MINUTES
Publications Committee
June 25, 2017
Renaissance Long Beach Hotel
Long Beach, California

MEMBERS PRESENT: Jin Jin Huang, chair
Pradeep Bansal
Don Beaty
Francis Lacharité
Chee Sheng Ow
Mark Tome
Mark Fly, Board of Directors Ex-Officio
Walid Chakroun, Coordinating Officer, Publishing and Education Council chair

STAFF PRESENT: Mark Owen, staff liaison, Editor/Group Mgr., Handbook and Special Publications
Jay Scott, Editor, ASHRAE Journal

VISITORS: Roberto Aguilo, incoming member
Jack Glass, incoming member
Rupesh Iyengar, Bangalore Chapter
John Nix, incoming Publishing and Education Council member
MAJOR PASSED MOTIONS

<table>
<thead>
<tr>
<th>No.</th>
<th>Motion</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>To support the Empower proposal for revision of the <em>District Cooling Guide</em> and a companion District Cooling Operator’s Manual.</td>
</tr>
<tr>
<td>3</td>
<td>To approve development of an ASHRAE Design Guide for Natural Ventilation subject to funding and TC review and approval. (See Attachment L.)</td>
</tr>
<tr>
<td>4</td>
<td>To approve development of an Engineering Management Guide subject to TC 1.7 review/approval. (See Attachment M.)</td>
</tr>
<tr>
<td>5</td>
<td>To approve revision of the Air Conditioning System Design Manual subject to TC 9.1 review/approval. (See Attachment N.)</td>
</tr>
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</table>

ACTION ITEMS

<table>
<thead>
<tr>
<th>No.</th>
<th>Responsibility</th>
<th>Action Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Owen</td>
<td>Provide tabs on the Publications Review Spreadsheet, sorted by TC.</td>
</tr>
<tr>
<td>2</td>
<td>Owen</td>
<td>Investigate following ASHRAE design guides with abridged versions that would serve as President Wentz’s envisioned “application guides.”</td>
</tr>
<tr>
<td>3</td>
<td>Scott</td>
<td>Improve communication to the TCs about upcoming ASHRAE Journal editorial topics.</td>
</tr>
<tr>
<td>4</td>
<td>Journal/Insights Review Subcommittee, staff</td>
<td>Test the proposed new Journal review form and procedure for implementation beginning in January 2018.</td>
</tr>
<tr>
<td>5</td>
<td>Owen</td>
<td>Investigate and report at the January conference on the history and options for poster papers.</td>
</tr>
<tr>
<td>6</td>
<td>Owen</td>
<td>Investigate and report at the January conference on approval, management, and publication of Technical Bulletins.</td>
</tr>
<tr>
<td>7</td>
<td>All members</td>
<td>(1) Read all Journal articles and (2) attend both the Winter and Annual Conferences per the committee members’ charge.</td>
</tr>
</tbody>
</table>

1. *Call to Order*

Ms. Huang called the meeting to order at 8:05 a.m. and noted that a quorum was present.

2. *Welcome/Introductions*

Members and guests interviewed and introduced each other.

3. *ASHRAE Code of Ethics Commitment*

Ms. Huang read the following excerpt from the ASHRAE Code of Ethics:
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 Code of Ethics: https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics.)

4. Minutes Approval

It was moved and seconded

(1) to approve the minutes of the January 2017 meeting.

MOTION (1) PASSED, voice vote.

5. Agenda Review/Updates

The following changes/additions were made to the agenda:

9.2.2.1 Scoring system proposal ............................................. Lacharité

11.4.1 Section 1 ................................................................. Ow
11.4.4 Section 4 ................................................................. Lacharité
11.4.7 Section 7 ................................................................. Huang

12. Strategic Planning ........................................................... Huang/Lacharité

14.1 District cooling guides (Dubai/Empower) ............................. Comstock/Owen
14.4 Proposal: Air Conditioning Design Manual revision ............... Comstock/Owen

6. Remarks by BOD ExO and CO

Mr. Fly, Board of Directors Ex-Officio member (BOD ExO), gave a PowerPoint presentation (Attachment A) with updates on Society news and opportunities.

Mr. Chakroun thanked members for their efforts and added that ASHRAE counts on the Publications Committee to communicate the work of Society members to the other members and global users. He also described the recent efforts to establish an ASHRAE training center, set for official opening this September in Dubai; this will be the first ASHRAE office outside North America.

7. Action Items (from January 2017 Conference)

Mr. Owen reviewed the following list:

<table>
<thead>
<tr>
<th>No.</th>
<th>Responsibility</th>
<th>Action Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Huang</td>
<td>Ask for guidance on Wentz “application guides” initiative at the council meeting.</td>
<td>COMPLETE.</td>
</tr>
<tr>
<td>2</td>
<td>Beaty</td>
<td>Revamp the contest guidelines to clarify/simplify expectations.</td>
<td>COMPLETE.</td>
</tr>
<tr>
<td>3</td>
<td>Owen</td>
<td>Forward to Electronic Communications Committee (ECC) President Wentz’s recommendation regarding Qatar/Oryx Chapter app as a possible model for other chapters, soliciting ECC’s recommendations for such use.</td>
<td>COMPLETE.</td>
</tr>
</tbody>
</table>
8. Special Publications

8.1 Special Publications Editor’s Report

Mr. Owen highlighted items published since June 2016 (Attachment B) and reviewed the Special Publications Projects spreadsheet (Attachment C).

8.2 Publications Review

Mr. Owen reviewed the review spreadsheet (Attachment D) that was provided for liaisons’ use in communicating with TCs and authoring groups. Mr. Beaty suggested that the document have tabs sorted by TC (ACTION ITEM #1).

8.3 Wentz Initiatives

8.3.1 Application Guides
Ms. Huang reported that the clarification received on this initiative is ongoing. Mr. Owen reported that staff will investigate following ASHRAE design guides with abridged versions that would serve as the envisioned “application guides” (ACTION ITEM #2).

8.3.2 Mobile Apps
Mr. Owen reported that, of the two winners from submissions to the 2016 Apps Contest, one (SuperheatCalc) has now been cobranded and is available in Apple/Google app stores. The other has been incorporated into ASHRAE Handbook Online as the ASHRAE Climatic Design Database mapping tool. He also reported that the 2017 App Contest had received no substantive submissions.

9. Subcommittee Reports

9.1 Functional

(No report.)

9.2 ASHRAE Journal/Insights Review

Mr. Bansal suggested that committee undertake a survey of members regarding preferences for formats and topics.

9.2.1 ASHRAE Journal Editor’s Report
Mr. Scott reported as shown in Attachment E.

Mr. Glass asked if upcoming editorial topics are communicated to TCs. Mr. Scott said yes but that more needs to be done (ACTION ITEM #3).

Mr. Beaty suggested a “Technology of the Future” feature with brief items on topics such as the Internet of Things (IoT), artificial intelligence (AI), and augmented reality (AR).
Mr. Lacharité suggested repurposing Journal/newsletter content to help feed local chapter newsletters.

9.2.2 2016 ASHRAE Journal Paper of the Year
Mr. Scott noted that this award was presented at the Plenary Session of this conference. He noted that members’ monthly article reviews were coming in at about 6 (of 10 members) per month. Ms. Huang said that this should be 10 of 10.

9.2.2.1 Proposed scoring system
Mr. Lacharité presented a proposed new system for Journal articles, outlined in Attachments F, G, H, and I. A proposed review form can also be viewed at the following link: https://goo.gl/forms/XTekJ7pzxh7MAyp1. The subcommittee and staff will review the form and procedure for implementation beginning in January 2018 (ACTION ITEM #4).

10. MBOs

10.1 2016-2017 MBOs
Ms. Huang reviewed the status of MBOs for 2016-2017 (see updates in Attachment J).

10.2 2017-2018 MBOs
Mr. Lacharité presented a draft of his MBOs for 2017-2018 (Attachment K).

11. Liaison Reports

11.1 Certification Committee
Ms. Huang reported email contact with the chair of the Certification Committee, with no current collaboration activities.

11.2 Professional Development Committee (PDC)
Ms. Huang reported email contact with the chair of the Professional Development Committee, with no current collaboration activities.

11.3 Research Administration Committee (RAC)
(No report.)

11.4 TAC Sections
Members were assigned to liaise with each TAC section by attending the TC/TG Chairs’ Breakfast meetings held earlier on Sunday morning. Ms. Huang asked members to send reports following the meeting.

10.4.1 Section 1
Mr. Ow reported (on behalf of Mr. Vallort) that TC 1.1 has a proposal for a combustion turbine inlet cooling (CTIC) design guide in bid/review at this conference. He added that he will also provide an updated spreadsheet.

10.4.2 Section 2
Mr. Ow reported that the ASHRAE GreenGuide (5th ed.) will be voted on at this conference. He added that he will also provide an updated spreadsheet.
10.4.3 Section 3
Mr. Tome reported that the section’s TCs had no publications for discussion but that he encouraged them to develop some.

10.4.4 Section 4
Mr. Lacharité reported (on behalf of Mr. Correa) discussion regarding possible alternative publication vehicles for poster papers from the conference. Mr. Owen will investigate and report at the January conference on the history and options for these papers (ACTION ITEM #5).

10.4.5 Section 5
Ms. Huang reported (on behalf of Mr. Kourakos) a question on who approves/manages “Technical Bulletins” and where they are published. Mr. Owen will investigate and report at the January conference on the approval, management, and publication of Technical Bulletins (ACTION ITEM #6).

10.4.6 Section 6
Ms. Huang reported a proposed (by TC 6.8) new research project for a guide on leak detection for geothermal systems.

10.4.7 Section 7
Ms. Huang reported (on behalf of Mr. Ferguson) the group to be excited about an idea for an app on operating costs, as well as an operation and maintenance (O&M) design guide. Ms. Huang said she will send them the infographic showing publication sources and types.

10.4.8 Section 8
Mr. Lacharité reported TC 8.3 is voting on a proposal for a research project to update the Application Guide for Absorption Cooling/Refrigeration Using Recovered Heat. Mr. Owen is providing a copy of the previous edition for their examination at this conference.

10.4.9 Section 9
Mr. Beaty reported that TC 9.9 is voting to approve a new edition of Datacom Equipment Power Trends and Cooling Applications (Datacom Series #2) at this conference.

10.4.10 Section 10
Ms. Huang reported (on behalf of Mr. Bansal) that the section is enthusiastic about help from the committee.

12. Strategic Planning

12.1 Continuous strategic planning recommendations

(None.)

13. Old Business

(None.)

14. New Business

14.1 District Cooling Guides (Dubai/Empower)

Mr. Owen reported on a proposal to revise the District Cooling Guide and develop a companion District Cooling Operator’s Manual. Emirates Central Cooling Systems Corporation (Empower), the world’s largest district cooling services provider, would support and finance the revision per mutual agreement with ASHRAE, following its role as the sole sponsor of the guide’s first edition released in 2013. It was moved and seconded

(2) to support the Empower proposal for revision of the District Cooling Guide and a companion District Cooling Operator’s Manual.
MOTION (2) PASSED, voice vote.

14.2 ASHRAE Design Guide for Natural Ventilation

Mr. Owen reported on a proposal to develop an ASHRAE Design Guide for Natural Ventilation, outlined in Attachment L. It was moved and seconded

(3) to approve development of an ASHRAE Design Guide for Natural Ventilation subject to funding and TC review and approval.

