

**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: **Jun 30, 2015**

LOCATION: **Atlanta, GA**

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

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		Joe Marchese (cm)	2014-	James Sweeney (cm)	2014-
				Andrew Wengard (cm)	2014-
		Doug Yon (cm)	2014-	Phillip Haves (Research Liaison)	2012-16
				Rick Larson (Standard Liaison)	2013-16
				Michael Vaughn (Staff Liaison)	2001-

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Call to Order/Scope/Introductions

Bob Baker 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

Bob Sibilski took roll call of the voting members. At the time of roll call, seven (7) voting members were present of the nine (9). A quorum was established. One (1) additional voting members joined the meeting at 1:36pm.

Approval of the Agenda

The agenda for the meeting was presented. Mike Gallagher made a motion to accept agenda and Cedric Trueman seconded. Approved 7-0-0.

Society Liaison and Guest Presentations

No presentation. Our Section Head Adrienne Thomle was not at the meeting.

Approval of Seattle Meeting Minutes

The draft meeting minutes from Chicago were reviewed. Mike Gallagher made a motion to approve the minutes, seconded by Kevin Fallin. Approved 7-0-0.

ASHRAE Administrative Matters/Correspondence/Announcements

1. TC Chair Breakfast Sunday morning attended by Bob Baker.
2. Upcoming Events – Bob Baker reviewed upcoming events and meetings. Additional details may be found on the ASHRAE website under Events.
3. Upcoming ASHRAE Winter/Annual Conferences dates:
 - Orlando Jan 23 – Jan 27, 2016
 - St. Louis Jun 25 – Jun 29, 2016
 - Las Vegas Jan 28 – Feb 1, 2017
 - Long Beach Jun 24 – Jun 28, 2017
 - Chicago Jan 20 – 24, 2018
4. Those that would like Thank you letters sent from ASHRAE to your employer can be done in the next few weeks. A letter from ASHRAE will be sent to you with information to submit request for a thank you letter.
5. Looking to see if anyone is interested in nominating someone for a Fellows or Distinguished Service award. Criteria is on the ASHRAE site.
6. Kevin Fallin gave an update on Angela Lewis Scholarship:
 - National Capital Area (NC) needs to lead the effort and scholarship needs to come through them.

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- The society is looking at how to get around being able to solicit outside of the NC area for funding of the scholarship.

Sub-Committee Reports

Research Sub-Committee – Chair: Michael Bobker (Bob Baker)

The following are minutes submitted from the Research Sub-Committee:

Attended by **DID NOT RECEIVE ATTENDANCE LIST**

RP 1609 (Defining the Capabilities, Needs and Current Limitations of Building Information Modeling (BIM) in Operations and Maintenance for HVAC&R) Project is complete. Progress Report and Financial Report submitted. Sub-Committee voted to approve accepting project report.

Full TC action required.

Workshop in Orlando around use case of Research project to be cosponsored with TC 7.8.

Research sub-committee adjourned.

The full TC voted to approve Research Project 1609. Approved by unanimous voice vote 7-0-0.

Handbook Sub-Committee – Chair: Sonya Pouncy

The following are minutes submitted from the Handbook Sub-Committee:

1. In attendance were:
 - a. Members: Pouncy, Ellis, Baker, Danks, Gallagher, Simonsen, Mullen, Agarabi, Brueckner
 - b. Guests: David Norvell
2. Welcome and introductions.
3. Unanimous approval (9-0-0, CNV) of previous meeting minutes as amended:
 - a. Add Pouncy to list of attendees
 - b. Correct spelling of Agarabi

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- c. Delete first two paragraphs (beginning with “Prior to...” and ending with “...\$30K will be needed”) as they are repeated in the remaining paragraphs of the report OR move the sentence “The following is the report...” to the first line of the report.
4. Current chapter status:
 - a. Chapter 39 was just published. We are now re-starting the review cycle.
 - b. Changes can be on-going and made to the on-line version prior to the new hard copy version scheduled for 2019
5. Selection of past chapter reviewers. Electronic copies of chapter will be email to the following:
 - a. Design:
 - b. Operations: Danks, Norvell, Truman (not present)
 - c. Trade: Simonsen, Brueckner, Gallagher
 - d. Other: Agarabi
 - e. Other: Ellis agreed to check the applicability of all references and works cited.
6. Selection of Chapter Section Revisers
 - a. Tabled until next meeting
7. Reviewed Checklist
 - a. The checklist will be emailed to selected reviewers.
 - b. Reviewers are asked to also look for opportunities to include energy efficiency in the chapter
8. Reviewed Timeline
 - a. Next hard copy revision is scheduled for 2019
9. New Business
 - a. New Chapter on energy efficiency. It was decided to postpone the establishment of a new chapter to allow the incorporation of feedback and/or outcomes from the new MTG considering O&M impacts on energy efficiency and other research that is or that may be conducted by ASHRAE
10. Adjourn. Moved by Baker, seconded Agarabi. Approved by unanimous vote.

