

Building EQ Committee
September 14, 2020 Web Meeting
Meeting Minutes

Participants: John Constantinide, Rob Risley, Chris Balbach, Trent Hunt, Charles Eley, Daniel Redmond, Michael Deru, Mahroo Eftakhari, Anoop Peediyakkan, Doug Cochrane, Bruce Hunn

Not Available: Hugh Crowther

Guests: Stephen Roth

Staff: Lilas Pratt, Mark Owen

Principal Motions¹

Motion #1: Rob Risley moved, and Chris Balbach seconded that the June 18, 2020 minutes from the ASHRAE Virtual Annual Meeting be approved.

Vote: Motion passed by unanimous voice vote (7-0-0, CNV)

New and Open Action Items

September 14, 2020 Web Meeting

- **AI 1:** Doug Cochrane to follow up with Ron Gagnon and Hydro Quebec to find out what their interest level is in Building EQ moving forward.
- **AI 2:** John Constantinide to send the presentation follow-up email template to CTTC so that they can distribute it to the DLs that present on Building EQ.
- **AI 3:** Trent Hunt and Lilas Pratt to put together an email regarding chapter presentations to send out to chapter program chairs and RVCs.
- **AI 4:** Committee Members to review the Reference Manual and provide feedback and comments back to Lilas Pratt (copy John Constantinide) by September 25.

September 11, 2020 Business Development Subcommittee meeting

- **AI 1:** Committee members to review and provide feedback on the proposed Student Building EQ Competition criteria by Friday, September 17.
- **AI 2:** Doug Cochrane to follow up with Devin Abellon on the Building EQ Tech Hour video.
- **AI 3:** Lilas Pratt to send draft case studies out to the committee to review by September 30.
- **AI 4:** Committee to review the spreadsheet on the MOUs and provide feedback by September 25.

September 10, 2020 Methodology Subcommittee Web Meeting

- ✓ **AI 1:** Lilas Pratt to follow up with Mark Weber and Jim Kelsey on the status of the Standard 211 remote site visit interpretation request. *(Emails sent on 9/17/2020)*
- **AI 2:** Lilas Pratt to follow up with possible interviewees for SBIR project.
- **AI 3:** Lilas Pratt to finish uploading methodology documentation to Building EQ Basecamp folders

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

June 4, 2020 Business Development Subcommittee Virtual Annual Conference

- **AI 5: Dan Redmond** to follow up with CTTC on best way to follow with additional information after Building EQ presentations to chapters/regions.
- ✓ **AI 8: Lilas Pratt** to send an email to Mark Owen about the feasibility selling advertising space on the Portal. *(Email sent on 9/17/2020)*
- **AI 9: Lilas Pratt** to ask ASHRAE Marketing how traffic on the Portal is tracked as that information will be essential for advertising decisions.
- **AI 10: Lilas Pratt** to create a straw poll of potential survey questions to send to users.

February 3, 2020 Orlando Winter Meeting

- **AI 4: Lilas Pratt** to meet with Ross Montgomery to look through Portal to see what projects might make good case studies options. **On-going**
- **AI 5: Dan Redmond** to coordinate with SSPC 62.1 on instruments used for air quality measurements. *(Just pass this on to the SSPC and John will follow up).*

February 2, 2020 Business Development Subcommittee Orlando Winter Meeting

- **AI 2: Lilas Pratt** to mine some data from the list of universities downloading course material and provide to the committee for follow-up by the committee.

January 13, 2019 Atlanta Winter Meeting

- **AI 1: Lilas Pratt** to contact Montana University regarding ASHRAE use of their one hour course. **On-going**

January 12, 2019 Business Development Subcommittee Meeting

- **AI 3: Lilas Pratt** to develop French Portal examples (screens/reports/etc.) for use on sales calls to Hydro Quebec. **On-going**

Meeting Minutes

1. Call to Order – **Meeting convened at 12:06pm EDT, Quorum was established**
2. Review of Agenda (John Constantinide)
 - No changes
3. Report from the Chair
 - John Constantinide noted that this will be a unique year as all committee meetings will be held digital which noted is a reflection of the product itself.
4. Approval of minutes (John Constantinide)
 - a. June 18, 2020 web meeting
(File: [bEQCommittee_18June2020_AM_MtgMinutes_Draf.pdf](#))

Motion #1: Rob Risley moved and Chris Balbach seconded that the June 18, 2020 minutes from the ASHRAE Virtual Annual Meeting be approved.

Discussion: No changes, no discussion

Vote: Motion passed by unanimous voice vote (7-0-0, CNV)

5. Review of [Action Items](#)

6. Web Portal Statistics as of Aug 30, 2020

- Users: 1177 (1141 at beginning of SY)
- Projects: 777 (736 at beginning of SY)
- Submitted/Approved projects: 51 (51 at beginning of SY)
- Reports purchased: 7 (\$1150) (7 at beginning of SY)
- Paid credentials: 47 (29 at \$15 + 18 at \$25 = \$885) (46 at beginning of SY)

7. Business Development Subcommittee Report (Rob Risley/Trent Hunt)

a. General Updates

- Rob Risley is transitioning leadership of the committee to Trent Hunt.
- Proposals have been presented to the ASHRAE Foundation for short term funding and in regard to a long term endowment for the Building EQ Portal and Program.
- The activities of the Business Development Subcommittee relate to the following Building EQ Committee 20-21 MBOs:
 - 1.1 Increase Building EQ Portal Users from 1000 to 2000 users
 - 1.2 Increase Building EQ Portal Projects from 700 to 1400 projects
 - Increase Building EQ Portal submissions/approvals from 50 to 100 projects
 - 2.1 Identify and pursue at least two revenue generating sources for the Portal
 - 2.2 Implement revenue generating sources resulting in \$15,000 in revenue
 - 3.1 Identify Grant Opportunities to fund Portal development equaling a minimum of \$10K

b. Awards/Competitions

- Student Building EQ Competition ([Attachment A](#))
 - The Student Activities Committee approached Building EQ leadership about creating a Building EQ student competition.
 - After several meetings to discuss what that might look like, John Constantinide offered to create a draft of the competition criteria. A copy of that draft is shown in Attachment A.
 - This competition would be different from the existing student design competition as this would not be designing a building, but rather evaluating a building in order to improve energy performance.
 - The goal of this award would be to enhance the leveraging of student chapters to work with facility engineers in the use of Building EQ for ASHRAE Level 1 Energy Audits as well as to increase the number of projects, submissions, and purchased narrative audit reports.
 - As per the action item from the September 11 Business Development Subcommittee meeting, the committee members are asked to review the draft proposal and provide feedback by September 18.
 - All changes will be incorporated into the document prior to sending it back to Student Activities Committee for their consideration.
- Energy Genius Award ([Attachment B](#))
 - Part of the goal with this award is to get more recognition for the program as well as to incentivize more people to submit projects for approval and to purchase narrative audit reports

- The award is not intended to compete with the ASHRAE technology awards (which allow you to use a Building EQ submission as part of the award proposal). The technology awards look to recognize innovation in building/system design, whereas this award would be looking to recognize the assessment process for improving the building energy performance through the Building EQ process.
- The proposed submittal process for the award is to submit through the Portal for a nominal fee or by purchasing an Narrative Energy Audit Report.
- In this original proposal, all of the awards were digital in nature. However, it was suggested that the goal should be to make a big splash by having this be a Society recognized award that is handed out at a Conference Plenary.
- In addition, by including the Journal article, at least one technical feature on Building EQ is guaranteed each year in that publication.
- The committee would approve the award, but Honors and Awards will also need to weigh in on the award. Honors and Awards wants some oversight, but they would still look to Building EQ to administer the award.
- A number of other committees have awards that are relevant to their committee and that work of the committee.
- The timing for the development of this award is to submit a proposal to Honors and Awards to consider at the Winter Meeting.
- Lilas Pratt will update the proposal based on the feedback during this meeting prior to sending out to the committee for review and comment.
- Committee members are asked to review the draft proposal and provide feedback by September 30.
- All feedback will be compiled into the draft for a final proposal that can be approved by the committee via letter ballot.

c. Presentations/Communications

- CRC Training Sessions: Doug Cochrane has conducted or is scheduled to do regional training sessions at two fall CRCs: Region 14 (August 2020) and Region-at-Large (tentatively scheduled for the end of October).
- DL Presentations: Doug Cochrane is also scheduled to do Distinguished Lecturer (DL) sessions for the Toronto, Pakistan, and Utah chapters.
- AASHE Virtual Conference Seminar: A conference seminar will be presented at the AASHE (Association for the Advancement of Sustainability in Higher Education) virtual conference in October by John Constantinide (on FIT) and Wade Conlan (on UCF). This presentation will be similar to what was presented at the ASHRAE Orlando Winter Meeting. FIT has also submitted a proposal for an AASHE award to be presented at the virtual conference.
- ASHRAE Tech Hour: The Building EQ Committee offered a presentation to CTTC for a Building EQ Tech Hour, but CTTC felt the recording was not quite polished enough for an official Tech Hour. The video was sent to Devin Abellon to see if he could polish up the presentation. He was looking for some additional video snippets of Doug Cochrane to use in that effort. This would be a great opportunity for Building EQ if it can be worked out with CTTC.
- Presentation Follow-up Email Draft ([Attachment C](#)): The idea with this email is to have a communication for follow-up with presentation attendees/participants to encourage them to actively engage with the Portal.
- It might also make sense to send out a tickler to the chapters via the CIQs about the podcasts and advertising. It was recommended that the Committee ask the Society to

send out an email directly to the program chairs and copy the RVCs. The committee would just need to develop the email text. Now is the right time to do this as they are all trying to plan their chapter presentations.

- Journal Article: John Constantinide has drafted an article on the Florida Institute of Technology (FIT) Building EQ Activities as presented at the Orlando Technical Program in February 2020. University activities. The article is essentially a technical case study article. This is an information item for the committee at this time as the draft is now being reviewed by the contacts at FIT.

d. Case Studies

- A template is being developed using the case study information from the Orlando seminar presentation and draft Journal article. The goal is to send the draft case study templates out to the committee for review by September 30.

e. Organizational Leads – Society MOUs (*Filename: MOU List_Prioritized_11Sept20.xls*)

- At the Orlando Winter meeting, the committee discussed reviewing the MOU agreements that ASHRAE had with other organizations to identify opportunities for collaboration.
- David Underwood did an initial review of those MOUs and provided a list of organizations that seemed to be the best fit with the program.
- At the Virtual Annual meeting in June, the committee discussed developing criteria to rank/prioritize the organizations and their MOUs to identify the best candidates to approach first. The goal is to come up with the top four or five organizations and what the committee wants to ask each organization.
- A spreadsheet was created listing those organizations initially identified along with the ranking criteria. Rob Risley did the first attempt to fill in some of the criteria and prioritize several organizations from the list. The spreadsheet includes two tabs.
- The first tab lists the organizations and shows the criteria for ranking. Those organizations shown in green shading are the ones that Rob Risley has initially highlighted as best opportunities/best fit.
- The second tab lists five items that ASHRAE may wish to ask of the various organizations. Each organization could be asked one or more and/or any combination of these items.
- Meanwhile, Bill Dean was asked to approach ExCom about taking advantage of the ASHRAE MOUs to create collaborations between some of those organizations and ASHRAE. ExCom was very supportive of this effort and thought it would be a good way to take advantage of these MOUs.
- The MOUs are fairly consistent using standard language that is very supportive of what Building EQ does. All ASHRAE MOUs can be viewed here: www.ashrae.org/mous
- Once the committee had determined the three to five organizations that they want to approach and what they want to ask of those organizations, Bill Dean will need to go back to ExCom with that information and ExCom will make the initial contact to put that organization in touch with the committee.
- As per the action item from the September 11 Business Development Subcommittee meeting, the committee is asked to review the spreadsheet and make comments on additional MOUs/organizations to consider, additional criteria columns, criteria information for specific organizations, or additional things to ask for (Tab 2).

8. Methodology Subcommittee Report (Chris Balbach)

a. General information

- The activities of the Methodology Subcommittee relate to the following Building EQ Committee 20-21 MBOs:
 - 1.1 Increase Building EQ Portal Users from 1000 to 2000 users
 - 1.2 Increase Building EQ Portal Projects from 700 to 1400 projects
 - Increase Building EQ Portal submissions/approvals from 50 to 100 projects
 - 3.1 Identify Grant Opportunities to fund Portal development equaling a minimum of \$10K
 - 3.2 Review and Prioritize development opportunities to increase the impact and relevance of the Portal.

b. Digital Twins

- The Building EQ Leadership was approached about creating a strategy for generating digital twin models of buildings to project building energy perf and IEQ and other elements to optimize conditions and performance. The idea would be to identify where the Society needs to go, how to get there, and a rough estimate of cost
- The Subcommittee discussed the digital twin request and how that relates to the Building EQ Portal and process.
- The Subcommittee will have additional meetings to draft a two page response on this preferably in time to report to the BOD at their November meeting.

c. Data Centers in Portal

- The subcommittee has created a working group to establish an accurate, reproducible methodology for adding data centers to the Portal. The working group will include members of TC 9.9.
- There has already been one preliminary meeting with TC 9.9 representatives to introduce everyone to the goals for this task.

d. As Designed Rating on ASHRAE HQ Building

- The work on this rating is now in process. Shanta Tucker and her firm have generously offered to use their software licenses to generate the standardized model required for the rating work. The first step is to use the current methodology to generate the official As Designed rating for the building.
- If this is easily accomplished, the Subcommittee will explore having them generate a rating using the PRM methodology proposal which will provide a real world stress test for that methodology in comparison to the current methodology.

e. Remote Energy Audits ([Attachment D](#))

- A formal interpretation request has been submitted to Standard 211 on behalf of the Building EQ Committee on remote site visits to meet the needs of a Standard 211 defined energy audit during an epidemic or other emergency type situation.
- There is a specific process that needs to be followed for these requests. Standard 211 has not yet prepared a response to the request.

f. Research Project Updates

- 1771-RP Energy Modeling of Typical Commercial Buildings: The research project concerns large scale modeling and adjustment coefficients to inform the Building EQ As Designed methodology. The Principle Investigator (PI) for the project will be asked to present at the November Methodology Subcommittee on the progress of Tasks 3, 4, and 5.
- 1836-RP Developing a Standardized Categorization System for EEMs: The research is intended to create a taxonomy of energy efficient measures. The Task 1 interim report

was shared with the Methodology Subcommittee. A copy of the report has been posted to the Building EQ Basecamp. A no-cost extension has also been requested which will extend the project 8 to 10 months to 9/30/21.

g. System Level KPIs

- The Methodology Subcommittee agrees that it makes sense to develop the Portal methodologies to support system level KPIs
- A future subcommittee meeting agenda will feature Tianzhen Hong, a research scientist from LBNL, to discuss what is being done there that will inform work for this committee.
- Standard 90.1 and 1989.1 are also now looking at these as total system performance ratio (TSPR). Richard Lord is leading this effort on 90.1.
- The DOE Asset Score tool generates that TSPR which is used in Washington State.
- The committee will need to coordinate efforts with these SSPCs.

h. Carmel Software SBIR Phase I Project

- The Small Business Innovative Research (SBIR) grant from DOE is to facilitate increased usage of BuildingSync. The specific project as awarded to Carmel Software is to automate the flow of information from DOE Asset Score Audit Tool to Building EQ Portal.
- This project has started with an initial task to survey some of the users about the Portal now underway. They have also received what they need to start validation tests and they are progressing with the development of the schema server software portal.

9. New Business (John Constantinide)

a. Reference Manual

- A Manual of Procedures (MOP) has been approved by the committee and sent to Society Rules Committee (SRC) for their review and approval. While that is underway, a draft Reference Manual has been developed and is now ready for review and input by the committee.
- While a Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that a standing body must operate under to achieve their assigned responsibilities, a Reference Manual describes the detailed procedures under which a committee or council operates. Reference manuals are under the sole control of the body to which they apply and are intended to record standard operating procedures and other forms of institutional memory.
- It is expected that the Reference Manual will support MBO 4.1 to assess the current Building EQ committee organization and reporting structure and propose MOP and ROB modifications to the BOD based on that assessment.
- One option is to assign Building EQ to report to a Council rather than directly to the BOD. The committee was originally put in the current reporting structure as much of the work of the committee crosses all three Councils.
- The committee briefly discussed the pros and cons of reporting to the various councils.
- It was noted that it may not make sense to report to Pub-Ed as they are looked as the revenue generating arm for ASHRAE.
- Members Council and Tech Council don't have those same expectations. And, because the program is both a member benefit and a technical program, it would seem to fit under either Members Council or Technology Council.
- Additional discussion on this topic will be needed.

b. Foundation Funding Request / Endowment

- There has been no official feedback on the requests reported on in the Chair's comments at the beginning of the meeting.