MOTION (3) PASSED, voice vote.

14.3 Engineering Management Guide

Mr. Owen reported on a proposal to develop an Engineering Management Guide, outlined in Attachment M. It was moved and seconded

(4) to approve development of an Engineering Management Guide subject to TC 1.7 review/approval.

MOTION (4) PASSED, voice vote.

14.4 Air Conditioning System Design Manual Revision

Mr. Owen reported on a proposal to revise the Air Conditioning System Design Manual as described in Attachment N. It was moved and seconded

(5) to approve revision of the Air Conditioning System Design Manual subject to TC 9.1 review/approval.

MOTION (5) PASSED, voice vote.

14.5 Thanks to Chair

Mr. Fly thanked Ms. Huang for her year of service as committee chair. Ms. Huang thanked Mr. Fly for his work as BOD ExO.

14.6 Subcommittee/Liaison Assignments

Mr. Lacharité encouraged members to read all Journal articles and attend both the Winter and Annual Conferences per the committee members’ charge (ACTION ITEM #7), reminding that committee members not fulfilling their duties can be replaced before the end of their three-year terms.

Mr. Lacharité made the following subcommittee/liaison assignments:

Journal/Insights Review Subcommittee Chair: Mr. Bansal
Section 9 liaison: Mr. Glass
RAC liaison: Mr. Ow

In addition, Mr. Lacharité appointed Mr. Correa as chair of a new Mentoring Subcommittee. In conjunction with this, the Planning Subcommittee will meet on Saturday from 10:00 to 10:30 a.m., followed by the other subcommittees meeting from 10:30 to 12:00 noon.

Mr. Lacharité added that he is considering appointing a TC Coordinating Subcommittee (chair/members to be named later) to prepare the handout for the TC Chairs’ Breakfast meeting prior to the Planning Subcommittee meeting at the conference.
15. Adjournment

Ms. Huang adjourned the meeting at 11:10 a.m.

Respectfully submitted,

Mark S. Owen
Staff liaison
Editor/Group Manager, Handbook and Special Publications
2017 ANNUAL MEETING

Long Beach, California
June 24-28
In all your interactions at these meetings please remember...

Code of Ethics

“As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.”
Upcoming Conferences

• **ASHRAE 2017 Building Performance Analysis Conference**: September 27-29, 2017 – Atlanta, GA. ASHRAE.org/BuildPerform2017

• **2017 Developing Economies Conference**: November 10-11, 2017 – Delhi, India. ASHRAE.org/Developing2017

• **2018 ASHRAE Winter Conference and AHR Expo**: January 20-24, 2018 – Chicago, IL. ASHRAE.org/Chicago and ASHRAE.org/AHRExpo2018

• **Feasible Low-GWP Alternatives for Developing Economies**: Spring 2018 - Dubai, UAE
Attend President’s Luncheon

Monday, June 26

Who is incoming President Bjarne Olesen?
ASHRAE Wants You!

• Standing committee appointments sought for 2017-18
• Speak with your committee ExO if you are rolling off and want to be nominated for another Committee or Council (beginning July 1, 2018)
• Self-nomination is also encouraged
• Nominations due by mid-September

www.ashrae.org/nominate
Website Redesign Has Begun…

…update by January 2018
Flammable Low GWP Refrigerants

- Multi-disciplinary Task Group (MTG) Low GWP is sponsoring 3 research projects aimed toward safety:
  - 1806-RP Flammable Refrigerants Post-ignition Simulation of Severity and Risk Assessment Update ($800k)
  - 1807-RP Compile Existing Guidelines for Flammable Refrigerants Handling, etc. ($80k)
  - 1808-RP Assessment of Field-made Mechanical Joints for Safe Use With Flammable Refrigerants ($120k)

- The MTG will communicate their findings to Standards and Codes bodies once the research is complete.
Recent Publications

Standard 55 User’s Manual
Standard 62.1-62.2 User’s Manuals

Standard 62.1 – Ventilation for Acceptable Indoor Air Quality

Superheat Calc App (iTunes & Google Play) (HOL)

Standard 214 – Determining and Expressing Building Energy Performance in a Rating Program

ASHRAE Duct Fitting Database

UFAD Owner Guide
## Upcoming

### Publications
- ASHRAE Design Guide for Cleanrooms
- ASHRAE Design Guide for Duct Systems
- ASHRAE Design Guide for Air Terminal Units
- ASHRAE Design Guide for Dedicated Outdoor Air Systems
- ASHRAE Design Guide for Sustainable Refrigeration Facilities and Systems
- Principles of Heating, Ventilating and Air-Conditioning, 8th edition
- Standard 189.3 – Design, Construction, and operation of Sustainable High Performance Health Care Facilities

### Courses
- Variable Refrigerant Flow System Design & Application
- Refrigerants Literacy
- School of Hard Knocks: Controlling Moisture & Humidity in Buildings
- Ethics for the Built Environment Professional Engineer
- Building EQ: Benchmarking and Assessment of Building Energy Performance
# Social Media Engagement

**Society Year 2016-2017**

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<tr>
<th>Platforms</th>
<th>Followers Jan 2017</th>
<th>Annual Increase</th>
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<tr>
<td>Facebook</td>
<td>47,908</td>
<td>20%</td>
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<tr>
<td>Twitter</td>
<td>13,965</td>
<td>18%</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>25,390</td>
<td>38%</td>
</tr>
<tr>
<td>YouTube</td>
<td>1,649</td>
<td>120%</td>
</tr>
</tbody>
</table>

**Member Review:**
ASHRAE is the best source to find solutions for designing HVAC!

⭐⭐⭐⭐⭐

© ASHRAE
Questions?

