

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

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TC/TG/TRG MINUTES COVER SHEET

TC/TG/TRG NO: TC 7.3

DATE: June 28, 2011

LOCATION: Montreal, Canada

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

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Michael Khaw (v)	2006-12	Richard H Rooley (v-int'l)	1992-11	Anthony Lolas	
Thursten Simonsen (v)	2008-13	J. Davidge Warfield (v)	1994-13	Zoltan Magyar	
Angela Lewis (v)	2009-14	Richard Danks (v)	1998-13	Michael Mamayek	
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Forrest Yount		Linda Austin		James Miller	
John Rieke		Christopher Becker		Ross Montgomery	
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Sonya Pouncy		Michael Bobker		Thomas Reinarts	
Joseph R. Anderson		Kirk Bond		Jeffrey Rutt	
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Wayne Webster		James Carelock		Scott Sepsy	
Matthew Mullen		James Carlson		George Sestak	
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ADD'L ATTENDEES		Ecton English		M H Smith	
Darryl Boyce		Richard Goulet		Karl Stum	
Nick Gayeski		Ashok Kadakia		Cedric Trueman	
Ron George		Michael King		David Underwood	

TC 7.3 Meeting Minutes

Tuesday, June 28, 2011
Montreal, Quebec, Canada

Page 2

Call to Order/Scope/Introductions

Michael Brambley called the meeting to order at 1:03 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. Six (6) voting members were present of the eleven plus one international (11+1). A quorum was established.

Approval of the Agenda

The agenda for the meeting was presented for approval. There were no requests for revision to the agenda.

Society Liaison and Guest Presentations

None

Approval of Las Vegas, NV Meeting Minutes

The draft meeting minutes from Las Vegas, NV were reviewed. Angela Lewis made a motion to approve the minutes, seconded by Chuck Dale-Derks. Approved 4-0-1 (chair not voting).

ASHRAE Administrative Matters/Correspondence/Announcements

1. New ASHRAE MTG committee formed for Building Measurement. Should consider having a TC7.3 representative on this committee. Will discuss this further in New Business.
2. Section 7 TC Chairs Breakfast
 - Sarah Maston from CEC provided information on future ASHRAE conferences. She provided valuable information on preparing programs and seminars for future conferences.
 - TC/TRG/TG MOP has been revised, including the addition of Multi-disciplinary Task Group's. The objective of these groups is to help coordinate and facilitate tasks that overlap between multiple committees. Four MTG's have been formed prior to, or as of this meeting.
 - TC's again encouraged to get the TC website up and running. TC7.3 needs to work on the TC website prior to the next meeting. Postings should include the latest minutes and agendas prior to meetings.
 - Committees are encouraged to use google sites and google groups.
 - Hightower Award process is coming up, to recognize outstanding leadership and technical contribution to technical committees and groups. There is a link on the ASHRAE website for the nomination form, and due to the Section Head by Sep 1, 2011.
 - Lynn Bellenger has offered to provide thank you letters to employers. It will be done via web/email later this summer. If you would like a letter, you'll receive an email during the month of July with instructions and information on how to submit a request to the ASHRAE president. Thank you letters will be sent to employers in late July or early August.

TC 7.3 Meeting Minutes

Tuesday, June 28, 2011
Montreal, Quebec, Canada

Page 3

- There is an on-going review for the 60% draft of the Performance Metrics Protocol – Best Practices Guide, June 13th to 30th (note: date extended to about July 5th or 7th, see ASHRAE website for more information).
3. Upcoming Events – Michael Brambley reviewed upcoming events and meetings. Additional details may be found on the ASHRAE website under Events.
 4. Upcoming ASHRAE Winter/Annual Conferences dates:
 - Chicago, IL Jan 21-25, 2012
 - San Antonio, TX Jun 23-28, 2012
 - 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

ALI Sub-Committee – Chair: Davidge Warfield

Davidge Warfield was not able to attend the meeting. Angela Lewis gave an update on ALI. There was an idea provided in Las Vegas about using the ASHRAE Headquarters as a learning opportunity. ALI was interested in this, and is considering an HVAC design essentials course that would use the ASHRAE Headquarters as an example/hands on site. There is interest in developing a similar course for operations as well. Development of these courses will be determined based on priority. There may also be opportunities to work together with other organizations on such courses, such as BOMA or IFMA. Angela is continuing to follow these opportunities, and provide input.

Research Sub-Committee – Chair: Tom Cappellin

Attended by Michael Khaw, Michael Brambley, Angela Lewis, Thursten Simonsen, Sonya Pouncy, Tom Cappellin, Li Song, Forrest Yount

GPIC Hub: A new opportunity put together by the Greater Philadelphia Innovation Cluster, where they will provide research funding to ASHRAE and other groups. Looking for research based on energy efficient buildings 100,000 square feet and under. Effort being led by Penn State University. Expect to grant over \$100M over the next five years. ASHRAE is developing an MOU (memorandum of understanding) with respect to this opportunity.

ASHRAE currently has 8-10 projects waiting for funding, with plans to send two of the TRP's out for bid in fall 2011.

Annual funding is currently between \$2.1M and \$2.4M. Currently, when applying for funding with RTAR's, ASHRAE would like individual RTAR's to remain under \$125k.

TC 7.3 Meeting Minutes

Tuesday, June 28, 2011
Montreal, Quebec, Canada

Page 4

Why are RTAR's being returned: not appropriate for funding, inadequate references, will not advance state of the art of the industry, not in-line with work to be completed, ideas not communicated clearly, inadequate or incomplete work statements

TC 7.3 is currently pursuing acceptance of two RTARs:

1609-RTAR: - authored by Angela Lewis: "Defining the Capabilities, Needs, and Current Limitations of Building Information Modeling (BIM) in Operations and Maintenance."

RTAR is under review by the Research Committee for approval. Feedback from RAC states the end product of the research needs further clarification. Angela will continue to work on and coordinate with George Jackins, Section 7 Research Liaison (RL) and resubmit for fall RAC review with detailed list of how comments were addressed.

1650-RTAR: - authored by Davidge Warfield: "Training Requirements for Sustainable, High Performance Building Operation to Optimize Operations and Achieving Design Expectations."

RTAR is under review by the Research Committee for approval. Comments have come back during this meeting.

Future RTARS Being Considered by TC 7.3:

1. An idea that was initially discussed in Las Vegas was furthered discussed: Use of ASHRAE HQ as a learning lab, with a focus on O&M and operations data. Angela Lewis gathered additional information on this idea between the Las Vegas and the Montreal meeting from TC7.3 members and found there was interest in considering this idea through ALI, opposed to an RTAR. Thus, Angela spoke with ALI at the meeting. The idea was generally received positively by ALI, and TC7.3 provided general support to move the idea into further stages of development.
2. Guideline 22 was just recently published. There may be a need in how to train operators to follow this guideline, and how to efficiently operate a chiller plant. Forrest Yount brought up and discussed this topic as a potential interest for RTAR, including from the Centrifugal Committee. Another idea is testing the effectiveness of Guideline 22 in a field application. Forrest Yount volunteered to facilitate a joint RTAR authoring between TC7.3 and TC8.2.
3. Consider proposing research jointly with other committees that specialize on certain equipment, developing O&M procedures for specific systems. Michael Brambley brought up and discussed this concept with the group.
4. Michael Brambley proposed an idea for research into procedures and impact of Condition Based Maintenance.

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

TC 7.3 Meeting Minutes

Tuesday, June 28, 2011
Montreal, Quebec, Canada

Page 5

Handbook Sub-Committee – Chair: Michael Khaw

Attended by Michael Khaw, Michael Brambley, Angela Lewis, Thursten Simonsen, Sonya Pouncy, Tom Cappellin, Forrest Yount

The new Handbook has been published, and the chapter is now identified as Chapter 39.

Michael Khaw reviewed the four-year revision schedule for the 2015 publication. The schedule begins in July 1, 2011, to have a handbook sub-committee chair appointed by the TC. The review committee should review the current chapter prior to June 2012, with chapter revisions to begin July 2012 and be completed by June 2014. Handbook staff will then prepare the revised handbook for publication between July 2014 and April 2015, with publication in April 2015.

Michael Khaw 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 Bob Baker, Michael Khaw, Wayne Webster, Michael Brambley, Angela Lewis, Thursten Simonsen, Sarah Maston, Sonya Pouncy, Tom Cappellin

Seminar submissions are to include 6 learning objectives, 10 questions/answers (with single answer), and a short bio for each presenter.

Criteria for submissions from CEC: relevance to track theme, “hot topic” (timely, pressing interest), strength of proposal (well written, comprehensive and complete), and market based (case studies, how-to). CEC recommends that sessions not accepted for presentation in the main conference be presented in a TC meeting, with advertising provided in the conference program.

There was a discussion and input from Sarah Maston regarding speaker evaluations, and improving speaker skills in ASHRAE seminars and presentations. The CEC will consider requiring speaking skills workshops (taken individually) for those speakers that receive lower evaluation scores.