Sonya Pouncy made a motion to approve the Handbook sub-committee report, seconded by Mike Gallagher. Approved by unanimous voice vote 8-0-0.

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Program Sub-Committee – Chair: Robyn Ellis

Attended by Sibilski, Brueckner, Ellis, Baker, Danks, Gallagher, Simonsen, Agarabi, Pouncy, Mullen, Norvell, Webster

Minutes:

1.0 Review & Approve Minutes/Agenda

2.0 Announcements

2.1 Programs Sponsored or Co-Sponsored by TC7.3 in Atlanta

- a. Seminar 50: The Report of my Death Was an Exaggeration, Tuesday June 30, **11 a.m.-12:30 p.m.**

3.0 Upcoming Conferences and Due Dates

3.1 Schedule for ASHRAE Annual Winter Conference in Orlando Jan. 23– 27

This is the overall schedule for the 2016 ASHRAE Winter Meeting Conference, Orlando, FL. For specific details and questions regarding these dates, please contact the appropriate Track Chair.

June 4, 2015	Website Opens for Seminar, Forum and Workshop Proposals
July 6, 2015	Final Conference Papers Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment)
August 3, 2015	Conference Paper accept/reject notifications
August 10, 2015	Seminar, Forum and Workshop Proposals Due
August 21, 2015	Revised Conference Papers/Final Technical Papers Due
August 28, 2015	Conference and Technical Paper Final Accept/Reject Notifications
September 11, 2015	Seminar, Forum, Workshop Accept/Reject Notifications
December 4, 2015	Upload of PPTs Begins
January 4, 2016	All PPTs Due Online
January 20, 2016	Final Day for Commercialism Revision Upload Prior to On-Site
January 23, 2016	Speaker's Lounge Opens

3.2 Orlando Tracks

The Orlando Winter 2016 Conference addresses broad topics in the following tracks:

- Track 1 – Systems & Equipment
- Track 2 – Fundamentals & Applications
- Track 3 – Design Build
- Track 4 – International Design
- Track 5 – Standards, Guidelines and Codes
- Track 6 – Cutting-Edge Technologies
- Track 7 – The Great Debate
- Track 8 – Modern Residential Systems

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3.3 Orlando Track Descriptions and Contact info

- **Track 1: Systems and Equipment**

Track Chair: Gary C. Debes

Email: gcdebes@verizon.net

Selection of equipment and systems is paramount to HVAC&R design. Papers and programs in this track will assist designers, engineers, and operators in the design, selection, and operation of HVAC&R systems and equipment.

- **Track 2: Fundamentals and Applications**

Track Chair: Cynthia Moreno

Email: cindym@tmmechanical.com

Fundamentals are the foundation for understanding applications in engineering. Key components of ASHRAE fundamentals include thermodynamics, psychrometrics, fluid and mass flow, IAQ, and building envelope. This track provides opportunities for papers and presentations of varying levels across a large topic base. Concepts, design elements and shared experiences for theoretical and applied concepts of HVAC&R design are included.

- **Track 3: Design Build**

Track Chair: James Liston

Email: jfliston@verizon.net

Joining the contractor and the designer into the same team, the design-build method of project delivery is increasing in percentage of projects awarded in the US. This track explores the challenges and benefits of D-B project delivery. Highlight successful projects; discuss contracts; review management responsibilities; offer alternative design and construction processes. These topics and more will be included.

- **Track 4: International Design**

Track Chair: Leon Shapiro

Email: leoneshapiro@gmail.com

Design for various environmental elements, geography and culture demand that new and innovative strategies be developed. As an international organization, ASHRAE strives to meet the needs of a global membership. HVAC&R systems vary globally and this track provides an opportunity to share innovative and necessary design elements that can be shared internationally.

