

# PUBLICATIONS COMMITTEE

## Minutes

2020 ASHRAE Winter Conference  
Sunday, February 2, 2020  
8:00 a.m. to 12:00 noon  
Hilton Orlando, Orlando, Florida

- MEMBERS PRESENT:** Chee Sheng Ow, chair  
Hugh McMillan III, vice chair  
Roberto Aguiló  
Vinay Ananthachar  
J. Eduardo Donoso  
Adeeba Mehboob  
Vikram Murthy  
Renison (Rennie) Tisdale, Jr.  
Karen (Kay) Thrasher  
Yew Wah (Raymond) Wong
- STAFF PRESENT:** Cindy Michaels, staff liaison, Editor of Special Publications  
Jay Scott, Editor Emeritus of *ASHRAE Journal*  
Sarah Foster, Editor of *ASHRAE Journal*
- VISITORS:** Kelley Cramm, BOD ExO  
Wim Massen  
Chris Krieps  
William Dean (PEC vice chair)  
Zhe Wang  
Danielle Passaglia  
Adam Davis, consultant to the Student Activities Committee  
Christopher Wilkens (RAC vice chair)  
David Yashar (RAC chair)  
David John  
Keith Reihl (PDC vice chair/operations)

<b>MOTIONS</b>		
<b>No.</b>	<b>Motion</b>	<b>Vote*</b>
1	To approve the minutes of the Publications Committee meeting held during the 2019 ASHRAE Annual Conference in Kansas City, Missouri.	PASSED via voice vote
2	To approve the minutes of the Publications Committee conference call held on September 10, 2019.	PASSED via voice vote
3	To select the recipient of the 2019 Journal Paper Award.	PASSED via voice vote; winning article de- termined in executive session
4	To approve that the authoring team proceed with preparation of the Design Guide for Kitchen Ventilation Systems as proposed.	PASSED via voice vote
5	To approve that YEA and Student Activities move forward with finding out how much it would cost to have the text illustrated and share that information with Publications Committee before a vote to approve proceeding with the publication.	PASSED via voice vote
6	To approve that action on this publication be postponed until the author's first manuscript with ASHRAE is published and after the missing information on this book's proposal is supplied to the committee for consideration.	PASSED via voice vote
7	To approve that Publications Committee TAC Section Liaisons no longer be required to attend the TC/TG/MTG Chair's Breakfast at ASHRAE Annual and Winter Conferences.	PASSED via voice vote

\* Votes for these motions are recorded as yes-no-abstain; CNV = chair not voting.

<b>ACTION ITEMS</b>		
<b>No.</b>	<b>Responsibility</b>	<b>Action Item</b>
1	Eduardo Donoso, Vikram Murthy, Adeeba Mehboob	As a subcommittee, examine the business case for the application guides series as suggested by Presidential Member Tim Wentz, including the finances, sales, market demand, conflicts with existing publications, a new series for a specific audience, pulling content from eLearning, book length, popular topics, the costs – financial and human, what is the value of the effort put into this project, what is the expected income, and what are the benefits to ASHRAE, etc.

2	ASHRAE Staff	Conduct a survey of membership to determine what kinds of books are wanted.
3	All committee members; Cindy Michaels	Action Item #4 from the Kansas City conference stated that the committee members were to review the text of the Guide for Publishing with ASHRAE Special Publications at the Orlando meeting if the PTAR process had been finalized by then. As the PTAR process is not finalized and might not be for some time, Cindy Michaels was assigned the task of sending out the current text (without the PTAR information) for the committee members to share with the TC chairs.
4	TAC section liaisons	Once it is finalized, the TC Guide for Reviewing Older ASHRAE Publications is to be emailed to TC chairs during liaison communications.
5	Jay Scott	In August, supply a paragraph of thoughts and resources regarding ASHRAE Journal staff doing podcasts.
6	Adeeba Mehboob	Determine a proposal for handling scoring and judging for multi-part <i>ASHRAE Journal</i> articles for discussion during a conference call.
7	All committee members	Discuss and vote on the proposed handling of scoring and judging for multi-part <i>ASHRAE Journal</i> articles via a conference call.
8	All committee members	Keep current with the <i>ASHRAE Journal</i> article judging in 2020
9	Cindy Michaels	Obtain director input on the PTAR guinea pig project for the PTAR subcommittee.
10	PTAR subcommittee members	Discuss and vote on the PTAR guinea pig project.
11	Cindy Michaels	Contact appropriate staff liaison to have the TC/TG/MTG Chair's Breakfast Handout posted to the Basecamp site for TC chairs.
12	All committee members	Discuss and determine the criteria for PEC MBO #4, "Analyse performance of special publications over the past three years and develop criteria for evaluating and approving special publication requests on a business case basis aligned with strategic plan initiative 3," via conference call.
13	Cindy Michaels	Obtain performance data such as sales by unit and by dollar amount, the customers for each publication, the time necessary to develop each publication, information about products bought online versus at the conferences, and whatever other sales demographics (countries, etc.) from the Director of Publications and Education for the committee members to consider for Action Item #12.
14	Vikram Murthy, Adeeba Mehboob, Kay Thrasher, and Raymond Wong	As a subcommittee, determine the most useful data to include on the PEC Dashboard per PEC MBO #5, "Develop PEC 'Dashboard' showing relevant data pertaining to operations of PEC committees. This aligns with strategic plan initiative 3."
15	Cindy Michaels	Obtain various data from the Director of Publications and Education for the subcommittee to consider for Action Item #14.

## 1. Call to Order

Chee Ow called the meeting to order at 8:02 a.m. and noted that a quorum was present.

## 2. Welcome/Introductions

Members and guests introduced themselves.

## 3. ASHRAE Code of Ethics Commitment

Chee Ow 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 to vote to approve the minutes of the June 2019 Publications Committee meeting in Kansas City, Missouri (**MOTION #1**):

**Motion:**

To approve the minutes of the Publications Committee meeting held during the 2019 ASHRAE Annual Conference in Kansas City, Missouri.

MOTION #1 PASSED with a voice vote (no no votes, 1 abstention, CNV).

It was moved and seconded to vote to approve the minutes of the September 10, 2019, Publications Committee conference call (**MOTION #2**):

**Motion:**

To approve the minutes of the Publications Committee conference call held on September 10, 2019.

MOTION #2 PASSED with a voice vote (no no votes, no abstentions, CNV).

## 5. Review of Action Items from Previous Meeting

Cindy Michaels provided completion dates for several of the Action Items from the Publications Committee meeting during the 2019 ASHRAE Annual Conference in Kansas City, Missouri, and all Action Items not yet completed were discussed and assigned target completion dates.

No.	Responsibility	Action Item	Status
1	Cindy Michaels	Communicate with the RAC liaison regarding the PTAR guinea pig project.	Initially emailed 8/6/19; ongoing.
2	Eduardo Donoso, Vikram Murthy, Adeeba Mehboob	As a subcommittee, examine the business case for the application guides series as suggested by Presidential Member Tim Wentz, including the finances, sales, market demand, conflicts with existing publications, a new series for a specific	Target completion date is the Austin conference. ( <b>ACTION ITEM #1</b> )

		audience, pulling content from eLearning, book length, popular topics, the costs – financial and human, what is the value of the effort put into this project, what is the expected income, and what are the benefits to ASHRAE, etc.	
3	ASHRAE Staff	Conduct a survey of membership to determine what kinds of books are wanted.	Target completion date is January 2021. <b>(ACTION ITEM #2)</b>
4	All committee members	Review the text of the Guide for Publishing with ASHRAE Special Publications at the Orlando meeting if the PTAR process has been finalized by then.	As the PTAR process is not finalized and might not be for some time, Cindy Michaels was assigned the task of sending out the current text for the committee members to share with TC chairs. <b>(ACTION ITEM #3)</b>
5	TAC section liaisons	Once it is finalized, the TC Guide for Reviewing Older ASHRAE Publications is to be emailed to TC chairs during liaison communications.	Ongoing. <b>(ACTION ITEM #4)</b>
6	Cindy Michaels	Once it is finalized, the TC Guide for Reviewing Older ASHRAE Publications is to be included in the committee's TAC Section Liaison Guide.	Completed 9/10/19 after conference call approval of TC Guide.
7	All committee members	Discuss and vote whether to support the proposed YEA Cheat Sheet project on a conference call before Orlando.	Completed 9/10/19 via conference call.
8	Jay Scott	In August, supply a paragraph of thoughts and resources regarding <i>ASHRAE Journal</i> staff doing podcasts.	Ongoing; still a priority. <b>(ACTION ITEM #5)</b>
9	Jay Scott	Report to the committee the outcome of the decision regarding <i>Insights</i> remaining a digital publication.	Completed February 2019 (it was reported that <i>Insights</i> would become digital only, no longer in print).
10	Jay Scott	Implement revisions to the weighting for the Journal article scoring into Survey Monkey for 2020.	Revisions are ready to go for the January 2020 issue. Item can be considered complete.
11	Adeeba Mehboob	Determine a proposal for handling scoring and judging for multi-part <i>ASHRAE Journal</i> articles.	In progress; will report on next conference call. <b>(ACTION ITEM #6)</b>
12	All committee members	Discuss and vote on the proposed handling of scoring and judging for multi-part <i>ASHRAE Journal</i> articles via a conference call.	Awaiting completion of Action Item #11. <b>(ACTION ITEM #7)</b>
13	All committee members	Review and vote on the proposed revised MOP on a conference call in August.	Completed 9/10/19 during conference call.

