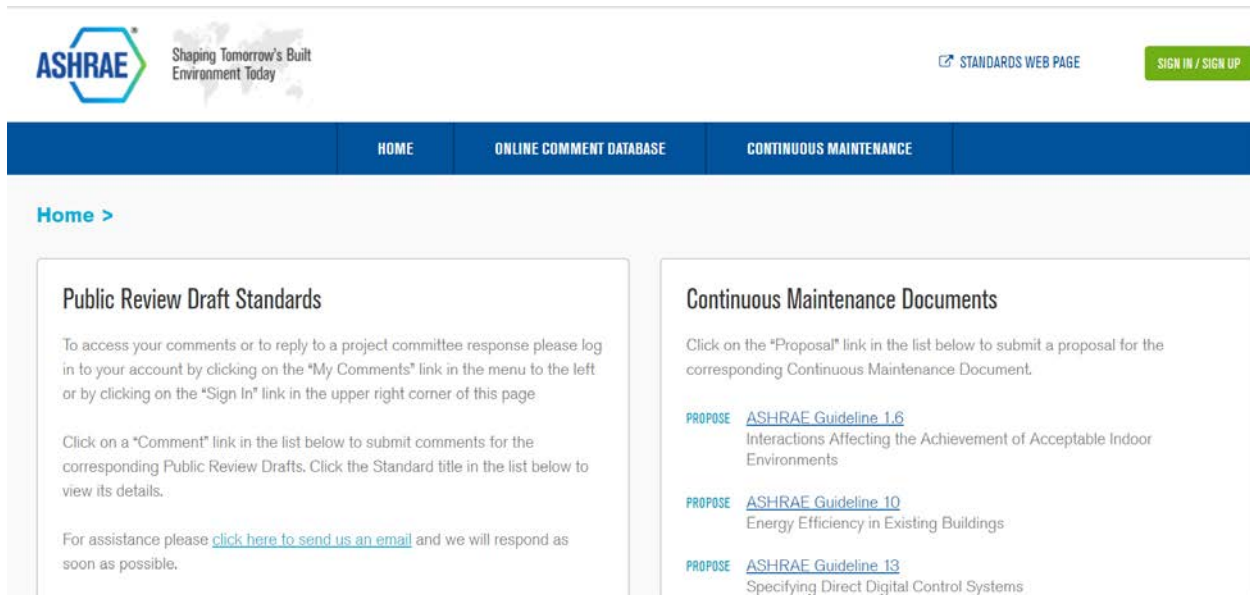
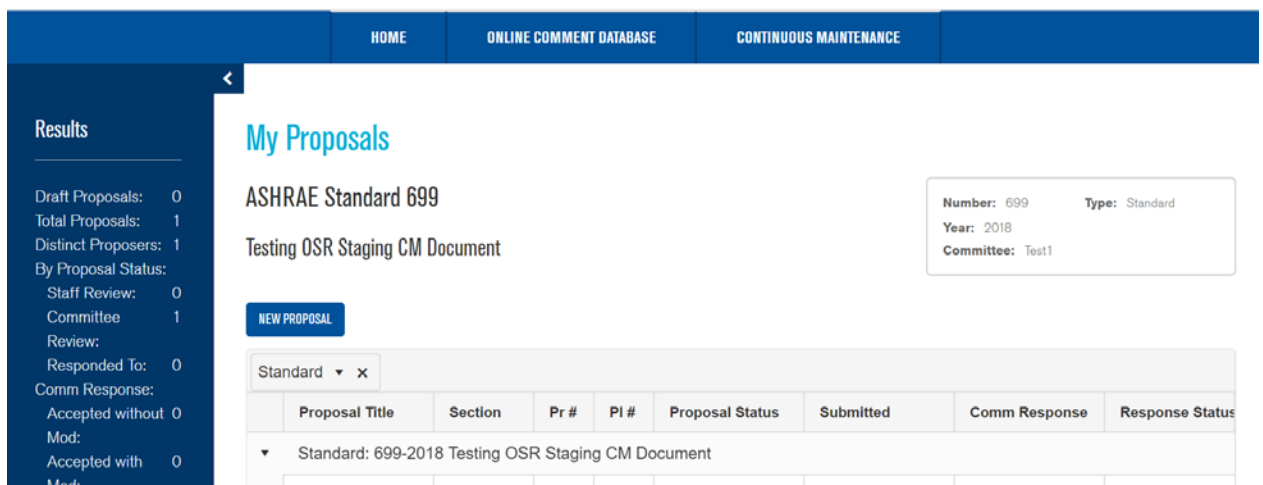


INSTRUCTIONS FOR CONTINUOUS MAINTENANCE PROPOSAL SUBMISSIONS

1. Log in to osr.ashrae.org directly or by linking to www.ashrae.org/continuous-maintenance.



2. After signing in click on propose next to the guideline or standard on continuous maintenance to which you want to submit a change. (See screenshot above).
3. On the next screen choose New Proposal.



4. You must first agree to the copyright language in order to proceed. Type your name exactly as it appears on the screen.

The screenshot shows a web interface with a blue header containing 'HOME', 'ONLINE COMMENT DATABASE', and 'CONTINUOUS MAINTENANCE'. On the left is a dark blue sidebar with 'My Information' and fields for Name, Testing Database, Affiliation, Address, Phone, and Fax. The main content area is titled 'Create Proposal' and contains the following text:

In order to submit a comment you must agree to the following by entering your name in the box below and clicking the "I Agree" button.

Through this electronic signature, I hereby grant the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) the non-exclusive royalty rights, including non-exclusive royalty rights in copyright, in my proposals and I understand that I acquire no rights in publication of the standard in which my proposals in this or other analogous form is used. I hereby attest that I have the authority and am empowered to grant this copyright release.

As agreement, please type your name in the box below exactly as it is shown:

Testing Database Reiniche

[Text input field]

[I AGREE] [I DO NOT AGREE]

5. Enter a title descriptor for your proposed change. Verify that the standard or guideline that you are proposing the change to is selected. Make sure that the current year is selected. Then indicate the section the change will apply to and choose one of the 4 options (change to read as follows, add new text, delete and substitute or delete without substitution).

The screenshot shows the same web interface as above, but the main content area is now a form with the following fields:

Proposal Title: [Text input field]

Standard/Guideline: [Dropdown menu showing 'ASHRAE Standard 699']

Year: [Dropdown menu showing '2018 (Current)']

Section: [Text input field]

Page # and clause, subclause, or paragraph #

Change options:

- Change to read as follows
- Add new text as follows
- Delete and substitute as follows
- Delete without substitution

6. Scroll down the screen and fill in the proposed change is. This must be in strike through (deletions) and underline (additions) to show the change to the existing text. Include in the next field as to whether there will be a cost increase and provide justification.

Proposed change:

B U abc ✂ 📄 🗑

Design ↔ **HTML** 🔍 **Preview**

Will the proposed change increase the cost of engineering or construction? If yes, provide a brief explanation as to why the increase is justified:

B U abc ✂ 📄 🗑

Design ↔ **HTML** 🔍 **Preview**

7. After entering the above scroll down and enter the reason and substantiation for the proposed changes. You can also add attachments (word or pdf preferred) that support the proposed change as well. If additional time is needed to complete the submission select Save Draft and you can review and add information later by signing back in the OSR. If you are satisfied with your submission click the SUBMIT button.

Reason and Substantiation:

B U abc ✂ 📄 🗑

Design ↔ **HTML** 🔍 **Preview**

New Attachments

Select

CANCEL **SAVE DRAFT** **SUBMIT**

8. Once the change proposal is submitted you will receive an automated email from CMPAcknowledgement@ashrae.org indicating that the CMP has been submitted for Staff review. If information is incomplete or needs change then you will receive an email directly from the appropriate staff for correction. If the CMP is in order you will receive an additional email indicating that the CMP has been submitted to the cognizant PC for review.
9. At anytime during the process you can log in the OSR and see your proposals by clicking on My Proposals under the Continuous Maintenance tab. The status of the proposal will be shown under Proposal Status.

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STANDARDS WEB PAGE TESTING DATABASE REFINICHE

HOME ONLINE COMMENT DATABASE CONTINUOUS MAINTENANCE

Proposal created successfully

MY PROPOSALS

My Proposals

ASHRAE Standard 699
Testing OSR Staging CM Document

Number: 699 Type: Standard
Year: 2018
Committee: Text1

NEW PROPOSAL

Proposal Title	Section	Pr #	PI #	Proposal Status	Submitted	Comm Response	Response Status	Created By
Standard: 699-2018 Testing OSR Staging CM Document								
Expand Use	General	0004	001	Submitted	08/25/2018			sreiniche@yahoo.com
	ause 2.5			Staff Review				sreiniche@yahoo.com

Results

- Draft Proposals: 0
- Total Proposals: 2
- Distinct Proposers: 1
- By Proposal Status:
- Staff Review: 1
- Committee Review: 1
- Responded To: 0
- Comm Response:
- Accepted without Mod: 0
- Accepted with Mod: 0
- Accepted for Further Study: 0
- Rejected: 0
- Responses in Progress:
- Draft Responses: 0
- Ready for Approval: 0

10. Once the project committee has approved and sent out a response you will receive another email from OSRACKnowledgement@ashrae.org indicating the committee response is available for you to review. Log into osr.ashrae.org to view the response. When a proposal response is available for viewing on the Dashboard under My Proposals you will see a red number (indicates action required) next to proposals.