10. Review of Building EQ Basecamp Organization (Lilas Pratt)

- Lilas Pratt review of the current file structure of the Building EQ Basecamp in order to facilitate filing and finding the various documents and resources on the site.
- It was noted that some documents are in more than one spot, and it will be important to make sure that both spots get updated in the case of revisions.
- If the committee members have input on the best single location for those items currently duplicated, please provide that information to Lilas Pratt.
- Committee members should also reach out to Lilas Pratt if they are having trouble getting onto Basecamp.

11. Upcoming Meetings

- Next full meeting would be expected in early November.
- Methodolgy meets 2nd Thursday of the month.

12. Adjourn – **Meeting adjourned at 1:34pm EDT**

Attachment A – Student Building Energy Quotient Competition

Student Building Energy Quotient Competition

The Student Building Energy Quotient (Building EQ) Competition aims to challenge students to submit a Building EQ In Operation (IO) project and use Building EQ to assist in completing an ASHRAE Standard 211-compliant Level 1 Energy Audit. This work must be done under the supervision of an ASHRAE Certified Building Energy Assessment Professional (BEAP) or a licensed/chartered Professional Engineer (PE).

ASHRAE recommends that the audit teams consist of a professional who is a BEAP or PE and at least two students from an undergraduate or graduate engineering or architecture program or curriculum. Team members can be from multiple colleges. All team members must be enrolled during the semester/term in which they contribute to the design.

Participating students are NOT required to have an ASHRAE Student Branch at their university.

Judging

Each team must submit the following items:

- One (1) Building EQ IO project submitted on the Building EQ Portal by a BEAP or PE, with student members associated with the IO project;
- One (1) ASHRAE Standard 211-compliant Level 1 Energy Audit Report, with the report generated by the Building EQ portal from a submitted IO project.

Projects shall be evaluated, at a minimum, according to the following criteria.

- Submission of the Building EQ IO project per the criteria stated on the Building EQ portal;
- Complete Level 1 Energy Audit Report meeting all the requirements of ASHRAE Standard 211;
- The complexity of the building and systems that were audited;
- Use of ASHRAE Standards, Guidelines, and publications; and
- The depth, thoroughness, and comprehensiveness of the audit as reflected in the audit report.

A better Building EQ score will not make a project more favorable. Rather, the explanation of the score and the rationale for the recommended energy conservation measures (ECMs).

Completion of all elements identified on the portal as optional will make a project submission more favorable, including, but not limited to the following:

- Energy End Use Breakdown; and
- Optional IEQ Survey Point Measurements.

For items not covered specifically above, judging will be based on the merits of the documentation that best presents and explains the Building EQ score and energy conservation measures (ECMs). Teams are urged to provide complete energy audit reports, including the citation of industry-approved engineering standards and guidelines and the utilization of currently available technology.

Submission Instructions

Each team must submit a Building EQ IO project on the Building EQ portal, located at <https://buildingeq.ashrae.org/>, through a Building EQ account of a BEAP or PE, for either one building or one campus (i.e. group of buildings), and obtain a free energy audit report in a Word document format produced by the portal. **Only those teams that register will receive instructions on how to obtain a free energy audit report from the Building EQ portal.**

ALL ENERGY AUDIT REPORT SUBMISSIONS ARE TO BE SUBMITTED ELECTRONICALLY via the ASHRAE FTP site. Only those teams that register will get the FTP site information and instructions for uploading entries.

All teams that are registered participants of the 2021 Student Building EQ Competition will receive the FTP upload instructions via email. If your team is not registered, you will NOT receive this information.

The energy audit report submission for the competition must be in PDF format only! No separate visual aids will be accepted (PowerPoint, YouTube, etc.). Deliverable presentation should consist of a 50-page maximum audit report in PDF format only. Font size should be 11 pts, utilizing either Arial or Times New Roman.