14	Cindy Michaels	Supply the committee members' feedback from the meeting's discussion on the proposed Design Guide for Air Curtains to the authors.	Completed 6/24/19.
15	Cindy Michaels	Find out from ASHRAE Technology staff whether the TC/TG/MTG Chairs' Breakfast will be a single breakfast for all the sections at future conferences.	Completed January 2020 (breakfast will be a single meeting going forward).

## 6. Remarks by BOD ExO

Kelley Cramm, BOD ExO, presented the Society business as noted in the ExO Report to Committees presentation (available in full in [the folder for this meeting on Basecamp](#)).

## 7. Magazines and Newsletters

### 7.1. Editor's Report

Jay Scott announced that he will be retiring in March and is currently serving as editor emeritus; Sarah Foster is the *ASHRAE Journal* editor now. Scott noted that peer review for articles is always a challenge, so committee members should forward any suggestions they have for people they feel would be good reviewers. He also noted that *Insights* and *eSociety* might merge into one digital publication in the future.

Hugh McMillan III charged committee members to keep current with their article judging in 2020 (**ACTION ITEM #8**) and noted that if the spreadsheet of recorded scores does not reflect an individual's submitted scores, the individual should contact Sarah Foster.

### 7.2. 2019 Journal Paper Award Voting

Committee members reviewed the three *ASHRAE Journal* articles that received the highest scores during the Society year's article judging then voted in executive session to select the winning paper (**MOTION #3**), the title and author(s) of which Jay Scott will forward to the Honors and Awards Committee, with the award presented to the author(s) in June at the 2020 ASHRAE Annual Conference.

**Motion:**

To select the recipient of the 2019 Journal Paper Award.

MOTION #3 PASSED and the winning article was determined in executive session.

## 8. Special Publications

### 8.1. Editor's Report

Cindy Michaels reviewed the list of Special Publications projects published since the previous conference (**Attachment A**); the list of projects currently in progress (**Attachment B**), noting that many of the projects on this list were delayed because of a large, important Orlando project; and the full list of forthcoming Special Pubs projects (available in [the folder for this meeting on Basecamp](#)).

## 9. PTAR Process Discussion

Members of the PTAR Subcommittee (Roberto Aguiló, Hugh McMillan III, Vikram Murthy, Kay Thrasher, and Raymond Wong) discussed the RAC/Publications Committee PTAR process and guinea pig project with the full committee. RAC chair David Yashar and vice chair Chris Wilkens were present to answer questions the committee had. It was clarified that the process will start with a PTAR submission to RAC, where the proposal will be assigned a tracking number. The proposal will then go to the Publications Committee staff liaison, who will collect input on the proposed project from the Director of Publications and Education. That information will be added to the proposal evaluation form and the proposal will go to the Publications Committee PTAR Subcommittee for initial review and voting. If the vote is for conditional acceptance, the submitters of the proposal are allowed the opportunity to provide the additional detail requested. Subcommittee approval and rejection votes will be shared with the full Publications Committee, who will vote whether to support the subcommittee's decision. The results of the vote will be forwarded to RAC, who will manage the project thereafter. The Publications Committee TAC Section Liaison for a section with a PTAR that has had funding recommended may participate in RAC meetings about the PTAR project.

Yashar and Wilkens also clarified that PTAR proposals address funding for publication, not research, so Publications Committee should not fear that research work will be rejected if a book proposal is rejected.

Cindy Michaels was assigned the task of obtaining director input on the PTAR guinea pig project for the subcommittee (**ACTION ITEM #9**), who will then consider this new information when they discuss and vote on the PTAR guinea pig project (**ACTION ITEM #10**).

## 10. Book Proposals

### 10.1. Design Guide for Kitchen Ventilation Systems

Committee members discussed the proposal (see **Attachment C**); project lead David John was available to answer questions. After discussion, it was moved and seconded to vote to approve that the authoring team move forward with the proposed publication (**MOTION #4**):

**Motion:**

To approve that the authoring team proceed with preparation of the Design Guide for Kitchen Ventilation Systems as proposed.

MOTION #4 PASSED with a voice vote (no no votes, 1 abstention, CNV).

### 10.2. Lucy's Work Day Adventure

Committee members discussed the proposal (see **Attachment D**); author Danielle Passaglia and Adam Davis, consultant to the Student Activities Committee, were available to read the text of the proposed children's book and answer questions. They noted that among YEA and Student Activities there has been a big push to do STEM work with K-12 students. This book is aimed at the PreK-2 age groups.

Cindy Michaels shared that one of the main concerns of herself and Mark Owen, the Director of Publications and Education, is the absence of illustrations and the unavailability of the staff graphic designer to do such work. Hugh McMillan III noted that submitting an RFP for illustrators might lead to a large cost and questioned whether ASHRAE would be able to recoup that cost.

Raymond Wong voiced concerns that engineers are not children's book writers and that the committee members may not be the appropriate judges of whether the text is appropriate for the target age group.

Kay Thrasher noted that it will be the responsibility of Student Activities to look into how to market the book to kids' book publishers and noted that if it is successful they would need to consider writing a series of these books. Passaglia and Davis assured the committee that they do already have in mind many ideas for other books.

After the discussion, it was moved and seconded that the author move forward with obtaining information regarding how much it would cost to have the text illustrated (**MOTION #5**):

**Motion:**

To approve that Danielle Passaglia gather information about how much it would cost to have the text illustrated and share that information with Publications Committee members before they vote whether to approve proceeding with publication of the proposed book.

MOTION #5 PASSED with a voice vote (no no votes, no abstentions, CNV).

### 10.3. Engineer & Contractor Led HVAC Projects

Committee members discussed the proposal (see **Attachment E**). Cindy Michaels conveyed the director's comments that nontechnical books are an uncharted territory for ASHRAE and that this author's first manuscript with ASHRAE (*A Practitioner's Guide to Engineering Management*) has not been published yet and we therefore do not know whether this type of publication will perform well. Kay Thrasher noted that the "why is this publication needed" question on the proposal form was not filled out and should be, and Adeeba Mehboob noted that the committee needs to know if there are other books on this topic already available on the market. After this discussion, it was moved and seconded that action on this publication be postponed until the author's first manuscript with ASHRAE is published and after the missing information is supplied to the committee (**MOTION #6**):

**Motion:**

To approve that action on this publication be postponed until the author's first manuscript with ASHRAE is published and after the missing information on this book's proposal is supplied to the committee for consideration.

MOTION #6 PASSED with a voice vote (no no votes, no abstentions, CNV).

## 11. Subcommittees and Liaisons

### 11.1. Technical Activities Committee (TAC) Section Liaisons

Committee members reported on the responses they have received from TC chairs regarding the older ASHRAE publications that need TC review and determination of the books' current accuracy and usefulness to the market. All updates received as of February 25, 2020, are summarized in the ASHRAE Special Pubs Review List (**Attachment F**).

A new liaison was assigned for Section 2, and all other liaison assignments were confirmed. The complete list of section liaisons for 2019–2020 follows:

Section 1	Kay Thrasher
Section 2	Vikram Murthy
Section 3	Rennie Tisdale
Section 4	Vikram Murthy
Section 5	Rennie Tisdale
Section 6	Adeeba Mehboob
Section 7	Hugh McMillan III
Section 8	Hugh McMillan III
Section 9	Eduardo Donoso
Section 10	Roberto Aguiló
MTGs	Cindy Michaels



## 11.2. TC/TG/MTG Chairs' Breakfast

Committee members discussed the fact that the TC/TG/MTG Chairs' Breakfast will be a single meeting event from now on. Cindy Michaels reported that the chair of Publications Committee will be offered 2-3 minutes to speak at each conference's breakfast. Chee Ow suggested that the chair only present once a year, and it was recommended that the chair present the handout during this time, as TAC Section Liaisons no longer are given the opportunity to speak before the TCs they are going to meet with.

Hugh McMillan III instructed the TAC Section Liaisons to say in their emails to TC chairs what they would have said if they had been allowed time before the chairs during the breakfast meeting. Rennie Tisdale suggested the TC/TG/MTG Chair's Breakfast Handout be sent to all TC chairs in each section, not just the TCs that have books they need to review. Adeeba Mehboob suggested asking the chairs to post the handout to their Basecamp sites. Kay Thrasher noted that there is a Basecamp site for TC chairs and that this document could be posted there. Cindy Michaels was assigned an action item to complete this last task (**ACTION ITEM #11**).

The question was raised regarding whether Publication Committee members should continue to attend the TC/TG/MTG Chair's Breakfast if there is no longer an opportunity to speak directly to the chairs. After some discussion, it was moved and seconded that TAC Section Liaisons no longer be required to attend the chairs' breakfast (**MOTION #7**):

**Motion:**

To approve that Publications Committee TAC Section Liaisons no longer be required to attend the TC/TG/MTG Chair's Breakfast at ASHRAE Annual and Winter Conferences.

MOTION #7 PASSED with a voice vote (no no votes, no abstentions, CNV).

## 11.3. Planning Subcommittee

The Publications Committee had been assigned to contribute to Publishing and Education Council (PEC) MBO #4, "Analyse performance of special publications over the past three years and develop criteria for evaluating and approving special publication requests on a business case basis aligned with strategic plan initiative 3." The committee discussed that in order to conduct such analysis they need performance data such as sales by unit and by dollar amount, the customers for each publication, and the time necessary to develop each publication. Adeeba Mehboob added that the committee should consider information about products bought online versus at the conferences, and whatever other demographics on sales they can obtain (countries, etc.). Hugh McMillan III noted that there are objective and subjective criteria and the subjective criteria will have to be on a case-by-case basis. The committee decided that they will develop the criteria via conference call before the 2020 ASHRAE Annual Conference in Austin, Texas (**ACTION ITEM #12**). Cindy Michaels was assigned the task of obtaining various data from the Director of Publications and Education for the committee members to consider (**ACTION ITEM #13**).

Along with other PEC committees, Publications Committee had been assigned to contribute to PEC MBO #5, "Develop PEC 'Dashboard' showing relevant data pertaining to operations of PEC committees. This aligns with strategic plan initiative 3." Michaels stated that there are numerous ways to consider the publication data available and that the committee should determine which are the most useful data to show on a dashboard. Mehboob stated that the intent of the dashboard is important, so they should determine the intent. Kay Thrasher noted that the data need to be reliable and usable and reminded the committee that financial data can be sensitive. Vikram Murthy proposed a subcommittee be developed to determine the criteria; Murthy will be the lead and Mehboob, Thrasher, and Raymond Wong volunteered to be subcommittee members (**ACTION ITEM #14**). Michaels was assigned the task of obtaining various data from the Director of Publications and Education for the subcommittee to consider (**ACTION ITEM #15**).

## 11.4. Research Administration Committee (RAC) Liaison

Cindy Michaels reminded the committee that per the revised MOP, a RAC Liaison is no longer a required assignment. She also noted that with the new PTAR process with RAC, the PTAR Subcommittee will serve this function.

## 12. Strategic Planning

The committee members discussed continuous strategic planning recommendations. Adeeba Mehboob asked “what is the global market need?” and recommended the question be asked of TCs, who can supply that information to the committee/council and then the products that fill those needs, once developed, can be fed back to the TCs. Chee Ow voiced his agreement with this and noted that it is important to integrate chapters’ needs with TAC support.

The final wording of this new strategic planning recommendation, which will be shared with PEC via the report to the council, is as follows: “In line with Goal 3 of the 2019-2024 ASHRAE Strategic Plan, Publications Committee recommends that ASHRAE develop a survey tool that collects feedback from our grassroots levels, including our international membership, with respect to their product needs (books, *ASHRAE Journal* articles, apps, and other tools) and to link this information back to TAC council and other relevant sections for their further actions.”

## 13. Old Business

### 13.1. Revised MOP

Cindy Michaels noted that the revised MOP approved by the committee on the September 10, 2019, conference call is being forwarded to Functional Committee for review and approval during this conference.

### 13.2. Review of 2019–2020 Committee MBOs

Chee Ow reviewed the status of the following MBOs for the 2019–2020 Society year:

Objective	SP 2019*	Compl. by	Fiscal Impact	Resp. Party	Comment/Status
Establish evaluation criteria for Publications Topic Acceptance Request (PTAR) submissions in line with RAC liaison processes.	1b	June 2020	Nil	Roberto Aguiló, Hugh McMillan (Chair)	In progress
Review Pub. Committee Orientation materials.	3b	June 2020	Nil	Rennie Tisdale (Chair), Hugh McMillan	Completed 8/20/2019
Determine international readership needs for ASHRAE Journal.	1b, 2c	June 2020	Nil	Vikram Murthy (Chair), Adeeba Mehboob	Ongoing
<b>Additional Recommendations for Strategic Planning:</b> Wording noted in Section 12 above will be provided to PEC via the committee’s report to the council.					

\*SP 2019 = Strategic Plan 2019 Initiative addressed by objective

## 14. New Business

Keith Reihl, Vice Chair/Operations of the Professional Development Committee (PDC), informed Publications Committee members that the PDC will have some changes due to the restructure. He also noted that PDC is interested in publications that are top sellers but that PDC doesn't currently offer classes on, is exploring more eLearning options, and is trying to find international instructors. Reihl asked Publications Committee members to suggest any ideas that they have to PDC.

## 15. Adjournment

Che Ow adjourned the meeting at 11:51 p.m.

Respectfully submitted,



Cindy Michaels  
Staff Liaison to Publications Committee  
Editor, Special Publications

## Special Publications—Projects Published Since the Last Conference

### June 2019

- Standard 158.1-2019
- Guideline 0-2019

### July 2019

- Standard 23.1-2019
- Standard 37-2009 (RA2019)
- Standard 212-2019
- Guideline 1.4-2019
- Kansas City Annual Conference Seminars in the Technology Portal
- Spanish Standard 15-2016

### August 2019

- “Hard Disk Drive Performance Degradation Susceptibility to Acoustics” (TC 9.9 white paper)

### September 2019

- Standard 135.1-2019
- Standard 24-2019
- ASHRAE and CIBSE Position Document on Resiliency in the Built Environment
- Spanish Guideline 0-2019
- Spanish Guideline 1.2-2019

### October 2019

- Guideline 29-2019
- Standard 23.2-2019
- Standard 62.2-2019
- *High-Performance Buildings Simplified*
- Standard 62.1-2019
- Standard 90.1-2019 (I-P)

### December 2019

- Conference Papers on USB drive for Specialty Conference: Thermal Performance of the Exterior Envelopes of Whole Buildings XIV International Conference
- Conference Papers on USB drive for Specialty Conference: 7th International Conference on Energy Research and Development (in Kuwait)
- Standard 90.4-2019
- Standard 147-2019

### January 2020

- Orlando Technical and Conference Paper preprints in Technology Portal
- *Air-Conditioning System Design Manual*, Third Edition
- *Adventures in Heat and Cold: Men and Women Who Made Your Lives Better* (125<sup>th</sup> anniversary book)
- ASHRAE Position Document on Energy Efficiency in Buildings
- *Proclaiming the Truth*, Second Edition (125<sup>th</sup> anniversary book)
- *Smart Grid Application Guide: Integrating Facilities with the Electric Grid* (Sheila Hayter presidential initiative)
- Standard 90.1-2019 (SI)

## Special Publications—Projects in Process

	<u>Date Files Received</u>	<u>Reason Not Yet Publ.</u>
A Practitioner’s Guide to Engineering Management	Sep 4, 2018	TC feedback/approval
ASHRAE Design Guide for Low- to Mid-Rise Multifamily Residential Buildings	Feb 15, 2019	Permissions
Annual Conference Transactions	After Kansas City	Printer delays
ASHRAE Design Guide for Tall, Supertall, and Megatall Building Systems, Second Edition	July 18, 2019	Other projects for Orlando
Duct Systems Design Guide	July 27 and 28, 2019	Permissions, other projects for Orlando
Damp Buildings, Human Health, and HVAC Design	Sep 19, 2019	Other projects for Orlando
HVAC Fast Facts (the YEA Cheat Sheet project)	Oct 27, 2019	Other projects for Orlando
Natural Ventilation Design Guide	Nov 8, 2019	Other projects for Orlando
ASHRAE Design Guide for Dedicated Outdoor Air Systems – Spanish translation	Jan 27, 2020	Only recently received

**From:** [Michaels, Cindy](#)  
**To:** [Michaels, Cindy](#)  
**Subject:** ASHRAE Publication Idea Submission  
**Date:** Wednesday, December 04, 2019 11:50:11 AM

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Date: 12/4-19

Proposed Title: ASHRAE Design Guide for the Kitchen Ventilation

Authors:

David John

Russ Robison (TC 5.10 Chair)

Derek Schrock (TC 5.10 Research Chair)

Terry McCabe

Source Material: Expansion of ASHRAE Application handbook, Chapter 34 Kitchen Ventilation

ASHRAE research project? No

Expansion of existing ASHRAE material? No

Supplement to ASHRAE Handbook chapter(s)? No

Other? No Authors to be re-embursed for travel and hotel while working on the guide

Format of Document: Book

Size and Complexity: Approximately 250. Guide expands on handbook chapter

What information or topics will this publication contain?

1. Commercial and Large Residential Kitchen Ventilation
  - a. Sustainability
  - b. Commissioning
  - c. Ventilation design
  - d. System integration and design
  - e. Energy considerations
  - f. Commercial exhaust hoods
  - g. Thermal comfort
  - h. Commercial exhaust hoods
  - i. Cooking effluent generation and control
  - j. Replacement (makeup) air systems
  - k. Hvac system design
  - l. Exhaust systems
  - m. Exhaust fans
  - n. Fire safety
  - o. System commissioning and air balancing
  - p. Operations and maintenance
2. Research
  - a. Site research completed by TC 5.10

Also required:

1. An introduction that includes a "how to use" the guide
2. A detailed index directing users to appropriate sections of the guide
3. A key word index
4. A summary section clearly showing the step by step selection method(s) along with examples

Why is this publication needed? Who is the potential audience?

This guide can be used on designing commercial kitchen ventilation system. It will expand on the ASHRAE Application handbook, Chapter 34 Kitchen Ventilation and include details such as on codes, potential energy savings, fire protection, grease duct design.

What TCs or ASHRAE Committees would be interested?

Volunteer effort with no additional funding? No

By contract with author in exchange for royalty? No

Using funding from additional listed sources? No

Funding from ASHRAE Research? No

ASHRAE Research project number:

Funding from other nonprofit association? No

Other nonprofit association source of funding:

Funding from trade association? No

Trade association source of funding:

Funding from commercial source? No

Commercial source of funding:

Funding from government source? No

Government source of funding:

Funding from other? No

Other source(s) of funding: Authors to be re-embursed for travel and hotel while working on the guide

Estimated completion date: Estimate 2-3 years from time of approval

Do you need support from ASHRAE? Need editing, and proofreading. Also some graphics from existing ASHRAE publications.

Who will be the primary contact?

David John

3329 Hickorywood Way

Tarpon Springs, FL, 34688

Phone: 727 666 0951

Email: david\_john2@hotmail.com

Fax:

**Proposal to ASHRAE Publications: ASHRAE Design Guide for Commercial Kitchen  
Ventilation  
December 4, 2019**

**Submitted by** David A. John, P.E.

**Title:** ASHRAE Design Guide for the Commercial Kitchen Ventilation

**Executive Summary:**

Kitchen ventilation systems are used in restaurants and institutional food service facilities. Larger residential kitchen ventilation systems are becoming more popular and approaching the design of commercial ventilation systems due to the increased popularity of cooking shows available on cable TV and YouTube.

The ASHRAE Application handbook, Chapter 34 Kitchen Ventilation does have a recommendations for commercial kitchen ventilation systems (CKV). The purpose of this proposal is to develop a kitchen ventilation design guide that expands on the ASHRAE Application Handbook, Chapter 34 Kitchen Ventilation, and serve as a reference for design engineers.

The proposed design guide will target engineers to aid in the design of Commercial Kitchen Ventilation by:

- Expanding on the scope of the Handbook Chapter and go into more detail of CKV design to aid practicing engineers.
- Review in detail the code requirements for CKV systems as outlined in the IBC and IMC. These codes are often the bases of local building codes for CKV systems.
- Provide a detailed review of SSPC-154's scope includes providing the most complete design guidance available on commercial kitchen ventilation components and systems. Specific areas include kitchen hoods, exhaust systems, and replacement air systems.
- Guide designers to select the most efficient components and units to meet their job criteria. The correct selection of equipment will facilitate the designer's efforts to meet or exceed ASHRAE Standards, including 90.1, 62 and 55.
- System life span and indoor environmental quality (IEQ) can be maximized by using the guide. Correct selection of CKV systems as outlined in the guide will help designers optimize the indoor environments for buildings.
- Address the expansion of residential kitchen ventilation systems that are moving towards commercial design.

The cognizant technical committee for this design guide will be TC 5.10 Kitchen Ventilation. This committee is responsible for the Standing Standard Project Committee (SSPC) 154, Ventilation for Commercial Cooking Operations. This standard was developed as a means for codifying critical CKV items as well as provide expertise to code-writing authorities. SSPC-154 relies on the significant field experiences of the manufacturers, designers, and users of CKV systems. ASHRAE Standard 154 is intended to serve as a template for standardization, harmonization, and



ongoing revision of related model and adopted codes and to bring consistency to design requirements and applications of CKV systems. The selection guide will aid designers in using SSPC-154 to select the most efficient components and units to minimize building energy consumption by providing guidelines and procedures to select the correct model, size, and controls for a CKV system.

The guide will also aid designers to select the most efficient components and units to meet their job criteria. The correct selection of equipment will facilitate the designer's efforts to meet or exceed ASHRAE Standards, including 90.1, 62 and 55 as well as local codes. These standards and codes will be treated as primary criteria in this selection guide. The selection guide will aid designers to minimize energy consumption, life cycle costs, and environmental impact.

The guide will be a tool that improves productivity of the design process. This design tool will be specifically designed to allow users to select CKV systems for the purpose of improving energy efficiency and life safety. This guide will be available to all designers and could be used in industry training. The information from the guide will be incorporated into ASHRAE Application Handbook, Chapter 34 Kitchen Ventilation. Since kitchen ventilation systems are used worldwide, the guide will have international impact.

**Application of Results:** This project will produce a Design Guide for the Kitchen Ventilation that will be the industry's reference to the proper design for CKV systems. It will be the first industry design guide that designers can use to aid in proper selection for acoustic, thermal comfort, energy consumption, and sustainability. The guide will be available through sales in the ASHRAE bookstore and will be a reference cited in the ASHRAE Application Handbook, Chapter 34 Kitchen Ventilation. Other references to the guide can be made in the ASHRAE Journal, and cited in Transaction papers and seminars. This guide will serve as the reference source for CKV systems in our industry and will be used by designers around the world.

**State-of-the-art (Background):** Currently, a design guide for the selection CKV Systems by ASHRAE is not available. Design and consulting engineers are limited to a shortened summary of design procedures contained in the ASRHAE Handbook, manufacturers' catalogs and computer selection programs that cover only one manufacture's product to aid in their design. Using manufacturer's electronic selection tools, it is extremely difficult to compare one manufacturer's data to another or to get a sense of general industry-wide performance.

**Advancement to the State-of-the-art:** A detailed design guide to aid in the selection of CKV systems is currently not available. Without this reference, CKV systems can be selected and installed based on misconceptions regarding performance and energy usage. Models used to predict energy consumption for CKV systems may not be accurate resulting in misapplications that incorrectly award LEED points and result in higher energy consumption.

The information developed for the CKV systems design guide can be used for improving comfort, safety, and energy efficiency, allowing the modeling of more efficient systems and improving the overall performance of a CKV systems.

This project will provide the IMC and IBC code requirements for a CKV system which can be used to evaluate sustainability, allowing the designer to consider different selection for a system including make-up air, VAV demand exhaust, fire prevention systems, and system layout. The broad-based design guide, which covers all North American manufacturers' CKV systems, rounds out the designer knowledge necessary to best serve the building owner during the design process.

The guide will allow a major reduction in CKV systems evaluation time requirements. The guide will help engineers to improve the overall environment by showing how to lower the energy consumption in CKV systems. This guide can be used to improve the selection, installation, and operation of CKV systems.

Having an accurate design guide to help designers understand the way that these systems consume energy throughout the year not only will help predict energy consumption but will also provide guidelines for a method to decrease world energy consumption and promote green design philosophy. Having a design guide for the industry also helps to set the direction of standards, such as ASHRAE Standard 90.1, when addressing energy consumption of CKV systems.

Another benefit of a design guide for CKV systems is that it provides education material for new designers entering the industry. The design guide could be used as training material for engineering schools around the world.

One last benefit the CKV systems design guide offers designers is a thorough discussion of sustainability outlining total life cycle from manufacturing, installation, operation, and final removal.

**Justification and Value to ASHRAE:** The Design Guide will provide a uniform procedure for CKV systems selection that accounts for noise, air distribution, and energy consumption providing a designer the information required to select CKV systems. The guide will also outline the life cycle and sustainability of CKV systems. This guide will be a step by step procedure for consulting engineers to evaluate IAQ, IEQ, and energy. This guide is currently not available and when completed, will be a reference for both HVAC designers and academic researchers. The guide will be sold as an ASHRAE publication.

The guide is targeted to aid mechanical engineers. All mechanical engineers charged with the responsibility of designing CKV systems can benefit from the guide. It is predicted the guide will be used by a large percentage of practicing engineers to aid them in CKV systems.

This guide will be cited in the ASHRAE Application handbook, Chapter 34. The guide will also be available as a reference in equipment manufacturers' literature for dissemination into the industry around the world.

**Objective:**

This project will research published manufacturers' selection methods for CKV systems and develop a uniform selection procedure. The project will include evaluation of CKV systems variables such as makeup air, exhaust air, fire prevention, grease duct maintenance, and energy consumption. Guidelines will show the designer how to properly select CKV system unit types with charts and examples. Both commercial kitchens and the growing number of larger residential systems will be discussed.

**Scope:**

This design guide will be developed through the experience and resources of the team members. The team has a well-balanced range of experience ranging from manufacturers, consulting engineering, testing and balancing contractor, and manufacturer representative.

The development will include the study of ASHRAE Standard 154 and ASHRAE Standards 62, 55, and 90.1 must also be evaluated and their impact on CKV systems applications must be considered. Current practicing consulting engineers shall be used as a resource in the research.

**Key References:**

ANSI/ASHRAE Standard 62.1  
ASHRAE Standard 154  
ANSI/ASHRAE Standard 90.1  
ASHRAE Standard 55

The project will includes evaluation of the variables that are evaluated to design a CKV systems variables including (but not limited to), exhaust CFM required, control systems available, fire protection requirements, local and international code issues, grease duct design, and sustainability of these devices with the results presented in a "user-friendly" format targeting HVAC designer.

The guide will show the designer how to properly select CKV systems through the use of tools such as charts, graphs, and examples.

The guide will be available for use by DOE, USGBC, and others who may be involved in developing modeling programs for CKV design. The guide may influence the credits required by the USGBC LEED points system.

The following topics will be addressed in the design guide:

1. Commercial and Large Residential Kitchen Ventilation
  - a. Sustainability
  - b. Commissioning
  - c. Ventilation design
  - d. System integration and design

- e. Energy considerations
  - f. Commercial exhaust hoods
  - g. Thermal comfort
  - h. Cooking effluent generation and control
  - i. Replacement (makeup) air systems
  - j. HVAC system design
  - k. Exhaust fans
  - l. Fire safety
  - m. System commissioning and air balancing
  - n. Operations and maintenance
2. Research
- a. Site research completed by TC 5.10

Also required:

- 1. An introduction that includes a “how to use” the guide
- 2. A detailed index directing users to appropriate sections of the guide
- 3. A key word indexes
- 4. A summary section clearly showing the step by step selection method(s) along with examples

**Deliverables/Where Results Will Be Published:**

- 1) The final Air Kitchen Ventilation Systems Guide manuscript shall be submitted to ASHRAE Special Publications.
- 2) This material shall be the property of ASHRAE and packaged so that it can be sold to ASHRAE members. All electronic application code shall be clearly documented and be the property of ASHRAE.
- 3) One copy in electronic format (Microsoft Word) shall also be supplied to ASHRAE Publications.

**Level of Effort**

This project is estimated to take 24 months to complete at an estimated cost not to exceed \$40,000.

Anticipated expenses

- 1. (4) meetings Travel and expenses for 6 committee members to meet in Atlanta
  - a. Airfare
  - b. Hotel
  - c. Meals
  - d. Transportation to and from meeting
- 2. Proofing and editing, Graphic support from existing ASHRAE publications

**Project Members**

One of the objectives of this project is to have a balanced team to author this guide.

	<b>Member</b>	<b>Position</b>
1	David John P.E. - Chair	Manufacturer Representative
2	Derek Schrock	Manufacture
3	Terry McCabe	Manufacture
4	Russ Robison	Manufacture
5	Chuck Kaupp	Balancing/Commissioning
6	George Stefanovici	Consulting Engineer

**Key References:**

ANSI/ASHRAE Standard 62.1

ASHRAE Standard 154

ANSI/ASHRAE Standard 90.1

ASHRAE Standard 55

**From:** [Michaels, Cindy](#)  
**To:** [Michaels, Cindy](#)  
**Subject:** ASHRAE Publication Idea Submission  
**Date:** Thursday, October 10, 2019 4:12:05 PM

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Date: October 10,2019

Proposed Title: Lucy's Work Day Adventure

Authors:  
Danielle Passaglia

Source Material:

ASHRAE research project? No

Expansion of existing ASHRAE material? No

Supplement to ASHRAE Handbook chapter(s)? No

Other? No if any other field feel that this could be an advantageous initiative (membership)?

Format of Document: Book

Size and Complexity: 20 pages, one or 2 sentences on each pages with pictures/images

What information or topics will this publication contain?

The committee would like to create an ASHRAE character and develop multiple books with it. The topics could include buildings, climate change, sustainability ect.. It would be a differentt way of introducing kids to our industry.

Why is this publication needed? Who is the potential audience?

This publication will be destined to a younger generation: K-6. It is needed since most of the students only discovers HVAC at their final years of university (post-high). Educating and exposing kids to our industry earlier will potentially have them enrolled more in our field.

What TCs or ASHRAE Committees would be interested?

Volunteer effort with no additional funding? No

By contract with author in exchange for royalty? No

Using funding from additional listed sources? No

Funding from ASHRAE Research? No  
ASHRAE Research project number:

Funding from other nonprofit association? No  
Other nonprofit association source of funding:

Funding from trade association? No  
Trade association source of funding:

Funding from commercial source? No  
Commercial source of funding:

Funding from government source? No  
Government source of funding:

Funding from other? No  
Other source(s) of funding: if any other field feel that this could be an advantageous initiative (membership)?

Estimated completion date: First draft is already completed (writing only)

Do you need support from ASHRAE? The support needed from ASHRAE would be for graphics, illustration/images/drawings, proofreading, advice, formatting, publishing

Who will be the primary contact?

Mai Anh Dao  
1910 rue Basin unit 307

Montreal, Québec, H3J1S5

Phone: 5142248426  
Email: thimaianh@gmail.com  
Fax:

## Lucy's Work Day Adventure

1

"Lucy! Time to wake up, today's the day!  
I'm taking you to work with me, so no delay!"

Lucy woke up with a start,  
She jumped out of bed, like a dart.

2

Giddy with excitement she ran down the hall,  
Leaping over her cat and avoiding a fall.

Like her dad, she was going to be an engineer,  
And learn all about how buildings got here.

3

They drove to the city where buildings soared high,  
Lucy thinking to herself, "My, oh my."

They were big, and tall, and shiny too,  
Some were gold or blue, some old, some new.

4

"How do they work, why don't they fall?  
What lights them up? Do they need to be tall?"

"Those are all great questions" Lucy's dad replied.  
"Imagination, some science, and teamwork apply."

5

They got to the building and put on their gear.  
Dad always says, "Safety is the first rule here."

6



With eyes wide open, she glanced through the door.  
Pipes and parts and pieces galore!

"What's that?" asked Lucy, "and that over there?  
Where are the walls? What about chairs?"

7

"A building is made kind of like you and me.."  
Lucy's dad took her aside so she could see.

8

"These beams and columns are like our bones.  
They give us form and help us stand on our own."

"We need to make sure they are built true and strong,  
So people stay safe, and nothing goes wrong."

9

"Think of the lights and wires as our brain..  
They power the building and have a central main frame."

"Electricity allows us to power the place,  
Helping to provide a safe and usable space."

10

Lucy nodded, soaking it in..  
And slowly broke out into a silly grin.

"This is all pretty cool dad, but what is that?"  
Hanging above her, it was long and flat.

11

"That is part of the air design,  
That up there, is called a duct line."

"Like our lungs, they provide fresh air.  
While very important, we're not always aware."

12

"Heating and cooling take a lot of energy,  
Like riding your bike, or pushing a swing."

"To help keep our world safe and clean,  
Engineers make buildings eco-friendly and green."

13

"Many people work together to help create,  
This complex project that is truly great."

Lucy couldn't believe it, it couldn't be real  
Wherever she looked was glass, or steal

14

She couldn't help but think out loud,  
"Has my head been up in the clouds?"

Lucy thought hard, and looked to her dad,  
But her playful grin had turned a bit sad.

15

She saw so much throughout the day,  
Yet her dream still seemed so far away.

"Dad, this all seems so hard to do..  
How do I know if I can be an engineer too?"

16

Lucy's dad was quick to reply  
"Why don't you give this riddle a try.."

"When I walk in a room, it's much too cold  
My breath is showing, it feels like the North Pole!"

17

"How would you fix this? What do you suggest?  
What answer do you think is best?"

18

Lucy racked her brain, and racked some more  
She had many answers, but what did she like more?

"What type of room? Are you outside?  
"What are you wearing? What have you tried?"

19

"There's lots of answers but the first thing I'd do..  
Is close any doors, and windows too."

"Grab a blanket, make a fire,  
For once can we turn the thermostat higher?"

20

Lucy's dad hoot and hollered  
"Oh my girl, you think just like your father."

"You already have the spirit, and the zest.  
Keep asking those questions and always try your best."

21

"Curiosity is key to changing the world, dear.  
That's how I know you'll make a great engineer."

22

**From:** [Michaels, Cindy](#)  
**To:** [Michaels, Cindy](#)  
**Subject:** ASHRAE Publication Idea Submission  
**Date:** Saturday, August 03, 2019 5:01:43 PM

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Date: 8-03-19

Proposed Title: Engineer & Contractor Led HVAC Projects - A Wealth of Opportunities

Authors:

Howard McKew PE, FASHRAE

Source Material: Years of HVAC Infrastructure Related Projects

ASHRAE research project? No

Expansion of existing ASHRAE material? No

Supplement to ASHRAE Handbook chapter(s)? No

Other? No \$2,000 on delivering the final draft to ASHRAE Publication + 12% royalty

Format of Document: book

Size and Complexity: 250 pages based on practical engineering and construction management

What information or topics will this publication contain?

Engineer & Contractor Led HVAC Projects - A Wealth of Opportunities

Introduction

- A book focused on HVAC infrastructure opportunities.
- A book encouraging teamwork (engineer & contractor) in an Integrated Project Delivery approach
- Based on years of experience both design-bid-build and design build of HVAC projects
- Explaining the culture, the qualifications, the process, and the opportunities
- Recession-proof

The Culture & Attitude

- Philosophy of engineer-contractor led team
- Breaking the Mold of architect-led projects
- Not a Commodity
- Design-Bid-Build vs Integrated Project Delivery
- Can Do attitude thru consensus
- Repeat business

Advocating Relationships

- Visionary Leader
- Sales Engineer
- Project Manager
- Minimum 1-Year Service Contract Standard
- Client Maintenance

Team Positions

- Design Engineers
- Estimators

- Piping Foreman
- TAB & Commissioning Engineer
- Service Technician

#### The Clients

- Repeat Business potential
- Application potential
- Available funding e.g., grants, etc.

#### The Business Plan

- Know the opportunities
- 10 is better than 100
- Closing ratio of 60% Plus
- Overhead cost until sold
- Competition is the client's budget

#### IPD Without the Incentive

- Want a fair profit
- Want repeat business
- Will find opportunities to save
- No shared savings
- No IPD incentives

#### Request for Proposal

- A small part of the business plan
- Will the RFP fit the business plan
- Prequalify the Prospect
- No can become Yes
- Request an interview
- Set a time to cancel if no decision date is set

#### Conceptual Phase; Pre-Proposal Period

- A culture change
- Overhead cost until sold
- Not D-B-B process
- Experience counts
- Database needed
- IPD teamwork

#### Team Estimating

- Client's expectations
- Design checklist
- Video team estimating
- Consensus rules
- Your experience counts
- Purchase order
- Getting subcontractor bids
- Problem with TAB quotes
- Project timeline

#### The Proposal

- IPD exposure
- Recap the process and the team estimate
- Clear but vague
- Don't close the door on service
- Include a 1-year service contract

#### Authorization to Proceed

- Project management
- Completing the as-builts
- Pipe material
- Submittals
- Closing out the job at the start
- Immediately after submittals
- Training

- Seamless Commissioning
- Client Maintenance
- Call in advance of a design day
  - Spreading the word
  - Get an endorsement
- Looking for Elephants
- Paid opportunity
  - Chronic HVAC system problems
  - Facility assessments
  - Hydraulic modeling vs conservative engineering
  - Specialist in infrastructure replacement
  - Specialist in infrastructure expansion
  - Energy retro-commissioning
  - Apple-to-apple vs a better option
  - When the economy drops off
- Summary

Why is this publication needed? Who is the potential audience?

Consulting engineers, HVAC contractors, and HVAC service contractors.

What TCs or ASHRAE Committees would be interested?

TC on management and TC on Integrated Building Design

Volunteer effort with no additional funding? No

By contract with author in exchange for royalty? No

Using funding from additional listed sources? No

Funding from ASHRAE Research? No

ASHRAE Research project number:

Funding from other nonprofit association? No

Other nonprofit association source of funding:

Funding from trade association? No

Trade association source of funding:

Funding from commercial source? No

Commercial source of funding:

Funding from government source? No

Government source of funding:

Funding from other? No

Other source(s) of funding: \$2,000 on delivering the final draft to ASHRAE Publication + 12% royalty

Estimated completion date: 9-months from authorization

Do you need support from ASHRAE? proof reading, editing, advice on formatting.

I assume the TC assigned to this book would put together a review team of maybe 4-5 individuals

Who will be the primary contact?

Howard McKew  
23 Ash Drive

Kingston, NH, 03848

Phone: 978-857-4079

Email: [hmckew@bss-consultant.com](mailto:hmckew@bss-consultant.com)

Fax:

## Special Pubs Review List

Code	ASHRAE Special Publication	Year Publ	Committee or Project	TC Chair Email Alias	TC Vice Chair Email Alias	Communication Date	To	From	Response	Status/Comments
<b>Section 1</b>										
The Section 1 Section Head email alias is SH1@ashrae.net.										
	Psychrometric Analysis CD, Professional Edition, Version 7	2012	TC 1.1	<a href="mailto:tc0101@ashrae.net">tc0101@ashrae.net</a>	<a href="mailto:TC0101.VGH@ashrae.net">TC0101.VGH@ashrae.net</a>					Replaced by app? Need new tool?
90138	Dampers and Airflow Controls	2010	TC 1.4; TC 5.2	<a href="mailto:tc0104@ashrae.net">tc0104@ashrae.net</a>	<a href="mailto:TC0104.VCH@ashrae.net">TC0104.VCH@ashrae.net</a>	November and December 2019, February 2020	Larry Felker	Cindy Michaels	Staff has contacted the author and discussions are under way.	<b>TC 1.4</b> says to make it obsolete because it has been replaced by Guideline 36. <b>TC 5.2</b> said to continue to publish it as is. Therefore, per the Director, contact the book authors to ask if they should/can update/revise the book per Guideline 36 content.
94276	The Good, the Bad and the Ugly (Documents and E-mails): What Every ASHRAE Member Should Know About How Documents and Emails are Used in Litigation, DVD edition	2002	TC 1.7	<a href="mailto:tc0107@ashrae.net">tc0107@ashrae.net</a>	<a href="mailto:TC0107.VCH@ashrae.net">TC0107.VCH@ashrae.net</a>	2/3/2020	Kay Thrasher	Duane Wolf	TC discussed in Orlando and plans to have more extensive discussion in Austin with a goal being to present something in Las Vegas. Are considering assembling the expertise as a separate endeavor and updating it with new material (potentially needing funding) OR putting together a new program along this thread with the updated publication following from the program. Biggest needs are possible funding and potentially attorneys to participate in the script.	Consensus is that it's outdated (but does not have bad information). Revision would require new script and funding for actors.
90419	Fuel Cells for Building Applications	2002	TC 1.10	<a href="mailto:tc0110@ashrae.net">tc0110@ashrae.net</a>	<a href="mailto:TC0110.VCH@ashrae.net">TC0110.VCH@ashrae.net</a>					
90555	Combined Heat and Power Design Guide	2015	TC 1.10	<a href="mailto:tc0110@ashrae.net">tc0110@ashrae.net</a>	<a href="mailto:TC0110.VCH@ashrae.net">TC0110.VCH@ashrae.net</a>					
90421	Humidity Control Design Guide for Commercial and Institutional Buildings	2002	TC 1.12	<a href="mailto:tc0112@ashrae.net">tc0112@ashrae.net</a>	<a href="mailto:TC0112.VCH@ashrae.net">TC0112.VCH@ashrae.net</a>					Author says funding is required for revision.
90442	ASHRAE Guide for Buildings in Hot & Humid Climates, 2ed	2009	TC 1.12	<a href="mailto:tc0112@ashrae.net">tc0112@ashrae.net</a>	<a href="mailto:TC0112.VCH@ashrae.net">TC0112.VCH@ashrae.net</a>					Author says funding is required for revision.
<b>Section 2</b>										
The Section 2 Section Head email alias is SH2@ashrae.net.										
90343	Practical Guide to Noise and Vibration Control for HVAC Systems, Second Edition (I-P)	2005	TC 2.6	<a href="mailto:tc0206@ashrae.net">tc0206@ashrae.net</a>	<a href="mailto:TC0206.VCH@ashrae.net">TC0206.VCH@ashrae.net</a>					TC agrees the I-P edition (2005) should be synched with the SI edition (2011). <b>From staff:</b> This is a fairly popular publication, but because of its publication date it might be out of date. Please consider revising/updating this book. The Director of Pubs and Educ suggests a dual-units version.
90339	Practical Guide to Noise and Vibration Control for HVAC Systems SI, 2ed	2011	TC 2.6	<a href="mailto:tc0206@ashrae.net">tc0206@ashrae.net</a>	<a href="mailto:TC0206.VCH@ashrae.net">TC0206.VCH@ashrae.net</a>					See above comment.
90303	Application of Manufacturers' Sound Data	1998	TC 2.6	<a href="mailto:tc0206@ashrae.net">tc0206@ashrae.net</a>	<a href="mailto:TC0206.VCH@ashrae.net">TC0206.VCH@ashrae.net</a>					In 2017 we were told by Steve Wise the information would be included in the Handbook and the book would be made obsolete. In Dec 2018 were told by Steve Wise the TC is still discussing it. <b>Need update.</b>
94850	Seismic Restraint Applications CD	2002	TC 2.7	<a href="mailto:tc0207@ashrae.net">tc0207@ashrae.net</a>	<a href="mailto:TC0207.VCH@ashrae.net">TC0207.VCH@ashrae.net</a>	1/21/2018	Bert Philips	Chee Ow	TC will update.	<b>Please get update.</b>
90316	Practical Guide to Seismic Restraint, 2ed	2012	TC 2.7	<a href="mailto:tc0207@ashrae.net">tc0207@ashrae.net</a>	<a href="mailto:TC0207.VCH@ashrae.net">TC0207.VCH@ashrae.net</a>					In Sept 2016 were told by author Jim Tauby there were no "substantial changes since the 2nd edition came out 4 years ago. Maybe in another 2-3 years." <b>Need update.</b>
<b>Section 3</b>										
The Section 3 Section Head email alias is SH3@ashrae.net.										
90394	Zero Leaks	1998	TC 3.8	<a href="mailto:tc0308@ashrae.net">tc0308@ashrae.net</a>	<a href="mailto:TC0308.VCH@ashrae.net">TC0308.VCH@ashrae.net</a>	2/4/2020	Rennie Tisdale	Rob Yost	TC voted in Orlando to keep selling it because it is still relevant.	Keep selling as is.
<b>Section 4</b>										
The Section 4 Section Head email alias is SH4@ashrae.net.										
94265	Updating the ASHRAE/ACCA Residential Heating and Cooling Load Calculation Procedures and Data (RP-1199 Source Code and Data) CD	1996	TC 4.1	<a href="mailto:tc0401@ashrae.net">tc0401@ashrae.net</a>	<a href="mailto:TC0401.VCH@ashrae.net">TC0401.VCH@ashrae.net</a>					
90664	Load Calculation Applications Manual, 2ed, SI version	2014	TC 4.1; RP-1616	<a href="mailto:tc0401@ashrae.net">tc0401@ashrae.net</a>	<a href="mailto:TC0401.VCH@ashrae.net">TC0401.VCH@ashrae.net</a>					
90662	Load Calculation Applications Manual, 2ed, IP version	2014	TC 4.1; RP-1616	<a href="mailto:tc0401@ashrae.net">tc0401@ashrae.net</a>	<a href="mailto:TC0401.VCH@ashrae.net">TC0401.VCH@ashrae.net</a>					
90390	Annotated Guide to Load Calculation Models and Algorithms	1996	TC 4.1, 4.7	<a href="mailto:tc0401@ashrae.net">tc0401@ashrae.net</a> ; <a href="mailto:tc0407@ashrae.net">tc0407@ashrae.net</a>	<a href="mailto:TC0401.VCH@ashrae.net">TC0401.VCH@ashrae.net</a> ; <a href="mailto:tc0407.VCH@ashrae.net">tc0407.VCH@ashrae.net</a>					
94051	International Weather for Energy Calculations (IWEC), Version 2, DVD	2012	TC 4.2	<a href="mailto:tc0402@ashrae.net">tc0402@ashrae.net</a>	<a href="mailto:TC0402.VCH@ashrae.net">TC0402.VCH@ashrae.net</a>	12/13/2018	Joe Huang	Cindy Michaels		Liaison and director are in contact with TC; <b>no need to request update at present.</b>
90354	Heat Transmission Coefficients for Walls, Roofs, Ceilings and Floors	1993	TC 4.4	<a href="mailto:tc0404@ashrae.net">tc0404@ashrae.net</a>	<a href="mailto:TC0404.VCH@ashrae.net">TC0404.VCH@ashrae.net</a>					Word file of contents was supplied in August 2018. <b>Please get status/decision update.</b>
90358	HVAC 2 Toolkit, CD: Algorithms and Subroutines for Secondary HVAC Systems Energy Calculations	1993	TC 4.7	<a href="mailto:tc0407@ashrae.net">tc0407@ashrae.net</a>	<a href="mailto:TC0407.VCH@ashrae.net">TC0407.VCH@ashrae.net</a>					



