

**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: **Jan 27, 2015**

LOCATION: **Dallas, TX**

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

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| | | | | | |
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| | | Doug Yon (cm) | 2014- | Phillip Haves (Research Liaison) | 2012-16 |
| | | Eric Adams (TAC Chair) | 2014-15 | Rick Larson (Standard Liaison) | 2013-16 |
| | | Darin Nutter (ALI/PDC) | 2014-15 | 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, five (5) voting members were present of the eleven (11). A quorum was not established. Two (2) additional voting members joined the meeting at 1:16pm. A quorum was established. One (1) additional voting member joined at 1:24pm and one (1) more voting member joined at 2:18pm.

Approval of the Agenda

The agenda for the meeting was presented. Delayed approval until quorum was present. Richard Rooley made a motion to accept agenda and Sonya Pouncy seconded. Approved 7-0-0.

Society Liaison and Guest Presentations

No presentation. Our Section Head Adrienne Thomle was at this meeting and thanked the members.

Approval of Seattle Meeting Minutes

The draft meeting minutes from Seattle were reviewed. No change was requested to add Kevin Fallin to the attendee list for Handbook committee. Sonya Pouncy 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:
 - Atlanta Jun 27 – Jul 1, 2015
 - Orlando Jan 23 – Jan 27, 2016
 - St. Louis Jun 25 – Jun 29, 2016

Sub-Committee Reports

Research Sub-Committee – Chair: Michael Bobker

Attended by **DID NOT RECEIVE ATTENDANCE LIST**

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Attending: see attached sign-in list.

Status Report

RP 1650 (Training Requirements for Sustainable High-Performance Building Operation) Work Statement “approved with comments”. Co-sponsorship approved by TC 2.8 (7.6 co-sponsorship already received).

RP 1609 (Defining the Capabilities, Needs and Current Limitations of Building Information Modeling (BIM) in Operations and Maintenance for HVAC&R)

New PMS Chair: Nick Long, who is one of PMS original members.

Long and Contractor Robert Hitchcock reported on status. Project at 75% complete and 60% payment. Progress Report and Financial Report submitted by Contractor, attached. Contractor has requested a No-Cost Extension (from January 2015 to May 2015) and a Change of Scope. See attached “Research Progress Scope Modification Request Report. **PMS has reviewed and approves both changes. Research Sub-committee approves both changes to be forwarded to full TC for approval. Vote 11 – 0, chair not voting. Full TC action required.**

2.3 RTAR Development: review of materials prepared by M Gallagher in Seattle. Sonya Pouncy to assist with writing to RTAR format. M Brambley to provide assistance with citations of past related research.

Discussion of Research Ideas.

Visiting TC 1.4 member David Underwood suggests “O&M Interaction with Controls” as a topic. His development of an RTAR on this topic is encouraged by the RSC.

Consideration of interaction between Research and Handbook is encouraged.

Two requests for RTAR co-sponsorship were considered. RTAR “Metadata and Taxonomies to Support Fault Detection and Diagnostics in Smart Buildings” (attached) was recommended for co-sponsorship approval, voting 11-0, chair not voting. **Full TC action required.**

Adjourn

Handbook Sub-Committee – Chair: Michael Khaw (interim)

Attended by Khaw, Baker, Warfield, Sibilski, Frugard, Ellis, Gallagher, Danks, Masterson, Fallin, Agurabi, and Ivo Chromy

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Prior to discussions regarding the Handbook sub-committee; the overall committee talked about Angela Lewis who passed away recently. Many fine words were said about Angela. A moment of silence was held for her memory.

Kevin Fallin discussed setting up an endowed scholarship in her name. The Capital District will take the lead. \$30K will be needed.

The following is the report from the sub-committee:

Our handbook chair, Angela Lewis passed away suddenly. Michael Khaw is the interim handbook subcommittee chair for this meeting.

There was moment of silence to remember Angela Lewis. Angela had done so much for the TC and also for ASHRAE.

There was a discussion about setting up Research Foundation in memory of Angela and Kevin Fallin will be heading it for the TC.

In the 4 year revision cycle of our handbook chapter 39, we are currently at the 4th year. Our final approved revision was recently submitted by Angela Lewis for publishing for this coming 2015 handbook.