- **Track 5: Standards, Guidelines and Codes**

Track Chair: Michael Collarin

Email: Michael.Collarin@parsons.com

ASHRAE is known for its standards and design guidelines – and they are constantly evolving with the intent on improving the built environment and its systems. Designers, Contractors, Architects and Owners must be able to keep up with the continuing changes in the current cycle but to also be prepared for the future changes. In addition, there is a large interaction of ASHRAE with the code authorities and government to incorporate these standards and guidelines. The series of sessions in this track highlight the changes to the standards and guidelines, their projected path and optimum design techniques to meet or exceed the standards.

- **Track 6: Cutting-Edge Technologies**

Track Chair: Ann Peratt

Email: agregg.ksu@gmail.com

As energy codes become increasing more stringent, we are challenged to find creative ways to improve efficiencies in the effort to achieve net zero buildings. This track will include the most recent advances in HVAC&R system design, equipment, and construction techniques. Programs included will focus on efficiency, responsible use of resources and energy recovery.

- **Track 7: The Great Debate**

Track Chair: Chuck Curlin

Email: ccurlin@shultzeg.com

Engineers commonly weigh multiple solutions to find the best match for a certain project. Centralized or Decentralized heating and cooling? Chemical or non-chemical water treatment? These sessions and papers

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will present divergent methods for accomplishing the same task. Hear all sides of the debate and decide for yourself.

- **Track 8: Modern Residential Systems**

Track Chair: Jennifer E. Leach

Email: pennst8jen@yahoo.com

Engineering for residential HVAC and plumbing systems and equipment used to be referred to as catalog engineering: for a two bedroom house choose one from Column A; for a three bedroom house choose one from Column B. Recent years have seen a boom in energy efficient solutions for the savvy, fiscally-conscience home owner. From glazing to water heating to lighting, this track will provide you with the latest advances for the residential market.

3.4 Orlando Papers, Programs and Conference Program Chair

Papers: A call for papers recently closed and some 130 **abstracts** were accepted. Papers are due July 6, 2015. These papers undergo a single-blind review. Reviews are currently being conducted on Technical Papers. These papers undergo a rigorous double-blind review and will be published in ASHRAE Transactions. If you would like to be a reviewer for Technical Papers, please contact Tiffany Cox, Assistant Manager of Conference Programs, at tcox@ashrae.org.

Programs: ASHRAE is currently accepting seminar and forum proposals through a call for programs (non-paper based presentations) is now open through August 10, 2015. For more information or to submit a proposal, go to <http://ashraem.confex.com/ashraem/w16/cfp.cgi>.

Conference Program Chair: Jennifer Leach

Email: pennst8jen@yahoo.com

Staff Support, Assistant Manager of Conference Programs: Tiffany D. Cox

Email: tcox@ashrae.org

Programs are requested for the following program types: Seminars, which include 1-4 presentations on a similar topic; Workshops, which allow equal time for 1-2 presentations and discussion; and Forums, which are discussion-based sessions with no presentations.

3.5 Schedule for ASHRAE Summer 2016 Annual Conference in St. Louis June 25-29

This is the overall publication schedule for the 2016 ASHRAE Annual Conference, St. Louis, MO. For specific details and questions regarding these dates, please contact the appropriate Track Chair.

September 14, 2015 Conference Paper Abstracts Due

September 14, 2015 Technical Papers Due

October 5, 2015 Conference Paper Abstract Accept/Reject Notifications

January 4, 2016 Website Opens for Seminar, Forum and Workshop Proposals

January 4, 2016 Final Conference Papers Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment)

January 26, 2015 Conference Paper Accept/Revise/Reject Notifications

February 8, 2016 Seminar, Forum and Workshop Proposals Due

February 15, 2016 Revised Conference Papers/Final Technical Papers Due

February 26, 2016 Conference and Technical Paper Final Accept/Reject Notifications

March 23, 2016 Seminar, Forum and Workshop Accept/Reject Notifications

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3.6 St. Louis Tracks and Contact info

- **Track 1: Advances in Refrigeration Systems and Alternative Refrigerants**

Track Chair: Frank Schambach

Email: frankschambach@mindspring.com

This track seeks papers and programs that explore the wide range of refrigeration systems under development with special emphasis on the use of alternative refrigerants in vapor compression machines to address environmental concerns.