90290	System Performance Evaluation and Design Guidelines for Displacement Ventilation	2003	TC 4.10; TC 5.3; RP-949	<a href="mailto:tc0410@ashrae.net">tc0410@ashrae.net</a>	<a href="mailto:TC0410.VCH@ashrae.net">TC0410.VCH@ashrae.net</a>					
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**Section 5**

The Section 5 Section Head email alias is SH5@ashrae.net.

90138	Dampers and Airflow Controls	2010	TC 5.2; TC 1.4	<a href="mailto:tc0502@ashrae.net">tc0502@ashrae.net</a>	<a href="mailto:TC0502.VCH@ashrae.net">TC0502.VCH@ashrae.net</a>	November and December 2019, February 2020	Larry Felker	Cindy Michaels	Staff has contacted the author and discussions are under way.	TC 1.4 says to make it obsolete because it has been replaced by Guideline 36. TC 5.2 said to continue to publish it as is. Therefore, per the Director, contact the book authors to ask if they should/can update/revise the book per Guideline 36 content.
90425	Designer's Guide to Ceiling-Based Air Diffusion	2002	TC 5.3	<a href="mailto:tc0503@ashrae.net">tc0503@ashrae.net</a>	<a href="mailto:TC0503.VCH@ashrae.net">TC0503.VCH@ashrae.net</a>	Jun-19		Rennie Tisdale		No response.
90290	System Performance Evaluation and Design Guidelines for Displacement Ventilation	2003	TC 5.3; TC 4.10; RP-949	<a href="mailto:tc0503@ashrae.net">tc0503@ashrae.net</a>	<a href="mailto:TC0503.VCH@ashrae.net">TC0503.VCH@ashrae.net</a>	Jun-19		Rennie Tisdale		No response.

**Section 6**

The Section 6 Section Head email alias is SH6@ashrae.net.

90562	District Heating Guide	2013	TC 6.2; RP-1267; SP 98	<a href="mailto:tc0602@ashrae.net">tc0602@ashrae.net</a>	<a href="mailto:TC0602.VCH@ashrae.net">TC0602.VCH@ashrae.net</a>	1/10/2019	Adeeba Mehboob	Gary Phetteplace / Alan Neely	I would say the District Heating Guide is reasonably current and does not merit updating at this time.	No need for update at this time.
90336	Guide for Preparing Active Solar Heating Systems Operation and Maintenance Manuals	1990	TC 6.7	<a href="mailto:tc0607@ashrae.net">tc0607@ashrae.net</a>	<a href="mailto:TC0607.VCH@ashrae.net">TC0607.VCH@ashrae.net</a>					
90576	District/Central Solar Hot Water Systems Design Guide	2013	TC 6.7	<a href="mailto:tc0607@ashrae.net">tc0607@ashrae.net</a>	<a href="mailto:TC0607.VCH@ashrae.net">TC0607.VCH@ashrae.net</a>					
90423	Geology and Drilling Methods for Ground-Source Heat Pump Installations: An Introduction for Engineers	2002	TC 6.8	<a href="mailto:tc0608@ashrae.net">tc0608@ashrae.net</a>	<a href="mailto:TC0608.VCH@ashrae.net">TC0608.VCH@ashrae.net</a>	1/16/2019	Adeeba Mehboob	Scott Hackel	Continue to publish as is.	No need for update at this time.
90302	Commissioning, Preventive Maintenance, and Troubleshooting Guide for Commercial Ground Source Heat Pumps	2002	TC 6.8	<a href="mailto:tc0608@ashrae.net">tc0608@ashrae.net</a>	<a href="mailto:TC0608.VCH@ashrae.net">TC0608.VCH@ashrae.net</a>	1/16/2019	Adeeba Mehboob	Scott Hackel	Continue to publish as is.	No need for update at this time.
90386	Commercial Ground-Source Heat Pump Systems	1996	TC 6.8	<a href="mailto:tc0608@ashrae.net">tc0608@ashrae.net</a>	<a href="mailto:TC0608.VCH@ashrae.net">TC0608.VCH@ashrae.net</a>	2/18/2020	Cindy Michaels	Scott Hackel	After TC discussion in Orlando and information provided by Cindy via email in February, TC wants to continue to offer the PDF in the bookstore at present. They will discuss whether they want to consider adding more recent papers to this papers collection.	No need for update at this time.
90391	Operating Experiences with Commercial Ground-Source Heat Pump Systems	1998	TC 6.8	<a href="mailto:tc0608@ashrae.net">tc0608@ashrae.net</a>	<a href="mailto:TC0608.VCH@ashrae.net">TC0608.VCH@ashrae.net</a>	7/9/2019	Adeeba Mehboob	Scott Hackel	Continue to publish as is.	No need for update at this time.
90318	Geothermal Heating and Cooling: Design of Ground-Source Heat Pump Systems	2015	TC 6.8	<a href="mailto:tc0608@ashrae.net">tc0608@ashrae.net</a>	<a href="mailto:TC0608.VCH@ashrae.net">TC0608.VCH@ashrae.net</a>	7/9/2019	Adeeba Mehboob	Scott Hackel	Continue to publish as is.	No need for update at this time.
90396	Cold Air Distribution System Design Guide	1996	TC 6.9	<a href="mailto:tc0609@ashrae.net">tc0609@ashrae.net</a>	<a href="mailto:TC0609.VCH@ashrae.net">TC0609.VCH@ashrae.net</a>					

**Section 7**

The Section 7 Section Head email alias is SH7@ashrae.net.

90439	HVAC Simplified	2006	TC 7.1	<a href="mailto:tc0701@ashrae.net">tc0701@ashrae.net</a>	<a href="mailto:TC0701.VCH@ashrae.net">TC0701.VCH@ashrae.net</a>	January and February 2020	Hugh McMillan, Cindy Michaels	Elyse Malherek	TC 7.1 does not feel they are the appropriate committee for this publication, as it does not touch on IBD or IPD. They recommend TC 9.1 become the cognizant TC instead. Staff will approach TC 9.1 about this.	Staff liaison says this is a consistently popular book, but because of its publication date many examples are out of date. Please consider revising/updating.
90440	HVAC Simplified Solutions Manual	2007	TC 7.1	<a href="mailto:tc0701@ashrae.net">tc0701@ashrae.net</a>	<a href="mailto:TC0701.VCH@ashrae.net">TC0701.VCH@ashrae.net</a>	4/25/2019; follow-up on 5/14/19	Elyse Malherek	Hugh McMillan	See above comment.	See above comment.
88207	Fault Detection and Diagnosis for HVAC Systems	1996	TC 7.5	<a href="mailto:tc0705@ashrae.net">tc0705@ashrae.net</a>	<a href="mailto:TC0705.VCH@ashrae.net">TC0705.VCH@ashrae.net</a>	4/25/2019; follow-up on 5/14/19	Jin Wen	Hugh McMillan	Generating PTAR to see if funds might be available for finding contractor and re-writing book.	No need for update at this time.
90387	Reference Guide for Dynamic Models of HVAC Equipment	1998	TC 7.5	<a href="mailto:tc0705@ashrae.net">tc0705@ashrae.net</a>	<a href="mailto:TC0705.VCH@ashrae.net">TC0705.VCH@ashrae.net</a>	4/25/2019; follow-up on 5/14/19	Jin Wen	Hugh McMillan	Generating PTAR to see if funds might be available for finding contractor and re-writing book.	No need for update at this time.

**Section 8**

The Section 8 Section Head email alias is SH8@ashrae.net.

88199	Desiccant and Absorption Cooling	1995	TC 8.3	<a href="mailto:tc0803@ashrae.net">tc0803@ashrae.net</a>	<a href="mailto:TC0803.VCH@ashrae.net">TC0803.VCH@ashrae.net</a>					
90378	Application Guide for Absorption Cooling/Refrigeration Using Recovered Heat	1995	TC 8.3; RP-773	<a href="mailto:tc0803@ashrae.net">tc0803@ashrae.net</a>	<a href="mailto:TC0803.VCH@ashrae.net">TC0803.VCH@ashrae.net</a>	12/4/2018	Jurgen Scharfe	Cindy Michaels	Outdated and needs revision; funding is required.	No need for update at this time.

**Section 9**

The Section 9 Section Head email alias is SH9@ashrae.net.

90402	Application Guide: Chiller Heat Recovery	1999	TC 9.1; TC 9.4	<a href="mailto:tc0901@ashrae.net">tc0901@ashrae.net</a> ; <a href="mailto:tc0904@ashrae.net">tc0904@ashrae.net</a>	<a href="mailto:TC0901.VCH@ashrae.net">TC0901.VCH@ashrae.net</a> ; <a href="mailto:TC0904.VCH@ashrae.net">TC0904.VCH@ashrae.net</a>	6/26/2016	Section 9 mtg.	Don Beaty	TC is reviewing.	
90550	HVAC Design Manual for Hospitals and Clinics, 2ed	2013	TC 9.6	<a href="mailto:tc0906@ashrae.net">tc0906@ashrae.net</a>	<a href="mailto:TC0906.VCH@ashrae.net">TC0906.VCH@ashrae.net</a>	6/23/2019	Eduardo Donoso	Ron W	Took lots of effort to produce... not likely to revise. Mentioned that India wants to publish a version of it.	Per staff; India version is being discussed. No need for update at this time.
90441	High Density Data Centers - Case Studies and Best Practices (Datacom 7)	2008	TC 9.9	<a href="mailto:tc0909@ashrae.net">tc0909@ashrae.net</a>	<a href="mailto:TC0909.VCH@ashrae.net">TC0909.VCH@ashrae.net</a>					
90447	Best Practices for Datacom Facility Energy Efficiency, 2ed	2009	TC 9.9	<a href="mailto:tc0909@ashrae.net">tc0909@ashrae.net</a>	<a href="mailto:TC0909.VCH@ashrae.net">TC0909.VCH@ashrae.net</a>					
90446	Real-Time Energy Consumption Measurements in Data Centers	2010	TC 9.9	<a href="mailto:tc0909@ashrae.net">tc0909@ashrae.net</a>	<a href="mailto:TC0909.VCH@ashrae.net">TC0909.VCH@ashrae.net</a>					
90554	Green Tips for Data Centers	2011	TC 9.9	<a href="mailto:tc0909@ashrae.net">tc0909@ashrae.net</a>	<a href="mailto:TC0909.VCH@ashrae.net">TC0909.VCH@ashrae.net</a>					
90282	PUE: A Comprehensive Examination of the Metric	2014	TC 9.9	<a href="mailto:tc0909@ashrae.net">tc0909@ashrae.net</a>	<a href="mailto:TC0909.VCH@ashrae.net">TC0909.VCH@ashrae.net</a>					
90457	Server Efficiency: Metrics for Computer Servers & Storage	2015	TC 9.9	<a href="mailto:tc0909@ashrae.net">tc0909@ashrae.net</a>	<a href="mailto:TC0909.VCH@ashrae.net">TC0909.VCH@ashrae.net</a>					

**Section 10**

The Section 10 Section Head email alias is SH10@ashrae.net.

90433	Design Essentials for Refrigerated Storage Facilities	2005	TC 10.5; RP-1214	<a href="mailto:tc1005@ashrae.net">tc1005@ashrae.net</a>	<a href="mailto:TC1005.VCH@ashrae.net">TC1005.VCH@ashrae.net</a>					
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**MTGs and Special Projects**

90313	Energy Efficiency Guide for Existing Commercial Buildings: The Business Case for Building Owners and Managers	2009	SP	Staff: Lilas Pratt	N/A	7/15/2019	Cindy Michaels	Lilas Pratt	AEDG steering committee discussed in Kansas City but did not come to a conclusion. They do feel the guide is still relevant and actually ties into Darryl Boyce's presidential emphasis on existing buildings. They will be looking at this more closely in the next several months.
90374	Energy Efficiency Guide for Existing Commercial Buildings: Technical Implementation	2011	SP	Staff: Lilas Pratt	N/A	7/15/2019	Cindy Michaels	Lilas Pratt	AEDG steering committee discussed in Kansas City but did not come to a conclusion. They do feel the guide is still relevant and actually ties into Darryl Boyce's presidential emphasis on existing buildings. They will be looking at this more closely in the next several months.
90408	Indoor Air Quality Guide, The: Best Practices for Design, Construction and Commissioning	2010	SP	Staff: Lilas Pratt	N/A	5/29/2019	Lilas Pratt	Cindy Michaels	From the Jan 2019 Atlanta Winter Meeting Tech Council Meeting Notes: EHC is working with SSPC 62.1 to explore how to update the ASHRAE Indoor Air Quality Guide.
90329	Performance Measurement Protocols for Commercial Bldgs	2010	SP	Staff: Lilas Pratt	N/A	7/15/2019	Cindy Michaels	Lilas Pratt	TC 7.6 agreed to establish an informal working group under the auspices of the Monitoring and Energy Performance Subcommittee, headed by Hyojin Kim, to explore options. It could be a revised publication or some sort of web presence.
90331	Performance Measurement Protocols for Commercial Bldgs: Best Practices Guide	2012	SP	Staff: Lilas Pratt	N/A	7/15/2019	Cindy Michaels	Lilas Pratt	TC 7.6 agreed to establish an informal working group under the auspices of the Monitoring and Energy Performance Subcommittee, headed by Hyojin Kim, to explore options. It could be a revised publication or some sort of web presence.
90315	Refrigeration Commissioning Guide for Commercial and Industrial Systems	2013	SP	Staff: Lilas Pratt	N/A	5/23/2019	Lilas Pratt	Cindy Michaels	Will look into it in Kansas City and report after the conference.
90167	Understanding Psychrometrics, Third Edition	2013	Author	Don Gatley	N/A				