At this time period, our TC Chair is looking for our new Handbook subcommittee chair for July 1, 2015. The name of the new subcommittee chair has to be included in our roster submission at 8 PM Tuesday, January 27, 2015. Bob Baker has asked Sonya Pouncy to be our new subcommittee chair. Sonya agreed.

The description of the scope and expectations of the hand book committees were discussed. We reviewed with the committee, in general, about the ASHRAE Handbook, the handbook content and revision procedures.

Michael Khaw introduced and invited all handbook members to visit Handbook Central in the ASHRAE website for all handbook revision information especially read Authors and Revisers Guide (ARG).

Michael Bobker suggested that we look into Research for our hand book's contents.

Bob Baker suggested an action for Sonya that we look into a new Chapter from our TC. The name and direction of the new Chapter will be reviewed with our TC's strategic planning. This would be on energy efficiency. Tina would like to help.

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

Program Sub-Committee – Chair: Sonya Pouncy

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Attended by Pouncy, Khaw, Fallin, Baker, Ellis, Frugard, Warfield, Brambley, Sibilski, Gallagher, Agurabi, Danks, Mullen, Larson, Bobker, Chromy and Kettler.

Announcements

1. Programs Sponsored or Co-Sponsored by TC7.3 in Chicago
 - a. None.
2. Conference papers accepted for the Atlanta Conference will be published on the 2015 Annual Conference Preprints CD and individual papers will be available for purchase in the onsite bookstore and the online bookstore. Conference Papers are no longer published in ASHRAE Transactions.
3. Speaker fee for Atlanta is \$130.

Upcoming Conferences and Due Dates

1. This is the overall schedule for the 2015 ASHRAE Annual (summer) Conference, Atlanta. For specific details and questions regarding these dates, please contact the appropriate Track Chair.

| | |
|----------|---|
| Jan. 5 | Web Site Opens for Seminar, Forum, and Workshop Proposals |
| Jan. 5 | Final Conference Papers Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment) |
| Feb. 9 | Seminar, Forum, and Workshop Program Proposals Due |
| Jan 30 | Conference Paper accept/reject notifications |
| Feb. 13 | Technical Papers Final Review |
| Feb 27 | Conference Paper accept/reject notifications |
| March 23 | Notifications of Seminar, Forum, and Workshop Accept/Reject Distributed |
| May 4 | Upload of PPTs Begin |
| June 5 | All PPTs Due Online |
| June 27 | Speaker's Lounge Opens |

2. The Conference addresses broad topics in the **design, construction and operation of high performance buildings. Specific tracks focus on advanced design guidance, modeling, operation and optimization as well as indoor air quality and measured results.**
3. Building Operation, Maintenance, Optimization and Commissioning received the second highest number of conference paper submissions.
4. ASHRAE is currently accepting seminar and forum proposals through February 9th. For more information or to submit a proposal, go to <http://ashraem.confex.com/ashraem/s15/cfp.cgi>. Conference Program Chair: David Claridge Email: dclaridge@tamu.edu
 - a. **Track 1: HVAC&R Systems and Equipment**

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Track Chair: [Jon J. Cohen](#) / [Rocky Alazazi](#)

Email: jcohen@hohwatertechnology.com / mralazazi@yahoo.com

This track solicits papers and presentations on all aspects of HVAC&R Systems and Equipment. Efficiency is always important, so information on new and improved equipment and systems offering improved efficiency is particularly welcome.

b. Track 2: HVAC&R Fundamentals and Applications

Track Chair: [Ann Peratt](#) / [Cynthia Moreno](#)

Email: agregg.ksu@gmail.com / cindym@tmmechanical.com

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

c. Track 3: Research Summit

Track Chair: [Thomas H. Kuehn](#) / [Samir Traboulsi](#)

Email: kuehn001@umn.edu / traboulsi.samir@gmail.com

This track will continue the highly successful Research Summit tracks pioneered at Denver and Seattle. Research results related to any aspect of heating, cooling and other energy uses in buildings are solicited.

d. Track 4: Refrigeration

Track Chair: [Gary C. Debes](#) / [Monte G. Troutman](#)

Email: gcdebes@verizon.net / montemechsys@bellsouth.net

Refrigeration is a critical element of modern life, from preserving our food to maintaining comfort. The ozone depleting potential of the older refrigerants has led to adoption of non-ozone depleting refrigerants, with the focus now shifting to refrigerants with low global warming potential. These factors when combined with multiple drivers toward energy efficiency may lead to a diverse set of different refrigerants and processes for different cooling applications. This track will have presentations and papers from all areas of refrigeration and will particularly explore related technologies that will reduce the use of traditional refrigerants including evaporative cooling and desiccants.

e. Track 5: Building Operation, Maintenance and Optimization/Commissioning

Track Chair: [Alan Neely](#) / [Mike McDermott](#)

Email: alan_neely@pghcorning.com / mmcdermott@grummanbutkus.com

Operation and maintenance have always accounted for a major portion of building expenses and a much smaller level of engineering effort aimed at controlling these expenses. Over the last one to two decades, there has been an increasing realization that real engineering applied to operation, maintenance and operational optimization or “commissioning” can bring increased comfort and offers huge financial returns. This track solicits papers and presentations related to any and all aspects of this topic.

Real engineering as applied to operation, maintenance and operational optimization or “commissioning” can bring increased comfort and offers huge financial returns. The Building Operation, Maintenance, and Optimization/Commissioning Track seeks programs related to all aspects of this topic.

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f. Track 6: Indoor Air Quality

Track Chair: [Chuck Curlin](#) / [Dennis Alejandro](#)

Email: ccurlin@shultzeq.com / denziac@yahoo.com

Indoor air quality has become a vital consideration during all phases of a building's life. It is closely linked to comfort and to occupant satisfaction, productivity and health. This track seeks presentations and papers that explore these links, particularly in ways that make the case for high levels of indoor air quality compelling to building owners.

g. Track 7: Modeling throughout the Building Life Cycle

Track Chair: [Jeffrey Spitler](#) / [Michael Collarin](#)

Email: spitler@okstate.edu / Michael.Collarin@parsons.com

Modeling was originally concerned primarily with building and system design specifications. The demands of energy efficient operation brought about the need for modeling of part-load operation for a variety of off-design conditions. The explosion of computational capacity and data collection capability is rapidly expanding the scope, complexity and practical applications of modeling both during design, but even more so for fault detection, diagnostics and operational optimization. Thirty years ago, people were dreaming of doing some of the things that Building Information Modeling is now bringing to reality. Presentations and papers are solicited related to all aspects of building modeling, with a particular interest in successful applications that have extended modeling into operational phases of the building life cycle.

h. Track 8: High Performance Buildings

Track Chair: [Rachel Romero](#) / [Andrea Zarour](#) / [Mary Ann Piette](#)

Email: rachel.romero@nrel.gov / azarour@greaterbaymechanical.com / mapiette@lbl.gov

This track seeks papers and presentations on the design and measured performance of high performance commercial and industrial buildings in North America and around the world. There are numerous examples of buildings designed for high performance that have fallen considerably short of the design intent and papers that identify reasons for these shortfalls are of particular interest.

i. Track 9: Moving Advanced Energy Design Guidance to the Mainstream

Track Chair: [James Liston](#) / [Paul A. Torcellini](#) / [Frank Schambach](#)

Email: jfliston@verizon.net / paul.torcellini@nrel.gov / frankschambach@mindspring.com

This track focuses on the Advanced Energy Design Guides, with a circulation of over 500,000, and other like methods for reaching a broad audience with advanced energy efficiency. The target is a 50% reduction in energy. Papers and sessions focus on methods for using the guides including actual building case studies, educational curriculum, and other documented uses to move the market towards energy efficiency. Also, papers and sessions focus on the methods to create the guidance.

5. The 2016 ASHRAE Winter Conference will have new tracks focused on design-build practices and residential systems. We'll continue our emphasis on energy efficiency and sustainability while addressing current engineering and construction practices outside of

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the U.S. and Canada. We're also taking one of the most attended conference program styles and making an entire track out of debates.

- **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, psychometrics, 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.

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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@shultzeq.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 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: Rocky Alazazi*

- **Email:** mrалazazi@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.

6. 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.

| | |
|--------|--|
| Mar 23 | Conference Paper abstracts due |
| Apr 06 | Conference Paper accept/reject notifications |
| Apr 20 | Full Technical Papers due |
| Jun 04 | Web Site Opens for Seminar and Forum Proposals |
| Jul 06 | Final Conference Papers Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment) |
| Aug 10 | Seminar, Forum and Workshop Program Proposals Due |
| Aug 21 | Technical Papers Final Review |
| Sep 11 | Notifications of Seminar and Forum Accept/Reject Distributed |

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TBA Upload of PPTs Begin
TBA All PPTs Due Online
TBA Speaker's Lounge Opens

TBA = To be announced. Members are encouraged to visit Society website in the coming weeks for updated information.

