**Request Form**

**For ASHRAE Project Committee Websites on ASHRAE-Provided Server**

Attention: Mark Weber

Manager of American Standards

ASHRAE

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Project Committee Number and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As Webmaster for the above Project Committee, I acknowledge that I have reviewed the following ASHRAE documents pertaining to the proper use of Project Committee Web sites and I formally request that a Web site template shell be established on the ASHRAE-provided server for my Project Committee. I also recognize that it will be my responsibility to provide and maintain Web site content to this template shell consistent with the ASHRAE policy and procedures listed below:

“ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups,”

This document (Web Policy for ASHRAE Groups) can be found on the Society’s web site at:

<http://www.ashrae.org/about-ashrae/policies-and-procedures>

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Name of Webmaster Date

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Signature

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Email Address: