**SUBMITTAL DATE:** Click or tap to enter a date.

**Section A. General Information for the Public Review**

**Please complete[[1]](#footnote-1) the following relevant data for each**

**Standard/Guideline/Addendum Publication Public Review drafts being submitted:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Designation of Proposed Public Review Draft** | **Approved Title of Standard** | **Project Intent**  New project, supplement/ addendum  or revision | **Affected Standard Designation**  (Addenda only) | **Scope Summary of Project** | **Length of PR Recommended by the PC**  (30/45/60 day Public review requested)  Note: 30 day PR is permitted only when the draft is less than 5 pages long. |
| *see above* | *see above* | *from PINS* | *see above* | *see draft* | Choose an item. |

**Include a copy of the document’s current TPS with this submission. Approved  
TPSs for current ASHRAE standards and guidelines can be found at**[**https://www.ashrae.org/technical-resources/standards-and-guidelines/titles-purposes-and-scopes**](https://www.ashrae.org/technical-resources/standards-and-guidelines/titles-purposes-and-scopes)

**Title:**

Click or tap here to enter text.

**Purpose:**

Click or tap here to enter text.

**Scope:**

Click or tap here to enter text.

**Section B. Chair’s Checklist**

|  |  | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- | --- |
| 1. | Does this document make use of any material (text, figures, or tables) that originally appeared in an ISO Standard? |  |  |  |
| 2. | Are the draft and graphics submitted in electronic format? |  |  |  |
|  | Does the draft incorporate or reference open-source software or schema? |  |  |  |
| 3. | Has the title, purpose and scope (TPS) changed since approval of the project or since the last public review? |  |  |  |
| 4. | Has the draft been reviewed for alignment with the document’s approved TPS? |  |  |  |
| 5. | Does commercialism exist in this standard? |  |  |  |
| 6. | Do any conflicts exist between this standard/guideline’s terms and definitions and those published in the ASHRAE terminology glossary (<https://terminology.ashrae.org>)? |  |  |  |
|  | Does this draft revise any defined terms which are presently included in the Title, Purpose, and Scope (TPS) of the standard/guideline? |  |  |  |
| 7. | Does this standard/guideline comply with the ASHRAE Units Policy?  What is the unit format? Choose an item. |  |  |  |
| 8. | Which ASHRAE Handbook Chapter is relevant to this standard/guideline? Click or tap here to enter text. |  |  |  |
| 9. | Has the relevant ASHRAE Handbook Chapter been reviewed? |  |  |  |
| 10. | Do any conflicts exist between this standard/guideline and its corresponding ASHRAE Handbook Chapter? |  |  |  |
| 11. | Has the PC reviewed all official interpretations (if any) of the current standard/guideline and voted in each instance that the text of the revised draft standard has been clarified so that automatic withdrawal of the previous interpretations will not create a problem? |  |  |  |
| 12. | Have all of the requirements listed below been met? (please check each box once the requirement is met)  If no, please explain: Click or tap here to enter text. |  |  |  |
|  | a. Written in mandatory language per the *ASHRAE Guide for Writing Standards in Mandatory Language* (not applicable for ASHRAE Guidelines) |  |  |  |
|  | b. Terms that deviate from the ordinarily accepted meaning are clearly defined |  |  |  |
|  | c. Scope is clearly defined |  |  |  |
|  | d. Does not require proprietary materials to the exclusion of others |  |  |  |
|  | e. Does not prescribe a proprietary agency for quality control or testing |  |  |  |
|  | f. Does not state its provisions *shall govern* when in conflict with a different ASHRAE standard |  |  |  |
|  | g. Document referenced within are readily available |  |  |  |
| 13. | If this is a test standard/guideline, have the following requirements been met? |  |  |  |
|  | a. Describes preparation of the test sample and sample section in detail |  |  |  |
|  | b. Prescribes the reporting format for the test results |  |  |  |
|  | c. Clearly defined the criteria for acceptable performance |  |  |  |
| 14. | Does this document comply with ASHRAE’s patent policy? |  |  |  |
| 15. | Please summarize the issues discussed within the PC and any potential problems associated with this draft. Please include issues that may arise later even if there were no negative votes within the PC.  Click or tap here to enter text. |  |  |  |
| 16. | How contentious is this draft? Choose an item. |  |  |  |
| 17. | Has anyone indicated that they might appeal the BOD or ANSI approval of this draft? If yes, please list the names: Click or tap here to enter text. |  |  |  |
| 18. | Has any affected party raised any important issue or objection? |  |  |  |
|  | If yes, was the issue discussed by the PC?  Please explain: Click or tap here to enter text. When was the issue discussed by the PC? Click or tap here to enter text. What was the PC’s response? Click or tap here to enter text.  [Reminder: Responding to Negative Commenters/Voters (with reason)](https://www.ashrae.org/file%20library/technical%20resources/standards%20and%20guidelines/pcs%20toolkit/pc-chairs-training-responding-to-ppr-negative-commenters.ppt) |  |  |  |
| 19. | Is this a consumer product? |  |  |  |
|  | If this is not a first publication public review, attach or separately provide all comments committee responses received on the previous public review draft(s). |  |  |  |

**Section C. Project Committee Vote Records of Publication Public Review Approval**

**Please choose to either complete the following chart or attach a separate approval record (electronic) with your submittal**

*If you attach a separate document, please make sure that all information is up-to-date and that all items listed in the chart below are included. (Label Approval Record as PC Vote of Pub PR Approval)*

| **Date of PC’s Publication Public Review Vote or Letter Ballot:** Click or tap here to enter text.  **(Please give recirculation dates if applicable):** Click or tap here to enter text. | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Voting Member’s Name** | **Interest Category** | **Affirmative** | **Negative** | **Negative w/o Reason** | **Abstention** | **Not Returned** |
| Click or tap here to enter text. | Click or tap here to enter text. |  | **normative section only**  **informative section only**  **informative/normative sections** |  |  |  |
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| **TOTAL NUMBER OF MEMBERS VOTING[[2]](#footnote-2):** Click or tap here to enter text. | | | | | | |

1. Please use the check boxes and grey text boxes to complete the form

   To type in a grey box, *single* click on the box and begin typing

   To place a checkmark in a box, *double* click on the box and choose “check” [↑](#footnote-ref-1)
2. If additional space is required for more members, copy this table onto a new page and save with this document. [↑](#footnote-ref-2)