- **Track 2: Research Summit**

Track Chair: Jeffrey Spidler

Email: spidler@okstate.edu

The fourth annual Research Summit seeks papers that report results on any aspect of ASHRAE-related research including heating, cooling, ventilation, other energy uses in the engineered environment and associated environmental aspects.

- **Track 3: Fundamentals and Applications**

Track Chair: David E. Claridge

Email: dclaridge@tamu.edu

Fundamental information and applications of fundamentals related to all aspects of HVAC&R are welcome. This can range from psychrometric properties and processes to combustion, controls, HVAC system and envelope fundamentals and beyond.

- **Track 4: HVAC Systems and Equipment**

Track Chair: Alan Neely

Email: alan_neely@pghcorning.com

This track will include presentations on best practices to implement traditional, non-traditional, and hybrid approaches to achieve successful HVAC&R systems design. Objectives include high performance systems and equipment, LEED certified designs and sustainable buildings.

- **Track 5: Smart Building Systems/Remote Monitoring and Diagnostics**

Track Chair: Samir Traboulsi

Email: traboulsi.samir@gmail.com

Smart buildings address HVAC&R equipment operation (chiller sequencing, soft start), integration into complete systems and can potentially interface with multiple building complexes and micro grid operation. This track includes papers on advanced communication protocols, system integration, BMS tools, data management and analysis.

- **Track 6: Indoor Environment: Health, Comfort, Productivity**

Track Chair: Dennis Alejandro

Email: denzjac@yahoo.com

Buildings and other enclosed spaces are increasingly required to provide safe, healthy environments in an energy efficient manner. Papers in this track will review the balance between environmental health and energy efficiency in buildings and help define future education, policy and research directions.

- **Track 7: Professional Skills Beyond Engineering**

Track Chair: Rachel Romero

Email: rachel.romero@nrel.gov

This track seeks to ensure professional skills are being developed and maintained beyond engineering essentials. Emphasis will be placed on meeting the professional development and business needs of today and converting them into the building blocks of tomorrow's success.

- **Track 8: Renewable Energy Systems and Net Zero Buildings**

Track Chair: Kevin Gallen

Email: kevin@gallenengineering.com

Wind, hydroelectric and solar are just a few of the alternative and/or renewable energy sources that are being used in HVAC design as we strive for Net-zero and high efficiency buildings. This track will address recent advances in alternative energy systems and equipment and new design strategies for achieving Net-zero buildings.

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3.7 St. Louis Papers and Conference Program Chair

Papers: ASHRAE has announced a call for papers for its 2016 Annual Conference, which takes place June 25-29 in St. Louis, MO.

Authors have two options to prepare their papers: Conference Papers: Abstracts are due September 14, 2015. Upon acceptance, papers will be due January 4, 2016. Full Technical Papers, which are due September 14, 2015.

Program: Seminar, Forum and Workshop Proposals Due February 8, 2016

Conference Program Chair: Tom Kuehn

Email: kuehn001@umn.edu

Staff Support, Assistant Manager of Conference Programs: Tiffany D. Cox

Email: tcox@ashrae.org

Programs Sub-Committee adjourned.

Program Planning and Ideas were discussed. See **Attachment 1** for a detailed listing.

Specific Program ideas from Orlando that were discussed:

- RP1609 research workshop
- Sequence of Operations
- DDC & modern analytics
- VRF Systems – What are the best O&M practices for VRF
- O&M for YEA

Robyn Ellis made a motion to approve the standards sub-committee report, seconded by Sonya Pouncy. Approved by unanimous voice vote (chair not voting) 8-0-0.

