

ASHRAE TC 9.7 – Educational Facilities

Virtual Full Committee Meeting Minutes
Friday, July 25, 2025 | 2:00 – 3:00 PM EST

Zoom Link Provided

1. Call to Order 2:02pm

Chair: Raj Setty

2. Review of Scope (Raj Setty)

“TC 9.7 is concerned with the application of heating, ventilating, air-conditioning, refrigeration, life safety, and energy conservation systems for educational facilities, including early childhood education through higher education facilities.”

3. ASHRAE Code of Ethics Commitment (Raj Setty)

ASHRAE Code of Ethics Commitment

“In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests.” *See full ASHRAE Code of Ethics:* <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>

4. Chair’s Report (Raj Setty)

- Welcome and goals for 2025–2026

- Overview of survey findings and alignment with TC goals (Chris Ruch)

- Survey was sent out to all TC 9.7 members. Survey voted on the top items of interest so we can focus our efforts.

5. Old Business

Design Guidance for Educational Facilities – Version 3.0 & 4.0

Lead V3: Corey Metzger – Chris Ruch to check in with Corey on the status.

Lead V4: Work on V4 will begin once V3 is released.

- Assessment Section Linked to updates guidelines, and state adoptions
- Standardization of Guidelines

6. New Business: Initiatives Based on Survey Results

- Ranking the top 3 for team assignments and scheduling.
 - Plan is to break up into smaller groups to complete the following tasks.

Projects

The following project groups were determined by the group to be focused on. A group leader was designated and those interested in working in the group were recorded. Chris Ruch will follow up with a Survey next well to all TC members with initial meeting times and sign up additional TC 9.7 members to volunteer in one or more of the groups as their schedule allows.

1. IAQ Control Strategy – Steven Winstead (Carl Bengtsson, Raj Setty)

- Prioritize and Sequence Control Strategies
- Guideline 36

2. Model Language and Assessments for Legislation – Chris (Tony, JuNelle, Raj Setty)

- Mapping
 - Current Legislation
 - Early Childhood
- Determine what is out there
 - What is working? What is Not?
 - Carrot and Stick
 - Assessments – What is realistic
- Draft the language

3. Early Childhood Handbook Addition – Itzhak (Carl Bengtsson, Raj Setty)

- Working on Early Childhood addition to Handbook
 - General Handbook assistance as well
- Scope – In schools, outside schools, pre-Kindergarten
- Task List

7. Goal of Group Project Meetings

- Have 1 Meeting before next Interim Meeting (8/28) and determine the following:
 - PROJECT OVERVIEW
 - Scope of Work Description
 - Project Objective and Goal – both subjective and objective -guideline or info in the handbook
 - Project Execution Strategy – what is your plan internally, define a benchmark of success, create a TOC
 - Project Schedule – Target milestones of the winter and summer conferences with interim milestones
 - PROJECT MANAGEMENT
 - Organization and Responsibilities – bi-monthly meetings
 - Alignment with ASHRAE – any other organizations to involve/review
 - Initial Planning – ensuring the whole team is on the same mission
 - Internal Staffing Needs assessment and roles

8. Changes to next Meeting Agenda:

- Knowledge Share

- Time will be allotted to discuss current events and recent research relevant to TC 9.7.

9. Next Interim Meeting: 2-3 ET on Thursday 8/28

10. Adjournment: 2:47pm