Timeline

There will be multiple levels of evaluation. Evaluators at all levels will judge the submissions, not only for content, but also for compliance with the competition rules.

May 4, 2021

Audit teams must submit a Building EQ IO project on the Building EQ portal, located at <https://buildingeq.ashrae.org/>, through a Building EQ account of a BEAP or PE, for either one building or one campus (i.e. group of buildings). The submitted IO project must have the BEAP or PE and student members of the audit team associated with the project.

May 18, 2021

Audit teams must submit energy audit reports electronically by this date by uploading the report to the ASHRAE Society FTP site established for this purpose. Only teams who register will get the FTP site information emailed to them, so please register at least 30 days prior to this date to allow for processing.

June 26, 2021

Society-level judges selected by the ASHRAE Building EQ Committee will complete evaluation of Society level entries under the direction of the Student Activities Design Competition Subcommittee and will select first place and, if desired, honorable mention winners.

Please Note: The Society level of the competition is conducted during a closed subcommittee session and therefore, team members and/or faculty advisors, or other persons outside of the Student Activities Committee, may not attend. Any violation of this notice can result in a team's disqualification from the competition.

Monday, August 2, 2021

Winners are announced.

Awards

Recognition will be given at a Fall 2021 ASHRAE Building EQ Committee Virtual Meeting to the winners as follows:

- First Place; and
- Honorable Mention.

First Place: A technical feature in an issue of the ASHRAE Journal of the submitted IO project, a case study produced by the Building EQ Committee to be featured on the ASHRAE Building EQ website at www.ashrae.org/buildingeq, and a digital first place certificate to each audit team member.

Honorable Mention: A case study produced by the Building EQ Committee to be featured on the ASHRAE Building EQ website at www.ashrae.org/buildingeq and a digital honorable mention certificate to each audit team member.

FAQs

Q: How many students, PEs, and BEAPs can participate in a team?

A: There is no maximum number of students, PEs, and BEAPs for audit teams. Teams should consist of at least one BEAP or PE and two students from an undergraduate or graduate engineering or architecture curriculum

or program. Team members can be from multiple colleges. All team members must be enrolled during the semester/term in which they contribute to the project. Only one PE or BEAP must be responsible for submitting the IO project on the Building EQ portal.

Q: Are graduate students allowed to participate in the competition?

A: Audit teams may include graduate students in an engineering or architecture curriculum or program. All student team members must be enrolled in an undergraduate or graduate program during the semester/term they contribute to the project.

Q: Is a university permitted to register more than one team into the competition? For example, if I were to be a member of multiple teams working on different facilities or campuses, can I partake in all of those teams?

A: Yes.

Q: Do the page limits include appendices?

A: No.

Attachment B – Energy Genius Award

Energy Genius Award

(Edits from 9/11/2020 Business Development Subcommittee Meeting)

The Energy Genius Award recognizes excellence in the assessment of building energy performance. This differs from the ASHRAE technology awards which recognize excellence in the successful application of design innovation incorporating ASHRAE standards and good mechanical design.

The vehicle for the Energy Genius Award to assess building energy performance is through the use of the ASHRAE Building EQ Portal program and Building EQ assessment process through one of the following ways:

1. Completion of an ASHRAE Standard 211-compliant Level 1 Energy Audit with the assistance of ASHRAE Building EQ and a submission of an ASHRAE Building EQ In Operation project for an operational rating; ~~and~~
2. Completion and submission of an ASHRAE Building EQ As Designed project for an asset rating.

Qualifications

The submitter must be an ASHRAE Certified Building Energy Assessment Professional (BEAP); for In Operation submissions, an ASHRAE Certified Building Energy Modeling Professional (BEMP); for As Design submissions, or a licensed/chartered Professional Engineer (PE); for ~~both-either~~ types of submissions.

Approved Building EQ Portal submissions-projects that wish to be considered for the Energy Genius Award may be entered in one of two ways:

1. Submitted withfor an entry fee, ~~to be as~~ indicated on the Building EQ portal,
- ~~1.2. or Submitted with no fee through automatically with~~ the purchase of the Narrative Level 1 Energy Audit Reports from the Building EQ portal.