Thank You For All You Do!

Please let your ExO know how and where you’d like to serve next.
Special Publications Published Projects
July 2016 to date

July 2016
• Standard 41.8-2016
• Standard 20-1997 (RA 2016)
• Addenda b, c, e, & g to Standard 15-2013
• Addenda y, z, ad, af, ag, ah, & ai to Standard 34-2013
• Addendum d to Standard 145.2-2011
• Addendum d to Standard 160-2009

August 2016
• St. Louis Seminars DVD
• Fundamentals of Psychrometrics, 2ed, SI (SDL)
• Standard 90.4-2016
• Standard 154-2016
• Standard 126-2016
• Addenda k & ad to Standard 170-2013

September 2016
• ASHRAE IAQ 2016 papers download
• Spanish Standard 188-2015
• Second International Conference on Efficient Building Design: Materials and HVAC Equipment Technologies (Beirut flash drive contents)
• Addenda aa, ab, ac, ae & aj to Standard 34-2013

October 2016
• Guideline 10-2016
• Standard 55 User’s Manual
• Addendum g to Standard 55-2013

November 2016
• Fundamentals of Refrigeration (SI), 2nd ed. (SDL)
• Standard 90.1-2016 (I-P)
• Standard 90.1-2016 (SI)
• St. Louis Transactions 122(2)
• Duct Size Calculator, I-P & SI

December 2016
• Standard 62.1 User’s Manual
• UFAD O&M Guide/Bundle
• Buildings Conference 2016 Papers
• Standard 130-2016
• Standard 145.2-2016
• Standard 86-2013 (RA 2016)
• Standard 124-2007 (RA 2016)
• Standard 138-2013 (RA 2016)
• Standard 160-2016
• Guideline 33-2013 (RA 2016)
• Standard 15-2016
• Standard 34-2016
• Standard 184-2016
• Standard 16-2016
• Standard 51-2016
• Addendum m to Standard 170-2013
Addendum e to Standard 160-2009
Addenda (96) to Standard 90.1-2013

January 2017
• Energy Efficiency in Buildings and Communities—ERDC Published Research 2006–2016 [CD]
• Standard 62.2 User’s Manual
• Standard 62.1-2016, Spanish
• Addenda i & g to Standard 62.1-2016
• Standard 52.2-2017

February 2017
• Hot Climates Conference Flash Drive & Papers
• Standard 32.1-2017
• Standard 120-2017
• Guideline 40-2017

March 2017
• Las Vegas Seminars DVD
• Standard 137-2013 (RA 2017)

April 2017
• Weather Data Viewer, Version 6.0
• ASHRAE Transactions volume 123 pt 1
• Standard 172-2017

May 2017
• Standard 78-1985 (RA 2017)
• Standard 97-2007 (RA 2017)
• Standard 189.3-2017
• Standard 206-2013 (RA 2017)
• Standard 214-2017

June 2017
• Standard 63.2-2017
• Standard 103-2017 (pending ANSI letter -MW)
• Standard 171-2017
• ASHRAE Design Guide for Dedicated Outdoor Air Systems