ASHRAE Shaping Tomorrow's Built Environment Today

STANDARDS WEB PAGE TESTING DATABASE REFINICHE

HOME ONLINE COMMENT DATABASE CONTINUOUS MAINTENANCE

Home >

My Comments

Drafts Not Submitted 0 Reply Drafts Not Submitted 0

My Proposals

Proposals Not Submitted 0 Proposals 2

Public Review Draft Standards

To access your comments or to reply to a project committee response please log in to your account by clicking on the "My Comments" link in the menu to the left or by clicking on the "Sign In" link in the upper right corner of this page

Click on a "Comment" link in the list below to submit comments for the corresponding Public Review Drafts. Click the Standard title in the list below to view its details.

For assistance please [click here to send us an email](#) and we will respond as soon as possible.

Continuous Maintenance Documents

Click on the "Proposal" link in the list below to submit a proposal for the corresponding Continuous Maintenance Document.

PROPOSE [ASHRAE Guideline 1.6](#)
Interactions Affecting the Achievement of Acceptable Indoor Environments

PROPOSE [ASHRAE Guideline 10](#)
Energy Efficiency in Existing Buildings

- Click on the Proposals link to access the proposals. Once on that screen you can filter by using the menus on the left hand side of the screen

Filters

Committee:
Search for a Committee

Base Standard/Guideline:
Search for a Standard

Results

Draft Proposals: 0
Total Proposals: 2
 Distinct Proposers: 1
 By Proposal Status:
 Staff Review: 0
 Committee Review: 1
 Responded To: 1
 Comm Response:
 Accepted without Mod: 1
 Accepted with Mod: 0
 Accepted for Further Study: 0
 Rejected: 0
 Responses in Progress: 0
 Draft Responses: 0
 Ready for Approval: 0

My Proposals

Filtered to All Proposals

[NEW PROPOSAL](#)

Proposal Title	Section	Pr #	PI #	Proposal Status	Submitted	Comm Response	Response Status	Created By
Standard: 699-2018 Testing OSR Staging CM Document								
Expand Use	General	0004	001	Submitted	08/25/2018			sreiniche@yahoo.com
Testing the CMP System	Clause 2.5	0004	002	Approved	09/04/2018	Proposed change accepted for public review without modification	Sent	sreiniche@yahoo.com

- Once on the page you can see the response from the project committee.

HOME ONLINE COMMENT DATABASE CONTINUOUS MAINTENANCE

My Information

Name
Testing Database Royniche

Affiliation
-

Address
111 Thor Lane
MCU.

Phone
-

Fax
-

Email
sreiniche@yahoo.com

Committee Proposal Response Approved

Proposal Title
Testing the CMP System

Standard/Guideline
ASHRAE Standard 699

Year
2018 (Current)

Section
Clause 2.5

Page # and clause, subclause, or paragraph #

Change to read as follows
 Add new text as follows
 Delete and substitute as follows
 Delete without substitution

Previous Responses

Response sent on 9/4/2018

Response sent on 9/4/2018

Project Committee Action:
Proposed change accepted for public review without modification

Project Committee Response:
The committee agrees with your proposed change and will create an addendum for public review. Please watch the Standards Action for when it is available for review and comment.

[View Response](#)

- If you no longer want the CMP to be considered you can click on my proposals and then chose withdraw and it will be removed from the system.
- If you decide that you want to save a draft proposal and come back later to complete it that is an option. When logging in under My Proposals on the Dashboard you will see a red number next to Proposals Not Submitted indicating you need to take action and submit the proposal.

Home >

My Comments

[Drafts Not Submitted](#) 3 [Reply Drafts Not Submitted](#) 0

My Proposals

[Proposals Not Submitted](#) 1 [Proposals](#) 2

Public Review Draft Standards

To access your comments or to reply to a project committee response please log in to your account by clicking on the "My Comments" link in the menu to the left or by clicking on the "Sign In" link in the upper right corner of this page

Click on a "Comment" link in the list below to submit comments for the corresponding Public Review Drafts. Click the Standard title in the list below to view its details.

For assistance please [click here to send us an email](#) and we will respond as soon as possible.

Continuous Maintenance Documents

Click on the "Proposal" link in the list below to submit a proposal for the corresponding Continuous Maintenance Document.

PROPOSE [ASHRAE Guideline 1.6](#)
Interactions Affecting the Achievement of Acceptable Indoor Environments

PROPOSE [ASHRAE Guideline 10](#)
Energy Efficiency in Existing Buildings

PROPOSE [ASHRAE Guideline 13](#)