Portal submissions evaluated in each category will be for only those submitted in that calendar year.

Submissions are not eligible outside of the calendar year that they are submitted.

Portal submissions may qualify for the following categories:

- **In Operation** ~~submissions approved projects ; and~~
- **As Designed** ~~approved projects submissions.~~

Judging

Portal submissions shall be evaluated, at a minimum, according to the following criteria in both ~~submissions categories~~, unless otherwise noted.

- The completion of all fields for the project submission, including optional fields
- *For In Operation submissions:* Improvement of building performance as a result of a Building EQ Assessment.
- *For As Designed submissions:* Most improved building design as a result of conducting As Designed assessments during design and then upon building completion/occupation.
- Most innovative way to include students in the Building EQ submission process.
- The complexity of the building and systems that were audited;
- References to ASHRAE Standards, Guidelines, and publications, as appropriate in method and analysis descriptions.

Timeline

There will be multiple levels of evaluation. Evaluators at all levels will judge the submissions, not only for content, but also for compliance with the competition rules.

December 31: Deadline for all project submissions is on December 31 at 11:59 pm Eastern Time.

After the deadline, Society-level judges selected by the ASHRAE Building EQ Committee will complete evaluation of Society level entries as a virtual Working Group under the direction of the Committee and will select winners.

Please Note: The virtual Working Group is conducted during a closed session. Persons outside of the Building EQ Committee, as well as Building EQ Committee members eligible for the award, may not attend. Any violation of this notice can result in a project submission's disqualification.

February 1: Winners are announced.

Awards

Recognition will be given at a Spring ASHRAE Building EQ Committee Virtual Meeting to the winning submissions. Each winning submission receives the following:

- A technical feature in an issue of the ASHRAE Journal of the submitted project;
- A case study produced by the Building EQ Committee to be featured on the ASHRAE Building EQ website at www.ashrae.org/buildingeq; and
- Digital Energy Genius award certificates to each user associated with the project submission.
- [Plaque and recognition at the ASHRAE Annual Meeting plenary session.](#)

FAQs

Q: How many can participate in a project submission?

A: There is no maximum number of participants. Only Building EQ portal users associated with a project will be identified as part of a project submission and, if recognized, will receive digital Energy Genius award certificates.

Q: Are students allowed to participate in project submissions?

A: Yes.

Q: Can I participate in more than one project submission for the Energy Genius award?

A: Yes

Attachment C – Follow-up Email

[Salutation],

As a follow up to my Building EQ presentation on [Date of presentation], I invite the [Chapter or Region Name] to **access the [Building EQ portal](#) to explore its features and procedures**. There, chapter members can set up user accounts for free and see how the portal works by creating test projects. In time, chapter members can use the portal to create and submit projects for Building EQ ratings.

Additionally, more information about Building EQ and how to use the Portal is accessible at www.ashrae.org/buildingeq. Those pages provide brochures, flyers, videos, and other resources with excellent description of Building EQ and its features. Case studies are also included with the resources to provide applications of the Portal.

I urge your chapter members, including student members, to explore the power of this incredible tool.

Would you please distribute this information to the [Chapter or Region Name]? If they have any questions, I am available to assist.

[Closing]

Interpretation: During emergency conditions (such as a national or global pandemic) that make physical site visits to a facility impossible, the qualified energy auditor may conduct the site visit(s) required by the standard remotely using available digital tools and live video conferencing. This remote site visit is only allowed in conjunction with a facility representative who is physically on site and provided that the qualified energy auditor is able to attest that these tools and the facility representative provide a full and balanced access to the facility and allow for all site visit requirements defined throughout the standard to be performed in compliance with the standard.

Note: Please provide your interpretation of the requirement(s). Present your interpretation in such a way as to allow for a yes or no answer by the applicable committee. The question below will be presented to the applicable committee for response.

Question: Is this Interpretation correct?

Note: This question will be presented to the applicable committee for response.

Answer:

Note: The cognizant Project Committee or Interpretation Committee will provide a yes or no answer.

Comments:

Note: The cognizant Project Committee or Interpretation Committee may provide additional comments.

Submit this form by e-mail, fax or mail to: Manager of Standards, ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329-2305, <mailto:standards.section@ashrae.org>, Fax: 404-321-5478.