

**Building EQ Committee
Atlanta HQ Meeting
October 16-17, 2017**

Members Present: Hugh Crowther (chair), Bill Klock (vice-chair), Bill Dean, Nate Boyd, Charles Eley, Bruce Hunn, Jeff Clarke, Ross Montgomery

Participation by phone: Shanta Tucker, Edward Tsui (CO)

Not available: Hywel Davies, Esteban Baccini, John Dunlap

Staff: Lilas Pratt (staff liaison), Vanita Gupta, Joslyn Ratcliff, Lauren Walters

Principal Motions¹

Motion 1: Bill Klock moved and Bill Dean seconded that the August 30, 2017 meeting minutes be approved by the committee.

Vote: Motion passed 5-0-0 CNV

Motion 2: The Business Development Subcommittee moved that the Disclosure report (once finalized) be offered to credentialed users for \$200 per building.

Vote: Motion passed 5-0-0 CNV

Motion 3: Business Development Subcommittee moved that the 3000 copies of the brochure be printed (once finalized) for an expected cost of \$2280.

Vote: Motion passed 5-0-0 CNV

New and Open Action Items

October 16-17, 2017 Atlanta Meeting

- **AI 1:** Pratt to ask Michael Deru to attend the November or December Methodology SubC meetings as well as the Chicago Winter meeting for updates on 1771-RP.
- **AI 2:** Eley to follow up with Nick Long at NREL regarding plug load information developed in 2008.
- **AI 3:** Hunn to request access to lab data from I2SL.
- **AI 4:** Eley to review lab data from I2SL.
- ✓ **AI 5:** Pratt to make sure that language on audits is updated in brochure, fact sheets, PPT, website. (completed)
- **AI 6:** Pratt to work with Portal vendor to make blank fields on Audit spreadsheets report a different color (red) so they stand out. Include note at bottom explaining red fields.

August 30, 2017 Web Meeting

- **AI 2:** Business Development Subcommittee to evaluate a volume discount on the report fees for large customers and report back to full committee.

August 24, 2017 Business Development Subcommittee meeting

- **AI 1:** Montgomery to look into the option of personalizing labels with individual company logos and assessor information.
- **AI 2:** Montgomery to do some research on what other organizations provide and charge for real estate disclosure information.

¹ All votes are recorded as yes-no-abstain.

- **AI 3: Pratt** to work with Marketing to update the current label/plaque guidelines and procedures to apply to the new label/award design.

June 25, 2017 Long Beach Annual Meeting

- **AI 3: Pratt** to work with Eley to create new EEM measure payback ranges for Stephen Roth.
- **AI 4: Business Development Subcommittee** to name a subgroup of practitioners to create improved descriptions/language for the EEMs.
- **AI 6: Methodology** to look at how to address Data Centers and using PUEs
- **AI 11: Business Development** to create a Web Portal Launch Plan through December 2017:
 - *Include ideas from brainstorming session*
 - *Breakdown deliverables, dates, and PIC*
- **AI 12: Committee** to add French and Spanish to the Web Portal after initial launch.
 - *French translation of workbooks is almost done.*
 - *Bill Klock and Ross Montgomery to take the lead on the Spanish*

January 29, 2017 Las Vegas Winter Meeting

- **AI 1: Building EQ Committee** to develop a median EUI for laboratory buildings.
 - **1c: Hunn** to track progress on development of laboratory variables affecting energy use
 - **1e: Methodology Subcommittee** (or designee) to analyze the data on laboratory energy use via regression analysis to determine significant energy factors and establish equation for determining median by September 2017 for use by initial participating campuses in the Adapt bEQ course.

Meeting Minutes

1. Call to Order – Meeting convened Monday, October 16 at 8:35am EDT. (Quorum was established)
2. Opening Remarks (Crowther)
 - a. Introductions
 - The committee introduced themselves and provided some information on their background and how that relates to Building EQ.
 - b. Review of Agenda
 - The committee needs to look at what is to be accomplished months (IO hard launch, AD launch, etc.) in the next few months, by end of this Society year, and over next few years.
3. Old Business
 - a. Approval of minutes from August 30 web meeting ([bEQ_30Aug2017_Web_MtgMinutes.pdf](#))

Motion 1: Bill Klock moved and Bill Dean seconded that the August 30, 2017 meeting minutes be approved by the committee.

