**Procedural**

[ ]  Dual units (I-P and SI) are included for all measurements ([ASHRAE Units Policy](https://www.ashrae.org/technical-resources/ashrae-handbook/the-si-guide)).

[ ]  Permissions are obtained for use of non-ASHRAE copyrighted material.

[ ]  Code-intended documents are written in appropriate code language with simple and direct prescriptive methods for compliance, with one or more alternative performance path ([ASHRAE Guide to Writing Standards in Code-Intended Language](https://www.ashrae.org/File%20Library/Technical%20Resources/Standards%20and%20Guidelines/PCs%20Toolkit/ASHRAE-Guide-to-Writing-Standards-in-Code-Intended-Language-2015.docx)).

[ ]  Document conforms to ASHRAE’s [Mandatory Language Policy](https://www.ashrae.org/File%20Library/Technical%20Resources/Standards%20and%20Guidelines/PCs%20Toolkit/ASHRAE-Guide-to-Writing-Standards-in-Mandatory-Language-2015.docx).

[ ]  Document does not require use of proprietary materials to the exclusion of others [(ASHRAE Commercialism Policy](https://www.ashrae.org/about/governance/ashrae-commercialism-policy-and-guidelines).

[ ]  Document does not prescribe use of any proprietary agency for quality control or testing to the exclusion of others.

**Text**

[ ]  Text has been reviewed and revised by the author (or at least one other committee member) for clarity, consistency, and usability.

[ ]  Definitions don’t include requirements.

[ ]  Terms are defined exactly as they’re used and used exactly as they’re defined (not counting plural forms).

[ ]  All defined terms are used at least once elsewhere in the document (outside of where they’re defined).

[ ]  Numbered main sections and subsections include headings.

[ ]  Lists don’t mix complete sentences and sentence fragments (each list consistently uses one or the other).

[ ]  All sections have been reviewed and revised for clarity and completeness.

[ ]  Document text uses a balanced mix of paragraphs and sections.

[ ]  Normative and informative references are updated and current.

[ ]  Document doesn’t exceed 150 Microsoft Word pages. (If your document is longer than this, please contact the Senior Manager of Standards or the Editor of Standards and Guidelines prior to submitting for public review.)

**Figures and Tables**

[ ]  Each figure and table is numbered and titled.

[ ]  Each figure and table is referenced by number in the text.

[ ]  All figures used in the standard are legible (text is not too small, and meanings of colorings can easily be understood in the black and white print version of the standard).