MSO 24 June 2017
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<th>Title</th>
<th>Responsible Entity</th>
<th>Date Exp to Receive [Recd]</th>
<th>Current Status</th>
<th>Expected Publish Date</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>Commissioning Definitions and Terminology for the Building Industry</td>
<td>ASHRAE TC ??; AiCARR; CIBSE</td>
<td>TBD</td>
<td>Writing</td>
<td>TBD</td>
<td>Author: Walter Grondzik</td>
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<tr>
<td>ASHRAE GreenGuide, 5th ed.</td>
<td>TC 2.8</td>
<td>Jun 2017</td>
<td>Writing</td>
<td>Fall 2017</td>
<td></td>
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<td>Commissioning Stakeholders' Guide</td>
<td>TC 2.8</td>
<td>Jun 2017</td>
<td>Writing</td>
<td>Fall 2017</td>
<td>BCA to co-sponsor or hold joint copyright</td>
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<tr>
<td>Datacom IT Equipment Power Trends and Cooling Applications, 3rd ed (Datacom Series)</td>
<td>TC 9.9</td>
<td>Jan 2015 Long Beach 2017</td>
<td>Revising</td>
<td>Apr 2015 TBD</td>
<td>Major rewrite per DBeaty 6/26/16</td>
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<tr>
<td>Pocket Guide revision</td>
<td>N/A</td>
<td>I-P: Aug SI: Sep</td>
<td>Revising</td>
<td>I-P: Dec SI: Jan</td>
<td>Every four years (2017, 2021, 2025)</td>
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<tr>
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<tr>
<td>AEDG for K-12 School Buildings—Achieving a Zero Energy Building</td>
<td>Lilas Pratt staff contact</td>
<td>Aug/Sep 2017</td>
<td>90% draft</td>
<td>Dec 2017?</td>
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<tr>
<td>Proclaiming the Truth, 2nd ed.</td>
<td>SComstock</td>
<td>2019</td>
<td>Planning</td>
<td>2019</td>
<td>8/25/2016 per SComstock; part of ASHRAE 125th Anniversary</td>
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<tr>
<td>HVAC&amp;R Pioneers</td>
<td>Staff; TBD</td>
<td>2019</td>
<td>Planning</td>
<td>2019</td>
<td>8/25/2016 per SComstock; part of ASHRAE 125th Anniversary</td>
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<tr>
<td>Member’s Survival Guide: Design/Build section</td>
<td>Mitchell Swann</td>
<td>TBD</td>
<td>Revising</td>
<td>TBD</td>
<td>Aims to have draft for TC in January 2016</td>
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<tr>
<td>Member’s Survival Guide: Pitfalls section</td>
<td>Jennifer Leach, TC 1.7</td>
<td>TBD</td>
<td>Revising</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Member’s Survival Guide: Contracts section</td>
<td>Jennifer Leach, TC 1.7</td>
<td>TBD</td>
<td>Revising</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>District Cooling Guide, 2nd ed.</td>
<td>TC 6.2; SP-XXX</td>
<td>TBD</td>
<td>In discussion</td>
<td>Jun 2018</td>
<td>With funding from Empower (UAE)</td>
</tr>
<tr>
<td>District Cooling Guide Operations Manual</td>
<td>TC 6.2; SP-XXX</td>
<td>TBD</td>
<td>In discussion</td>
<td>Jun 2018</td>
<td>With funding from Empower (UAE)</td>
</tr>
<tr>
<td>Structural and Vibration Guidelines, 2nd ed (Datacom Series)</td>
<td>TC 9.9</td>
<td>Jun 2015 TBD</td>
<td>Revising</td>
<td>Oct 2015 TBD</td>
<td>Still valuable in current form. TC will update as time allows but not in 2016 per DBeaty 6/26/16</td>
</tr>
<tr>
<td>Particulate and Gaseous Contamination, 2nd ed (Datacom Series)</td>
<td>TC 9.9</td>
<td>2015 TBD</td>
<td>Revising</td>
<td>TBD</td>
<td>per Don Beaty, 1/25/15</td>
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<td>Comments</td>
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<tr>
<td>ASHRAE Design Guide for Hazardous Spaces</td>
<td>TCs 5.8, 9.2</td>
<td>TBD</td>
<td>Writing</td>
<td>TBD</td>
<td>Author: Mike Baucom Draft to be complete mid Jun per 6/2/16 email from MBAucom</td>
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<td>Engineering Concepts in Supporting Community Containment Measures During Public Health Incidents</td>
<td>TC 9.6</td>
<td>TBD</td>
<td>Planning</td>
<td>TBD</td>
<td></td>
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<tr>
<td>ASHRAE Design Guide for Hot-Climate Buildings</td>
<td>MTG.HCDG</td>
<td>TBD</td>
<td>Planning</td>
<td>TBD</td>
<td>MTG Ch Frank Mills</td>
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<td>Residential IAQ Guide</td>
<td>EHC; RP-1663</td>
<td>TBD</td>
<td>Writing</td>
<td>TBD</td>
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<tr>
<td>ASHRAE Design Guide for Cool Thermal Storage</td>
<td>Jason Glazer, TC 6.9; RTAR-1719</td>
<td>TBD</td>
<td>Proposed</td>
<td>TBD</td>
<td>TC working on work statement</td>
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<tr>
<td>A Comprehensive HVAC Design Guide for Justice Facilities</td>
<td>TC 9.4</td>
<td>TBD</td>
<td>Writing</td>
<td>TBD</td>
<td></td>
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<td>TC 1.4; RP-1455</td>
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<td>(Report listing and reviewing international standards and guidelines related to IEQ.)</td>
<td>IEQ-GA</td>
<td>Summer 2017</td>
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<td>Fall 2017</td>
<td>Bjarne Olesen initiative for 2017-18</td>
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### Standards and Guidelines and User's Manuals

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<td>Varies</td>
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### SPECIAL PUBLICATIONS PROJECTS: June 21, 2017

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<td>Oct 2, 2016 (electronic)</td>
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#### Specialty Conferences

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<td>IAQ Conference</td>
<td>Tony Giometti</td>
<td>Aug 2019</td>
<td>Sep 2019</td>
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#### Position Documents

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<td>Steve Hammerling</td>
<td>Spring 2016 Early July 2016 Fall 2016 Feb 2017 Jun 2017</td>
<td>In TC Review</td>
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## SPECIAL PUBLICATIONS PROJECTS: June 21, 2017

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<td>Weather Data Viewer DVD</td>
<td>Michael Roth</td>
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<td>Tony Giometti</td>
<td>Request spreadsheet first week in Jul; submit art Jul 22</td>
<td>Proof content Aug 5–9; approve by Aug 12</td>
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<td>Apr</td>
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MSO 21 Jun 2017
Journal Report for June 2017

**ASHRAE Journal Newsletter:** Began in January; now has highest open rate (28%) of all emails sent by Journal team. Connects today’s technology trends to peer-reviewed content in the Journal.

**Roundtables:** Introduced topical discussions in magazine; have run two since December—what’s new in Standard 90.1-2016 and Zero Net Energy Buildings.

**Pre-screening articles:** Tightening scrutiny of articles before review. Working to save time for reviewers.

**New columns:** Examining new column ideas, expanding number of columnists. Ideas from committee welcome.

**Real-World Engineering:** New article format in which engineers describe their unique experiences in designing.

**Feedback from Publications Committee:** Welcome more feedback from committee members. Paper of the Year form, which includes a Comment box, provides opportunity to tell us what you think.

**Upcoming Journal Editorial Topics:**

July—Retrofits, Building Automation
August—Hydronic Systems, Humidity Control
September—Sustainable Buildings, Heat Pumps
October—Mission Critical Applications, Motors and Drives
November—Kitchen Ventilation, HVAC System Security
December—District Energy, Energy Modeling
January 2018—AHR Expo
July Publication comments - Beta

Please fill this survey before the end of the month

* Required

1. What did you like about the ASHRAE Journal *

2. What did you dislike about the ASHRAE Journal *

3. What is your general appreciation of the ASHRAE journal *

   Mark only one aval.

   1 2 3 4 5

   Boring 0 0 0 0 0 1 wish I could read it again for the first time

4. Underline something interesting about the insights *

   _____________________________
5. Please check the best article that should be considered for the annual Journal Paper Award.
You should select the best one but if there is two article that are tie please fill the survey for 2 articles.
Mark only one aval.