Vote: Motion passed 5-0-0 CNV

4. Business development Subcommittee Day 1 recap
 - a. Disclosure Form
 - The subcommittee is recommending a price of \$200 for this form
 - The committee may wish to contact IMT to verify what should be included on the form.

Motion 2: The Business Development Subcommittee moved that the Disclosure report (once finalized) be offered to credentialed users for \$200 per building.

Background: The report is only available to credentialed users for an approved rating

Vote: Motion passed 5-0-0 CNV

- b. Brochure
 - The subcommittee has been working to update the brochure. It will now have more graphics less text. Marking will provide a word document with new copy for tomorrow's meeting.
 - The quantity to be printed was discussed. The desired quantity was 3000 copies. The expectation is that 75 copies will be used at every bookstore event. With 16 events per year, that is roughly 1200 used for just that alone.
 - Remaining copies will available for use by DL's and committee members during presentations and other activities.

Motion 3: Business Development Subcommittee moved that the 3000 copies of the brochure be printed (once finalized) for an expected cost of \$2280.

Vote: Motion passed 5-0-0 CNV

- c. Advanced Audit Report
 - This would be a narrative audit report (Informative Annex D in Standard 211P)
 - The subcommittee discussed the idea of implementing a feedback system to ask users if they would find value with a boiler plate report. The idea would be to send an email with a short survey to those who request a label. Those that open the email would get a survey regarding the label, the boiler plate report, and what additional reporting they would find valuable. Questions would need to be developed for the survey.
 - d. Web Portal Promotion Plan
 - The subcommittee is working on a power point of soft and hard launch promotion plans
 - e. Portal Training Program
 - Stephen Roth has volunteered to do a live 30 minute webinar training session in early November targeted towards those participating in the soft launch.
 - f. As Designed Reports
 - The subcommittee came up with some 90.1 and 189.1 targeted reports for the As Designed rating, but they need more detail before proceeding further.
 - g. DL Presentation
 - The content of the presentation needs to be coordinate with the text in the bEQ brochure. The subcommittee will coordinate with the brochure language in the morning.
 - h. Licensee Program
 - The subcommittee has identified 4 categories for the licensee program
 - Providing database access to buildings in a building owner's portfolio – pricing contingent upon number of properties
 - Access to properties in a specific jurisdiction (municipality, utility, etc) for incentives or disclosure ordinances – pricing in the five figures range
 - Custom dashboard: ASHRAE branded or option to have their branded logos (cost plus) – pricing to be determined by development costs
 - Academic meta data access – pricing for annual subscriber access
 - A marketing value proposition still needs to be developed.
 - The Portal has boiler plate information in place to protect the customer and the data.
5. Methodology Subcommittee Day 1 recap
- a. In Operation Portal rollout
 - A few unexpected bugs have been encountered regarding Chrome and Spamming. The soft launch is on hold until these bugs are resolved.

