

ASHRAE TC 9.7 – Educational Facilities

Virtual Full Committee Meeting – Proposed Agenda

Thursday, August 28, 2025 | 2:00 – 3:00 PM EST

Zoom Link

Join Zoom Meeting

<https://us02web.zoom.us/j/81586617449?pwd=AOtB09ISPixYyq8mT1YlXyrU5UAbp4.1>

Meeting ID: 815 8661 7449

Passcode: 108880

1. Call to Order

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)

5. Knowledge Share (Open Forum)

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

6. Old Business

Design Guidance for Educational Facilities – Version 3.0 & 4.0

Lead V3: Corey Metzger – Chris Ruch was 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

7. Project Status Report

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

- **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

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

- **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

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

- **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

9. Next Interim Meeting: TBD

10. Adjournment: