCs ask RAC to provide a training session that would provide guidance to TC members who are preparing RTARs and Work Statements for submission, review and acceptance by RAC. The purpose for this is to help persons writing the papers to more clearly understand what information RAC is looking for in their papers with the goal being to reduce the many instances where papers are returned with numerous comments, or rejected. It is understood that research subcommittee chairs, and the authors, may have little experience in preparing research documents and could use mentoring from those experienced with the process.

## TC 7.3 Meeting Minutes

Tuesday June 26, 2012  
San Antonio, TX, USA

Page 4

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Tom Cappellin made a motion to approve the research sub-committee report, seconded by Michael Khaw. Approved by unanimous voice vote (chair not voting).

### **Handbook Sub-Committee – Chair: Angela Lewis**

Attended by Sonya Pouncy, Mike Brambley, Thursten Simonsen, Angela Lewis, Michael Khaw, Tom Cappellin, George Sestak, Matt Mullen

George Sestak, Handbook Liaison: Sub-committees need to ensure they adhere to the schedule for revision. There should be a schedule and a group of reviewers already assembled, and an initial review by the Dallas, TX meeting. Final TC approval is scheduled for Seattle, WA meeting.

Angela confirmed the review committee for this revision cycle to include Mike Brambley, Thursten Simonsen, Sonya Pouncy, Michael Khaw, and Angela Lewis.

Angela proposes using Dropbox to coordinate between subcommittee members. Angela has already created an account, and invited committee members to participate.

Angela suggested having a conference call before the end of summer to discuss changes to be made. Committee members should review the chapter before that time, and Angela will schedule the call.

Angela reviewed a list of potential reviewers outside of the chapter that would be asked to review the chapter and provide input and feedback for the revision.

Sonya Pouncy made a motion to approve the handbook sub-committee report, seconded by Thursten Simonsen. Approved by unanimous voice vote (chair not voting).

### **Program Sub-Committee – Chair: Angela Lewis**

Attended by Angela Lewis, Michael Khaw, Thursten Simonsen, Mike Brambley, Bob Baker, Sonya Pouncy, Danny Taasevigen

Report provided by Sonya Pouncy, incoming Program Sub-Committee Chair.

Effective 2013 in Dallas: Members of ASHRAE Board, speakers, and CEC members will transition from free registration to paying a fee discounted by about 75 percent of the conference registration fee.

San Antonio, TX: June 23-27, 2012

Program co-sponsored by TC7.3

- 1) Seminar “Strategies for Transformation of Facilities Management to Foster Economically, Environmentally and Socially Sustainable Buildings” (co-sponsor with TC 2.8)

## TC 7.3 Meeting Minutes

Tuesday June 26, 2012  
San Antonio, TX, USA

Page 5

---

### Dallas, TX: January 26-30, 2013

#### Proposed Programs:

- 1) Seminar “Expected Churn and Impact on Energy Consumption” (working title)
  - a. Chair – Shailen Verma
- 2) Seminar “If Failure is Random, Why Does it Come Quicker When We Cut the Maintenance Budget” (co-sponsor with TC 7.8)
  - a. Chair – Chuck Dale-Derks
  - b. Presenter – Matt Mullen “Real World Cell Tower Maintenance”
  - c. Presenter – Keith Reihl “Maintenance Mayhem”
- 3) Seminar “Tenant Feedback Tools, Getting Occupant Feedback and Engagement”
  - a. Chair – Chris Draper
- 4) Technical Paper (Angela previously submitted per the deadline)
  - a. Presenter – Angela Lewis “A Framework for Improving Building Operating Decisions”

### Denver, CO: June 22-26, 2013

#### Proposed Programs:

- 1) Seminar “Expected Churn and Impact on Energy Consumption” (working title)
  - a. Chair – Shailen Verma
- 2) Seminar “If Failure is Random, Why Does it Come Quicker When We Cut the Maintenance Budget” (co-sponsor with TC 7.8)
  - a. Chair – Chuck Dale-Derks
  - b. Presenter – Matt Mullen “Real World Cell Tower Maintenance”
  - c. Presenter – Keith Reihl “Maintenance Mayhem”
- 3) Seminar “Tenant Feedback Tools, Getting Occupant Feedback and Engagement”
  - a. Chair – Chris Draper
- 4) Technical Paper (Angela previously submitted per the deadline)
  - a. Presenter – Angela Lewis “A Framework for Improving Building Operating Decisions”

Thursten Simonsen made a motion to approve the program sub-committee report, seconded by Angela Lewis. Approved by unanimous voice vote (chair not voting).

## TC 7.3 Meeting Minutes

Tuesday June 26, 2012  
San Antonio, TX, USA

Page 6

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### **Standards Sub-Committee – Chair: Bob Baker**

Attended by Angela Lewis, Michael Khaw, Thursten Simonsen, Mike Brambley, Bob Baker, Sonya Pouncy, Danny Taasevigen

No announcements and no liaison reports.