- article one
- article two
- article three
- No article is worthy of winning

6. From reading the first two paragraphs, were you able to determine what would be discussed in the remainder of the article?
Mark only one aval.

- Not at all
- Looks like it's interesting but don't want to read more
- The subject caught my attention, I'll keep reading to see if there really something there
- Definitely something I want to read
- This is crystal clear that there is something in there that I want to read
- No article selected this month
- Other: ________________________________

7. Was the length of the article appropriate for the subject matter discussed?
Mark only one aval.

- Way too long or way too short
- I could have read more precisions
- Enough information but some redundant or missing information are present
- The topic described was well balanced but there are some other aspects that could have been visited
- Comfortable
- No article selected this month
- Other: ________________________________

8. Was the technical content of the article at the appropriate level for the subject matter discussed?
Mark only one aval.

- No technical only, only sales material
- Sales material with some technical interesting fact
- Theoretical technical information is present
- Technical material present and applied example or demonstration are included
- Technical material and applied material is present and simplified to make it simple to understand
- No article selected this month
- Other: ________________________________
9. Did the graphics and tables enhance your understanding of the article?

Mark on/one oval.

- No or few graphics or table are present to support
- Minimal usage of table and graphic present
- Graphics and table are present but some are not relevant or too many present
- Adequate number of material present but not simple to read or follow
- Good tally
- No article selected this month
- Other:

10. Did you find the article easy to read?

Mark on/one oval.

- Complicated
- Difficult
- Adequate but I am an expert in the topic
- Adequate
- Easy to read even for novice
- No article selected this month
- Other:

11. Were the references sufficient and appropriate for the topics covered?

Mark on/one oval.

- Not present or not reliable
- Some reference are present
- Adequate but not broad, too similar
- Adequate
- Diversify and very reliable
- No article selected this month
- Other:

12. Before reading the article, were you familiar with these topics?

Mark on/one oval.

- Not familiar and not interested
- Not familiar
- I have some knowledge
- I am familiar
- I could teach about this subject
- No article selected this month
- Other: ____________________________
13. Highlights item found in the article that justify this article to be a selected

14. Please check the SECOND best article that should be considered for the annual Journal Paper Award

If you don't think there is another article worthy of winning don't fill the next sections
*Mark only one oval.*
- article one
- article two
- article three

15. • From reading the first two paragraphs, were you able to determine what would be discussed in the remainder of the article?
*Mark only one oval.*
- Not at all
- Looks like it's interesting but don't want to read more
- The subject caught my attention, I'll keep reading to see if there really something there
- Definitely something I want to read
- This is crystal clear that there is something there that I want to read
- No article selected this month
- Other:

16. • Was the length of the article appropriate for the subject matter discussed?
*Mark only one oval.*
- Way too long or way too short
- I could have read more precision
- Enough information but some redundant or missing information are present
- The topic described was well balance but there are some other aspect that could have been visited
- Comfortable
- No article selected this month
- Other:
17. **Was the technical content of the article at the appropriate level for the subject matter discussed**

*Mark on/your one oval.*

- No technical only, only sales material
- Sales material with some technical interesting fact
- Theoretical technical information is present
- Technical material present and applied example or demonstration are included
- Technical material and applied material is present and simplified to make it simple to understand
- No article selected this month
- Other: ________________________________

18. **Did the graphics and tables enhance your understanding of the article**

*Mark on/your one oval.*

- No or few graphics or table are present to support
- Minimal usage of table and graphic present
- Graphic and table are present but some are not relevant or too many present
- Adequate number of material present but not simple to read or follow
- Good tally
- No article selected this month
- Other: ________________________________

19. **Did you find the article easy to read**

*Mark on/your one oval.*

- Complicated
- Difficult
- Adequate but I am an expert in the topic
- Adequate
- Easy to read even for novice
- No article selected this month
- Other: ________________________________

20. **Were the references sufficient and appropriate for the topics covered**

*Mark on/your one oval.*

- Not present or not reliable
- Some references are present
- Adequate but not broad, too similar
- Adequate
- Diversify and very reliable
- No article selected this month
- Other: ________________________________
21. Before reading the article, were you familiar with these topics

Mark on/one oval.

☐ Not familiar and not interested
☐ Not familiar
☐ I have some knowledge
☐ I am familiar
☐ I could teach about this subject
☐ No article selected this month
☐ Other:

22. Highlights item found in the article that justify this article to be a selected

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

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Google Forms
Considering the following criteria, do you have a recommendation for the ASHRAE Journal Paper Award from the May 2016 edition?

• From reading the first two paragraphs, were you able to determine what would be discussed in the remainder of the article?

• Was the length of the article appropriate for the subject matter discussed?

• Was the technical content of the article at the appropriate level for the subject matter discussed?

• Did the graphics and tables enhance your understanding of the article?

• Did you find the article easy to read?

• Were the references sufficient and appropriate for the topics covered?

• Before reading the article, were you familiar with these topics?

Please check any article that should be considered for the annual Journal Paper Award.

☐ Air Filter Performance: New Method for Testing

☐ Variable Air Volume System Heat Recovery Economizer

☐ Modeled Performance Isn't Actual Performance

☐ I do not believe any article in this issue is worthy of Best Paper.