- Items that remain to be finalized during the soft launch period: credential validation, eCommerce tool.
 - The vendor is also working on the As Designed rating, much of the work is done or in process. The beta test can probably start in November and run through December.
 - The soft launch can be done prior to Chicago, but the official hard launch needs to wait until February after the launch of the new ASHRAE website.
 - Testing should be focusing on items that are unique to the AD rating.
 - Shanta Tucker can provide some data from Atelier Ten to be used in the Beta Test (no names).
- b. Multifamily Residential plug loads for AD rating
- The COMNET site has now been updated to reflect the change for plug loads as previously discussed by the subcommittee. This puts the plug load numbers much more in line with other programs (and with reality).
- c. 62.1 /170 Ventilation Rates for AD rating
- This was initiated due to a question as to whether or not the ventilation rates were consistent with Standard 62.1. Ventilation rates in COMNET at that time were taken from several sources.
 - The updated information has now been translated and mapped into a spreadsheet. The healthcare space types are referred to Standard 170 to use the information there for determining required ventilation rates for hospital spaces.
 - The best way to reference the information is as follows: “This is a simplified table based on Standard 62.1 procedures.”
- d. Lab Buildings
- There are two types of labs in COMNET, these will likely need to be expanded once the work on labs is completed.
 - I2SL is a source of data that might be available to use in aggregate to calculate the median EUI. Their database has roughly 650 buildings with expansion to 800 buildings expected. Most data is less than 5 years old.
 - Alison Farmer is chair of lab benchmarking working group at I2SL.
 - I2SL is looking into the five categories, but does not have a final resolution. An update is expected by Chicago. These five categories will be used to work with APPA.
 - Significant characteristics have been identified that can be used to fill in the standardized inputs for the As Designed rating.
 - This issue is important for institutional customers like universities and secondary schools.
- e. Create Portal Parking lot and prioritize
- Items to be added to the parking lot include: median EUI calculations for labs and district energy (LEED and 90.1 have guidelines that are fairly widely used).
- f. Standard 214 interpretation request
- The subcommittee is going to request two interpretations on the age of the data and the use of metered data. In both cases, Building EQ is more stringent, so the expectation is that the interpretation will indicate that Building EQ is in compliance with the standard.
- g. License for API 2030
- A paper trail is needed to make sure that ASHRAE has covered all the bases. This will be handled by Lilas Pratt via email. It is up to Architecture 2030 if they want something more formal.

6. Full Committee Discussion Day 1

- The new ASHRAE website will launch on February 2. The hard launch needs to be scheduled so as not to conflict with that and also to not oversaturate the audience. This would put the hard launch prior to the Spring CRCs.
- Schedule for as designed rollout
 - Beta Test: 11/6 to 12/1
 - Silent Launch: 12/18 to 1/20
 - Hard Launch: March 13, 2018
- When reporting on progress, it will be framed that the AD half of the Portal is ready, but the official launch is being held until a couple of weeks after the new website launch to avoid conflicts and to work out bugs.
- A parking lot list has been initiated to keep track of future enhancements for the Portal. This is for everything outside the scope of the original development project. It will be updated and prioritized on an on-going basis.
- Building EQ doesn't currently collect all the data needed to meet the Standard 211P required data. There is no calculation discrepancy between the two programs.
- The committee agrees that Building EQ should move towards collecting all the data required of a Level 1 Audit as specified in Standard 211P.

7. Full Committee Discussion Day 2

a. Business Development Subcommittee Day 2 Update

- The subcommittee updated the text for the brochure. Publications will now add the graphics before the brochure is finalized for printing.
- The subcommittee also started the updating of the DL PPT template. Work on this will continue on the next subcommittee conference call.
- A master slide deck will be sent to Lilas for updating once the subcommittee has completed their review and update.

b. Methodology Subcommittee Day 2 Update

- Coordination with Standard 211
 - The committee agreed that the language in the brochures should be to soften the tie-in to an audit. It will be changed to "Assists in preparation of an ASHRAE Level 1 Energy Audit"
 - The committee agrees that Building EQ should move towards collecting all the data required of a Level 1 Audit as specified in Standard 211P, especially if Standard 211 gets traction in being adopted into code.
 - The committee needs to request a cost to add these features, but the Portal needs to be out into the marketplace to see what the market wants.
 - The Portal will auto populate the spreadsheets report with the data that is in currently in the portal. It will need to clear that the report will not fill out all the fields in the 211 report – there will still be missing information.
- New Feature Parking lot review
 - The licensee program needs some market input on what people are looking for and what they are willing to pay.
 - In order to address climate zone 0 in the short term, the CZ 1 field will be updated to include CZ 0. Adding climate zone 0 to the pull down menus will be added to the parking lot list.

c. Next Steps

- Launch IO and AD
- Prioritize the parking lot items

- Investigate Licensee market possibilities

8. Adjourn – **Meeting Adjourned October 17, 2017 at 1:00pm EDT**