Standards Sub-Committee – Chair: Richard Danks

The following are minutes submitted from the Standards Sub-Committee:

Attended by Khaw, Baker, Pouncy, Gallagher, Brambley, Danks, Yount, and Ellis

1. Meeting called to order
2. Introductions carried over from earlier
3. There was no old business raised for discussion
4. Standard Project Committee Chairs' breakfast: information and schedule information passed on to PC chairs and reference to PC chairs' toolkit. All available on the web site.
5. Status update of responsible documents
 - a. Standard 180 – SPS met Friday June 26

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- Updates given from the equipment list subcommittees. Recommendations for consistent verbiage were listed.
 - Subcommittees converging on a standard listing for the equipment tables
 - Committee voted to add another column to the equipment tables
 - Discussion of relationship of Section 4 to the tables in Section 5.
 - Membership for Section 4 review subcommittee established
 - Mentor volunteer for New Technologies” subcommittee established.
 - T. Paxton will establish a web site for committee members to exchange suggestions and updates.
 - User manual subcommittee discussed. Committee is established. Purpose of subcommittee discussed. Also development process discussed from RTAR to RFP through PMS. SPC is independent of TC 7.3
 - Suggestions for additional separate tables include: chilled beams, heat wheels, ground source heat pumps.
- b. Guideline 32 – Revision committee nominated. C. Dorgan is the chair. Pending Standards Committee approval.
 - c. Guideline 4 – Committee work continues investigating and removing conflicts with other standards as part of the review process.
6. No suggestions for development of new standards, e.g. High performance O&M, etc.
 7. T. Simonsen updated on MTG (Multitask Group) on Operation and Maintenance and Energy Efficiency. TAC has approved this group. TC 7.3 member is M. Bobker with M. Gallagher and C. Dorgan as alternates.
 8. Adjourn

Mike Gallagher made a motion to approve the standards sub-committee report, seconded by Tom Cappellin. Approved by unanimous voice vote 8-0-0.

Education & Training Sub-Committee – Interim Chair: Richard Danks

The following are minutes submitted from the Education & Training Sub-Committee:

1. Meeting called to order
2. Old Business It was noted that Danny Taasevigan resigned from the committee. R. Danks serving as interim subcommittee chair.
3. Building Performance Alliance Ad-Hoc Committee formed by President Underwood to develop a strategy for education and training for building operators. R. Baker and S. Pouncy are on the ad hoc committee
4. Status of current initiatives – as part of the transition Danny T. forwarded an example of a Wikiversity page devoted to abuilding automation. Here is the cover e-mail from Danny:

RE: Controls Wiki site

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Taasevigen, Danny J Add to contacts 6/23/15 Keep this message at the top of your inbox

To: Acosta, Marcelo [SAA] Cc: facilitiespro@hotmail.com

Danny.Taasevigen@pnnl.gov

Hey Marcelo,

Thank you for sharing this. I think it looks great, and is a good start for a building automation wiki. Unfortunately I will not be able to attend the conference next week due to some scheduling issues. I have cc'd Richard Danks, who has been subbing for me during my absences from ASHRAE. I am not sure if he will continue to support my role, but I am hoping if not he can reach out to you and have someone come stop by on the 28th to keep this moving forward.

Take care,

Danny

The link for the web page in question is:

https://en.wikiversity.org/wiki/Building_Automation

The format looks to be similar to the Whole Building Design Guide. www.wbdg.org They have a section devoted to O&M at this url: <http://www.wbdg.org/om/om.php>

9. R. baker reported that TAC is not encouraging TC's to form education subcommittees. This sub committee felt otherwise.
10. Other possible links to TC's involved in education initiatives are GPC 1.3. R Danks to follow up.
11. Also mentioned was the 1000 Green Supers program in New York.
12. Adjourn

Mike Gallagher made motion to approve E&T sub-committee report, seconded by Wayne Webster. Approved by unanimous voice vote 8-0-0.

Liaison Reports

TC7.5 – Working with TC7.3 to revise chapter to TC7.5 handbook chapter. Send to TC 7.5 and TC1.4 that 180 is very heavy on pneumatics and not DDC.

Pouncy to pass on to Brambley information on handbook update.

TC1.7 Webster – Educate how to operate a building or system.
Program side – no chapter; Ethics component.

Old Business

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Website has been updated. Looking for any ideas to improve it.

New Business

Strategic Planning

Bob Baker will take lead for Orlando. Danks to send ideas.

Next Meeting

The Orlando, Florida meeting will be Tuesday January 26, 2015, from 1:00 PM -3:30PM. Subcommittee meetings will be held on Monday afternoon January 25, 2015 (rooms to be announced).

Adjournment

A Motion by Mike Gallagher and was seconded by Sonya Pouncy to adjourn the meeting was made. Approved 8-0. The chair adjourned the meeting.