Comments:
### SUMMARY OF RANKING/SCORES AS PER RUBRICS-ASHRAE TECHNICAL FEATURE

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<td>3 Optimized Energy Recovery</td>
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<td>5 Mini-Split: 2 storey Houses and Stratifications</td>
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## RUBRICS FOR EVALUATION OF TECHNICAL ARTICLE (ASHRAE JOURNAL)

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<td>clear</td>
<td>Extremely Clear</td>
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<td>adequate</td>
<td>Comfortable</td>
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<td>Extremely technical</td>
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<td>Graphic and tables...</td>
<td></td>
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<td>some relevance</td>
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<td>Easy to read...</td>
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<td>Sufficient References...</td>
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# Publications Committee

**MBOs for Society Year 2016-17**

**Chair:** Jin Jin Huang  
**Date:** 27 June 2017

<table>
<thead>
<tr>
<th>Objective</th>
<th>SP 2014</th>
<th>Compl. by</th>
<th>Fiscal Impact</th>
<th>Resp. Party*</th>
<th>Comment/Status</th>
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<tbody>
<tr>
<td>1. Continue the development of ‘infographic’ to show interrelationships of ASHRAE publications, technical topics, and development groups.</td>
<td>1</td>
<td>6/17</td>
<td>None</td>
<td>Ferguson, Bansal, Lacharite, Tome</td>
<td>Aim is to enable clearer understanding and application of the wide range of ASHRAE publications. Strengthen communication collaboration with at least two other ASHRAE committees. <strong>Complete. See attachment. Staff to enhance graphics.</strong></td>
</tr>
<tr>
<td>2. Expand on ASHRAE apps competition with lessons learned and develop new apps competition.</td>
<td>3</td>
<td>6/17</td>
<td>TBD?</td>
<td>Beaty, Ow, Vallort</td>
<td>Builds on 2015-16 MBO #2. Contest launched at 2016 Winter Conference. <strong>Complete. Second competition drew no substantial submissions. The committee will not continue this effort for the next year. The committee will work directly with the TCs to develop new apps for the future. We already have one request from TC 7.6.</strong></td>
</tr>
<tr>
<td>3. Strengthen communication with TC and improve special publications refresh rate.</td>
<td>2</td>
<td>6/17</td>
<td>TBD?</td>
<td>Huang, ALL</td>
<td>Assign a liaison to each TC. Focus on special publications that are in the top sales list and work with TCs specifically to update issues that are 10yrs or older. <strong>Complete. One member will be dedicated as liaison to one TC section moving forward. Thus far, TCs have provided positive feedback for the presence of a Publications Committee liaison.</strong></td>
</tr>
<tr>
<td>4. Conduct and monitor mentoring program for new</td>
<td>2</td>
<td>6/17</td>
<td>None</td>
<td>Lacharite, Kourakos,</td>
<td>Continuation of MBO#5 from 2015-2016. <strong>Complete. New on-</strong></td>
</tr>
<tr>
<td>members.</td>
<td></td>
<td>Guzman</td>
<td>boarding document will be sent to incoming members beginning July 2017.</td>
<td></td>
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</table>

**Additional Recommendations for Strategic Planning:**
None at this time

**SP 2014** = Strategic Plan 2014 Initiative addressed by objective
*Lead for each MBO is shown in **boldface**.

JJH: mso 27 Jun 2017
# Publications Committee

**MBOs for Society Year 2017-18**

**Chair:** Francis Lacharité  
**Date:** 27 June 2017

<table>
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<th>Objective</th>
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<th>Fiscal Impact</th>
<th>Resp. Party*</th>
<th>Comment/Status</th>
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<tr>
<td>1. Continue the development of 'infographic' to show interrelationships of ASHRAE publications, technical topics, and development groups.</td>
<td>6/18</td>
<td>None</td>
<td>TBD</td>
<td>Create a roadmap for TCs on how to develop various types of publications.</td>
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<tr>
<td>2. Facilitate ASHRAE Journal articles comment and judging.</td>
<td>1/18</td>
<td>None</td>
<td>Ow Scott Weems</td>
<td>Create subcommittee to coordinate monthly surveys for collecting comments and ratings for Paper of the Year and report on progress.</td>
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<tr>
<td>3. Strengthen communication with TCs and improve special publications refresh rate.</td>
<td>1/18</td>
<td>None</td>
<td>TBD</td>
<td>Assign a liaison to each TAC Section. Create subcommittee to improve communication with TAC/TCs, and prepare liaisons TC/Section breakfasts. Ensure mandatory attendance. Identify publications needing revision.</td>
<td></td>
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<tr>
<td>4. Conduct and monitor mentoring program for new members.</td>
<td>6/18</td>
<td>None</td>
<td>Correa</td>
<td>Mentor all new members, make sure they are on track and help them to achieve what they commit to.</td>
<td></td>
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</table>

**Additional Recommendations for Strategic Planning:**
None.

**SP 2014** = Strategic Plan 2014 Initiative addressed by objective

*Lead for each MBO is shown in **boldface**.*

FL : mso 27 Jun 2017
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5.6 Calculation Examples

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6.25 CONCLUSION

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7.3 METHODOLOGY

7.4 EVALUATION OF COMFORT IN EXISTING BUILDING, BFS, YUETAN CENTER
7.5 Conclusion

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8.2 Developmental Design

8.3 Learning Curve

8.4 Practical Applications

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9 Vasari

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9.2 Robson Ranch

9.3 Problem

9.4 Method

9.5 Analysis

9.6 Conclusion

9.7 Kuala Lumpur: Federal Hill

9.8 Problem

9.9 Method
9.10 ANALYSIS

9.11 CONTAM RESULTS

9.12 CONCLUSIONS

9.13 VISUALIZATIONS

9.14 REFERENCES

10 ANALYSIS OF NATURAL VENTILATION IN BAN

10.1 INTRODUCTION TO BANGALORE AND ITS CLIMATE

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10.3 RESULTS

10.4 CONCLUSION

10.5 GUIDELINES FOR NATURAL DESIGN VENTILATION

11 REFERENCES
In looking at the ASHRAE library I can’t say I’ve ever seen a book on managing people in the HVAC & R industry. I’d like to write a “practitioner’s Guide to managing that would touch on the following categories:

1. Managing one’s time (applicable to any member of ASHRAE)
2. Managing a design engineering project and construction administration
3. Managing an HVAC department

I’ve been writing now going back to 1976 primarily in engineering trade magazines (Engineered Systems magazine, AFE Journal, & HPAC to mention 3 magazines). I’ve also been a contributing author to several McGraw-Hill technical books.