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

Standards Sub-Committee – Chair: Richard Danks

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

D. Warfield presented status report on Guideline 4 and advised that on March 6, 2015 the committee will have a conference call meeting working on revising the guideline.

Results of Standard 180 committee meeting presented. Chair T. Paxon proposed 5 subcommittees: user manual, new technologies and 3 devoted to equipment tables review. These subcommittees will meet electronically in the interim before the Atlanta Meeting.

Comments on Section 4 and the rooftop equipment table from the Western HVAC Performance Alliance were discussed. Disposition of the comments is being reviewed by D. Langston.

Per ASHRAE protocol, Guideline 32 needs to be considered for revision, reaffirmation or deletion at this meeting. Several issues are present: comments from Society Standards that references are out of date, adjudication of the request to develop a high-performance maintenance standard relative to the guideline, and current work on updating Standard 180.

A motion was made by S. Pouncy and seconded by M. Brambley to recommend to the full TC that a committee be established to revise Guideline 32. The motion was approved by a 7 – 0 – 0 vote. The motion carried.

Due to time constraints most of Agenda item #7, MTG, new standards and other new business was deferred to a future meeting.

The need for a comprehensive TC strategic plan was discussed. The TC plan must support the ASHRAE strategic plan. The plan would serve to align subcommittee actions so that efforts are complimentary.

1. R. Baker moved that establishing a subcommittee to develop a strategic plan for TC 7.3 be recommended to the full TC. S. Pouncy seconded the motion. The motion was approved by a 6 – 0 – 0 vote.
2. Meeting adjourned

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Richard Danks made a motion to approve the standards sub-committee report, seconded by Michael Khaw. Approved by unanimous voice vote (chair not voting) 9-0-0.

Education & Training Sub-Committee – Chair: Danny Taasevigen

Attended by Khaw, Baker, Pouncy, Taasevigen (by phone), Warfield, Gallagher, Ellis, Danks and Yount

The following is the report from the Education & Training sub-committee:

Danny T. joined via telephone

Agreed that R. Danks would cover actions that Dan T. could not. Function as co-chairs

Status of Title Purpose and Scope document discussed. Updated copy furnished to Mr. Baker. Document is ready for full TC approval to submit to Society.

Edits to ASHRAE FAQ web page – No. 56 & 57 were edited in real time. References were updated/deleted and title of handbook chapter 39. Added

Dr. Brambley verified that individual handbook chapters in electronic form can be purchased from the ASHRAE bookstore. They are expensive.

An education program on Standard 180 was discussed. Main interest would be for non-ASHRAE members. There was a discussion on the concepts of service work versus maintenance work for proper terminology for this TC. Maintenance is the preferred term. Discussion on how a course would be produced and a proposed path forward needs to be developed before further action on this topic.

TC 7.3 webpage development discussed. Controls page shown as an example. Dan T. requested input on reference material and he will develop the page for approval by the TC.

Information from ALI presented (posted to agenda) by K. Fallin showing on-line O&M fundamentals course access very high in just one year of availability – 6th most accessed out of all programs, some of which have been available much longer. Indication of latent demand for maintenance learning.

Sub-committee meeting adjourned.

Richard Danks made motion to approve E&T sub-committee report, seconded by Kevin Fallin. Approved by unanimous voice vote (chair not voting) 9-0-0.

Liaison Reports

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ALI Activities – Liaison: Davidge Warfield

No report.

Old Business

No old business.

New Business

Standards Sub-Committee

Thursten discussed the title and scope of the new sub-committee.

There is a need for more education and training for O & M.

Danny Taasevigen has volunteered to be the new sub-committee chair.

A very energetic discussion was observed amongst all in the topic of Training and Education for O & M.

What should ASHRAE TC 7.3 Be?

There were discussions by many regarding the future of TC 7.3. The discussions will continue next meeting.

Next Meeting

The Atlanta, Georgia meeting will be Tuesday June 30, 2015, from 1:00 PM -3:30PM. Sub-committee meetings will be held on Monday afternoon June 29, 2015 (rooms to be announced).

Adjournment

A Motion by Kevin Fallin and was seconded by Michael Khaw to adjourn the meeting was made. Approved 8-0. The chair adjourned the meeting.