Montreal, Canada: June 25-29, 2011

Conference Theme: “Net Zero Buildings”

Programs: No TC7.3 sponsored programs

Chicago, IL: January 21-25, 2012

Conference Theme: “The Impact of HVAC&R on Our Daily Lives”

Due Dates: Conference Paper abstract due date has past. Seminar/Forum/TPS/CPS proposals are due through the on-line submission system on Aug 12, 2011

Proposed Programs:

TC 7.3 Meeting Minutes

Tuesday, June 28, 2011
Montreal, Quebec, Canada

Page 6

- 1) Seminar “Has Your TRAINing Left The Station” (Track 2)
 - a. Chair – Thursten Simonsen
 - b. Presenter – Marty Weiland with GSA on GSA Training Standards
 - c. Presenter – Steve Pataki, Facility Manager – Toronto Cricket Skating and Curling Club
 - d. Presenter – Training for Retuning (Michael Brambley to consider a presenter to recommend)
- 2) Seminar “ASHRAE Resources for O&M of NZEB’s” (Track 5)
 - a. Chair – Sonya Pouncy
 - b. Presenter – Standard 180 (Richard Danks to recommend)
 - c. Presenter – Chapter 39 by Michael Khaw
 - d. Presenter – Guideline 32 (Michael Bobker to recommend)
- 3) Seminar “Seeking Installation and Maintenance Excellence, the Western HVAC Alliance”
 - a. Chair – Bob Baker
 - b. Presenters – to be arranged by Bob Baker
- 4) Seminar “Manual vs. Automated Approach to Operations & Maintenance – A Debate”
 - a. Chair – Angela Lewis
 - b. Presenter – Michael Bobker
 - c. Presenter – Michael Brambley

San Antonio, TX: June 23-27, 2012

Due Dates: Conference Paper abstracts are due Sept 26, 2011. Seminar/Forum/TPS/CPS proposals are due through the on-line submission system on Feb 13, 2012

Proposed Programs:

- 1) Seminar “Energy Savings Through O&M”
 - a. Chair – Angela Lewis (or member of TC 7.8)
 - b. Presenter – USGBC rep on Energy Savings, LCA (Angela Lewis)
 - c. Presenter – NEA Case Study from Facility Engineering Associates
 - d. Presenter – Economic Analysis Program from Corp of Engineers (Richard Danks)
 - e. TC 7.8 to co-sponsor (Angela Lewis to inquire about interest)
- 2) Technical Paper
 - a. Presenter – Angela Lewis “A Framework for Improving Building Operating Decisions”

TC 7.3 Meeting Minutes

Tuesday, June 28, 2011
Montreal, Quebec, Canada

Page 7

- b. Presenter – Li Song, topic to be determined

Dallas, TX: January 26-30, 2013

Proposed Programs:

- 1) Seminar “To Be Determined”

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

Standards Sub-Committee – Chair: Bob Baker

Attended by Bob Baker, Michael Khaw, Wayne Webster, Michael Brambley, Angela Lewis, Thursten Simonsen, Sarah Maston, Sonya Pouncy

SSPC 180: The updated standard is out for public review through August 1, 2011. There was no committee meeting held during the Montreal conference. Once comments are received, the committee will meet again and begin to review/address comments.

Western HVAC Performance Alliance: A vote was taken by the ASHRAE Board this past Saturday that ASHRAE would become a member of the Western HVAC Performance Alliance. The Alliance is looking to improve utility rebate programs in the western US, specifically among California utility companies. Alliance has specifically looked for additional information on Standard 180 as a potential standard for utility rebate programs.

New business:

Guideline 4: The ad hoc subcommittee appointed during the Las Vegas TC7.3 meeting recommends the following action with respect to Guideline 4:

- 1) TC 7.3 shall send the following letter to the ASHRAE Standards Reaffirmation Sub-Committee (SRS):
 - a. TC 7.3 Recommends that SRS reaffirm Guideline 4 (2008) with the following caveat: TC 7.3 will be allowed to again consider Guideline 4 following the publication of Guideline 1.4 and change their recommendation to one of either withdrawal of Guideline 4 or establishment of a revision committee to update the guideline. The recommendation is being made in this manner because TC7.3 understands that GPC 1.4P is considering a request to revise the TPS of Guideline 1.4 in order to encompass the content of Guideline 4. TC7.3 believes that Guideline 1.4P cannot at present replace Guideline 4 because the title of the proposed guideline is specifically geared towards Commissioning, and would not fulfill the need of the whole industry having a reference document for O&M documentation. TC7.3 requests that Guideline 1.4P not duplicate Guideline 4 content, but rather reference Guideline 4.
- 2) TC 7.3 shall send the following letter to the Chair of GPC 1.4P:

TC 7.3 Meeting Minutes

Tuesday, June 28, 2011
Montreal, Quebec, Canada

Page 8

- a. Attached is a copy of ASHRAE Guideline 4 (2008). TC 7.3 requests that GPC 1.4P review this against the planned content of Guideline 1.4 and, rather than duplicate the content of Guideline 4, reference Guideline 4 where appropriate. If the GPC 1.4 committee feels that another approach is needed, we request that you engage in a dialogue with TC 7.3 so that we may together develop a path forward that will avoid needless duplication of ASHRAE guidance and resulting confusion in the industry.

Rationale for the above recommendation: Guideline 4 is referenced by several other ASHRAE Standards and Guidelines, so it cannot be simply discontinued. It is not out of date, so a revision committee is not needed at this time. In addition, taking on revision of Guideline 4 at this time may tax the available persons dedicated to maintenance issues. It is possible that the Guideline 1.4 committee may wish to increase their scope and revise the title so as to incorporate the complete content and purpose of Guideline 4 and they should be given the opportunity to consider this.

Thursten Simonsen made a motion to act upon the sub-committees recommendations (see details directly above) and send the two letters as described, no second needed as the committee recommends this action. Approved by unanimous voice vote (chair not voting).

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

Old Business

GPC 32: Angela Lewis reminded the group that the guideline is out for public review through about July 24, 2011. TC members are encouraged to review the guideline and provide comments. Instructions and forms are available on the ASHRAE website.

Kevin Fallin asked about the committee discussed in the Las Vegas meeting minutes that was to be headed by Patrick Carpenter, and address long-term planning for meeting tracks and sessions that would include O&M. Following discussion, it was determined that no further action was needed at this time.

Google Group: Set up by Thursten Simonsen in early June 2011. All committee members will be invited to join soon.

Website Plans: The TC7.3 website is not currently active, and the committee has been encouraged to have an updated and active website. TAC and the communication committee plan to have a webinar this fall on how to create and update a TC website. More information will be forthcoming. Chuck Dale-Derks has been working with society to update the website, but has run into issues with the ASHRAE website being updated again, with broken links, and having difficulty making updates. There was some discussion about setting up a TC website separately from ASHRAE to have something up soon.

TC 7.3 Meeting Minutes

Tuesday, June 28, 2011
Montreal, Quebec, Canada

Page 9

New Business

Potential ASHRAE-NEBB Consolidation: Michael Brambley provided a summary of comments about the above relationship. Those in attendance discussed the information available, as well as opinions about the proposed consolidation. Michael Brambley encourages all TC members to submit comments about this potential relationship to ASHRAE through the provided methods.

Roster Changes for 2011-2012:

Michael Brambley reported that voting members Chuck Dale-Derks, Robyn Ellis, Richard Rooley and Jim Gartner are rolling off the roster as of June 30, 2011. Michael thanked them for their work.

Michael Brambley welcomed new voting members starting July 1, 2011: Sonya Pouncy, Tom Cappellin and Bob Baker.

Vice Chair Shailen Verma made a request at the Las Vegas meeting (Jan 2011) to defer as the TC Chair for one year, and asked Michael Brambley to remain as Chair. Shailen Verma shall remain as TC Vice-Chair, and Thursten Simonsen shall remain as TC Secretary for one additional year.

Angela shall serve as handbook sub-committee chair, and as program sub-committee chair. Tom Cappellin will remain as research sub-committee chair for one more year. Michael Bobker said he volunteered to work with Tom Cappellin and eventually be the research sub-committee chair in a subsequent year.

MTG (Multi Disciplinary Task Groups): There are four new groups – BIM (Building Information Modeling), BMP (Building Measurement Performance), Filters, and a fourth (not sure of name?). JR would like for TC 7.3 members to be represented at MTG-BMP and MTG-Filters. Sonya Pouncy volunteered for the BMP. Michael Brambley shall confirm for Sonya. Chuck has experience with filters, and will talk to Bob Baker to see who should represent TC 7.3 in the Filters MTG. Rick Dames would like to represent TC 7.3 for BIM. Angela said she is already a corresponding member on the BIM MTG.

URP 1633: Data Interface for O&M. Interview managers to find system matrix for system efficiencies and mock up for interfaces for O&M. Nick Gayeski shall send a short e mail to Thursten Simonsen about the request.

Next Meeting

The Chicago, IL meeting will be Tuesday January 24, 2012, from 1:00 PM -3:30PM. Sub-committee meetings will be held on Monday afternoon January 23, 2012 (rooms to be announced).

Adjournment

The chair adjourned the meeting at **3:30 PM**.