Standard 180: Expecting a request for a formal interpretation to come to the committee soon with respect to Standard 180 and its use by utilities in California as a standard within their rebate programs. Because one of the tasks listed on the rooftop unit table is check/adjust refrigerant charge, some of the contractors are trying to get into the program indicating they are providing Standard 180 maintenance by doing this one particular task. The question expected is whether doing one task on the maintenance lists constitute Standard 180 maintenance.

Guideline 4: The committee is still on course to reaffirm the guideline; however the paperwork has not yet been submitted. The committee discussed the need for Guideline 4, and potential needs to make updates and/or modify it to streamline with other standards and guidelines that have been created or updated since that time (i.e. Guideline 32, Standard 180, Guideline 1.4). The sub-committee reviewed the form information required for submission to reaffirm Guideline 4 to ensure consensus on the information and responses to be provided.

Gerry Kettler attended the full TC7.3 Committee meeting and addressed the committee regarding coordination of Guideline 4 and Guideline 1.4. Recommended that Guideline 4 be updated to be an Operations, Maintenance, and Submittals guideline that would be referred to by Guideline 1.4 and other guidelines and standards of ASHRAE.

Following discussion, Bob Baker (on behalf of the sub-committee) moved to recommend to Society that a new committee be established to revise Guideline 4. Approved 5-0-0 (chair not voting).

The committee discussed the need to have standard definitions, specifically to clarify the definitions of O&M Manual/Documentation and Systems Manual. Following discussion, Bob Baker (on behalf of the sub-committee) made a motion that the sub-committee should prepare standard definitions for O&M Manual/Documentation and Systems Manual, share this with other interested committees and submit them to the ASHRAE wiki. Approved 5-0-0 (chair not voting). Bob Baker proposed to chair an ad-hoc committee to research, evaluate, and prepare a recommendation to bring back to this committee for the Dallas, TX meeting. Angela Lewis, Sonya Pouncy, and Kevin Fallin volunteered to participate.

Guideline 32: The guideline has been published, and the committee has been resolved.

Thursten Simonsen made a motion to approve the standards sub-committee report, seconded by Sonya Pouncy. Approved by unanimous voice vote (chair not voting).

# TC 7.3 Meeting Minutes

Tuesday June 26, 2012  
San Antonio, TX, USA

Page 7

## *Liaison Reports*

### **ALI Activities – Liaison: Davidge Warfield**

Angela Lewis reported for Davidge Warfield. At the last meeting a working group was formed to work on a one-day O&M workshop. This has been accepted and will be funded for development. Angela offered thanks to all of the committee members who assisted with this proposal.

## *Old Business*

Education Working Group: Angela Lewis reported that there was a successful working group. There was a strong consensus that it would be of value to add an Education & Training Sub-Committee to the TC, and considered a Title, Purpose and Scope for the sub-committee. Angela Lewis made a motion that TC 7.3 establish an Education & Training Sub-Committee based on the recommendations of the working group, seconded by Thursten Simonsen. Discussion followed, including the reading of a preliminary draft of a Title, Purpose, and Scope which would be passed along to the sub-committee, if created, to finalize. Approved 6-0-0 (chair voting). It was suggested that the new Education and Training Sub-Committee meeting split meeting time with the Handbook sub-committee meeting, so as not to increase or make new meeting times for sub-committees. The slot for Monday, 4:15-6:30pm would be for Research, Handbook and Education & Training.

## *New Business*

Chuck Dale-Derks noted that the Standard 180 committee has been disbanded, but that there is now an interpretation request coming in. Recommended that TC 7.3 create a Standard 180 interpretation sub-committee set-up to meet by teleconference to respond to any interpretation request that may arise. Sonya Pouncy moved to make this motion, seconded by Tom Cappellin. Following discussion, Sonya Pouncy withdrew the motion pending further information and research on the matter.

Some questions came up in the discussion above. 1) Does the TC need approval from Standards to establish an interpretation committee; 2) Does a sub-committee need to be established; and 3) Who may vote in sub-committee meeting. Thursten Simonsen and Chuck Dale-Derks will coordinate to get answers to these questions and be prepared to respond.

Chuck Dale-Derks reported that the TC7.3 website is now up. There are some minor issues that need to be updated and resolved, including the header showing up correctly, and the past meeting minutes being posted.

Michael Brambley and Thursten Simonsen reviewed the roster changes for the upcoming year. Roster changes will become effective July 1, 2012, and are available for download to all TC 7.3 members through the ASHRAE website, via login.

## TC 7.3 Meeting Minutes

Tuesday June 26, 2012  
San Antonio, TX, USA

Page 8

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### *Next Meeting*

The Dallas, TX meeting will be Tuesday January 29, 2013, from 1:00 PM -3:30PM. Subcommittee meetings will be held on Monday afternoon January 28, 2013 (rooms to be announced).

### *Adjournment*

The chair adjourned the meeting at **3:16 PM**.