As a manager, as well as a design engineer since 1977, I’ve managed design engineering projects, HVAC departments, facility support services-out sourcing, design-build engineering and estimating, manager in a major construction management firm, manager of branch office for a major consulting engineering, and my own company.

I believe ASHRAE should offer a practitioner’s guide to managing via published book. Certainly I would envision a couple of courses then being offered to ASHRAE members as well as non-members in time.

I envision this book being at least 200 to 300 pages separated into 3-sections:

Section A would be for anyone to manage their time in categories such as, planning ahead your upcoming meeting, maximizing your travel time in a car, airplane, etc. The use of checklists to expedite and provide quality control, Basically it would cover skill sets to be an efficient worker that applies to drafting, engineering, project management, and managing a department.

Section B would focus on how a project manager can cost-effectively and production be efficient, as well as quality control steps to continuously improve the product/project and future projects

Section C would focus on the department head including first time department heads addressing managing people, developing and managing the business plan, client maintenance, and quality control.
Members of ASHRAE committees and others can use this form to submit ideas for new publications or to give ASHRAE early notice of a prospective publication. Also use this form to request help with preparation of a publication. ASHRAE's Publications Committee evaluates the suitability of proposed topics based on the value of a proposed publication to the membership, the size of the expected audience, and the potential to recover publishing costs through sales of the publication. Topics for special publications may originate from ASHRAE research projects, from unsolicited proposals, or by referrals from Publishing and Education Council. When reviewing unsolicited material, the committee maintains confidentiality regarding the material submitted, if requested. Proposals must be submitted at least 60 days before an ASHRAE conference to be considered by the Publications Committee at that conference. For each accepted special publication, the committee identifies a cognizant ASHRAE Technical Committee (TC) to oversee production of the technical content. For publications originating from ASHRAE research projects, the technical committee responsible for managing the research project also manages the technical content. Following review and approval of the final technical content by the cognizant committee, ASHRAE Special Publications staff edits and formats the manuscript for publication.

Submitted by (sponsoring committee or individuals): Howard J. McKew for cognizant ASHRAE group TC9.01

Date submitted: March 2, 2017


Author(s):
1st edition; ?
2nd edition; Walter T. Grondzik
This 3rd edition; Howard J. McKew, P.E.

Source Material:
Updating and expanding the 2nd edition of Air-Conditioning System Design Manual

Format of document (book, pamphlet, CD, chart video, etc.):

Estimate its size and describe its complexity:
400-420 pages. Existing book is 390 pages.

What information or topics will this publication contain?
Please provide detailed, chapter-by-chapter outline.
Chapter 1 Introduction: update & expand.

Chapter 2 Designer's Business Plan: New chapter describing the design approach based project delivery method (design-bid-build, construction management, design-build, integrated project delivery.)

Chapter 3 The Design Process: previously chapter 2 to be updated and expanded.

Chapter 4 Occupant Comfort and Health: previously chapter 3 to be updated and expanded to include safety.

Chapter 5 Load Calculations: previously chapter 4 to be updated.

Chapter 6 Decentralized, Centralized, New Construction, and/or Renovation: New chapter describing the design approach based centralized system distribution or decentralized distribution. Also addressing new construction versus renovation, infrastructure replacement.

Chapter 7 Components: previously chapter 5 to be updated.

Chapter 8 All-Air HVAC Systems: previously chapter 6 to be updated.

Chapter 9 Air and Water Systems: previously chapter 7 to be updated.

Chapter 10 All Water Systems: previously chapter 8 to be updated.

Chapter 11 Special HVAC Systems: previously chapter 9 to be updated and expanded.

Chapter 12 HVAC & R Controls: previously chapter 10 to be updated and expanded.

Chapter 13 Commissioning and Testing, Adjusting, and Balancing: New chapter addressing commissioning, retrocommissioning, and TAB.

Appendix A through F: to be updated and enhanced.

Why is this publication needed?
1. The original edition was 24 years ago (1993) and the 2nd edition was 10 years ago (2007). A lot has happened and has changed.
2. I believe this 3rd edition should address the design strategy based on the project delivery method.
3. I don't believe central plant or de-central plant design approach is addressed.
4. I don't believe building/HVAC system renovations and/or infrastructure design approach is addressed.
5. I don't believe operation, maintenance, contract specifications, commissioning, retro-commissioning, and/or TAB is addressed sufficiently as integral parts of the design process.

Who is the potential audience?
Certainly the design community is the audience but those teaching an HVAC & R academic curriculum is an audience. Owner representatives, HVAC contractors, G.C.’s, C.M.’s and building operators should be interested in this expanded design manual.

Other TCs or ASHRAE Committees that would be interested in this: Because the design manual will spanned HVAC & R design, manufacturer, construct, start-up, TAB, commission, operate, and maintain I believe the
majority of TC’s and TG’s would be interested in this design manual being updated and expanded.

Development/funding of this publication will be done (check all that apply):

As a volunteer effort requiring no additional funding.
By contract with author(s) in exchange for a royalty on sales.
Using funding from (complete all that apply):
  ASHRAE Research (please provide project number, if available):
  Other nonprofit association (please specify):
  Trade association (please specify):
  Commercial source(s) (please specify)
  Government (please specify):
  Other (please specify):

Name:

Email address:

Mailing address:

City/State/Zip:
Country:

Phone:
Fax: