Cognizant Technical Committee

Periodic Maintenance Recommendation to SRS

Note: Pages 1, 2 and 3 of this form shall be completed by the cognizant TC and forwarded to SRS through the applicable TC Liaison from the Standards Committee. An electronic version of this form is available on the ASHRAE website at <https://www.ashrae.org/technical-resources/standards-and-guidelines/pcs-toolkit/standards-forms-procedures>.

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| **Date Completed:** |  |

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| **Standard/Guideline Reviewed:** |  |

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| In accordance with the requirements of Section 13.1 of the *Standards Committee* *Manual of Procedures Reference Manual (StdC RM)* | | | | |
|  | TC |  | Voted |  |

**(Yes-No-Abstain-Absent)**

**The following statement must be completed for Standards Only:**

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| In accordance with the requirements of ROB 1.201.004.5, which states “all standards shall be written in mandatory language,” TC has determined that the above standard is  or  is not written in mandatory language. If the above standard is not written in mandatory language, the TC **cannot** recommend reaffirmation below. |

**The following statement must be completed for Guidelines Only:**

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| In accordance with the requirements of ROB 1.201.004.6, which states “…..all guidelines shall be written in informative language,” TC has determined that the above guideline is  or  is not written in informative language. If the above guideline is not written in informative language, the TC **cannot** recommend reaffirmation below. |

**TC Recommendation (select one):**

**TC Recommends Revision:**

|  |  |
| --- | --- |
|  | **Revise the above document**. This may include, but is not limited to, updating the normative references and  incorporating alternate rational units in accordance with Section 13 of the *StdC MOP Reference Manual*. (Please provide a  Units Format Plan – Reference *ROB 1.201.002* |

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|  | Units Format Plan | | |  |  | | |
|  |  | TC Recommends five (**5)** members. A Chair **and** the following four people have expressed an interest in being a part of the revision project committee, (please also include email addresses if possible): | | | | | |
| **Name** | | | | **Stakeholder Group Represented** | | | **Interest Category** | **Email address** | |
| **1. Chair:** | | | |  | | |  |  | |
| **2.** | | | |  | | |  |  | |
| **3.** | | | |  | | |  |  | |
| **4.** | | | |  | | |  |  | |
| **5.** | | | |  | | |  |  | |

**TC Recommends Withdrawal:**

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|  | **Withdraw the above document**. (Please provide justification) |

**TC Recommends Reaffirmation:**

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|  | |  | | --- | | **Reaffirm the above document with no changes in the main text of the standard**. Reaffirmations shall be processed without any substantive change to the main text of the standard. A standard undergoing an update of references needed to implement the standard (normative references) shall be processed as a revision unless the references being updated are themselves reaffirmations. If all the references being updated are themselves reaffirmations, then the references can be updated and the standards processed as a reaffirmation.  **Note:** When a TC recommends reaffirmation of a Standards Committee Document (SCD), and it is determined  by staff or SRS that normative references are out of date or are themselves revisions, then SRS shall consult the  TC/TG/TRG Chair to determine if updating the normative references will cause a substantive change to the  SCD. (*Reference StdC MOP RM 13.1.5*)  **Note:**  SRS will act as the revision project committee consensus body when the following conditions are met:   1. the cognizant TC/TG/TRG recommends reaffirmation of an existing standard or guideline with updated references, and 2. the cognizant TC/TG/TRG has reviewed the updated references and determined that updating them will not make a substantive change to the standard or guideline.   If it is determined that updating the normative references causes a substantive change, then SRS will recommend the formation of a project committee to revise the standard or guideline. | | | |
|  | TC acknowledges that all references in the Standards Committee Document (SCD) have been reviewed and that updating the normative references will not cause a substantive change to the SCD. | | |
|  |  | Units Format Plan |  |

**Please complete the following**:

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|  | **This TC vote was taken at a TC meeting**. |

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| Meeting Location: |  | Meeting Date: |  |

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|  | **This TC vote was taken by letter ballot**. | Date of letter ballot: |  |

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| **Project need:** (Provide a brief explanation of the need for the project.) |  |

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| **Identify the stakeholders** (e.g, telecom, consumer, medical,environmental, etc.) **likely to be directly impacted by the standard:** |  |

**List the interest categories that will or are**

**expected to comprise the consensus body.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1.** Is the text of the draft provided in electronic form? | | | | Yes: | | |  | No: | |  | |  | |
| *Check format:* | | | | | | | | | | | |  | |
|  | WordPerfect | | | | | | | | | |  | |
|  | Microsoft Word | | | | | | | | | |  | |
|  | ASCII Text | | | | | | | | | |  | |
|  | Other: |  | | | | | | | | |  | |
| **2.** Supporting artwork is (Please check as applicable) | | | | | | | | | | | |  | |
|  | Included on disk in format checked above. | | | | | | | | | |  | |
|  | Taken from previous version of published standard. | | | | | | | | | |  | |
|  | Provided in hard copy original only. | | | | | | | | | |  | |
|  | Request development by ASHRAE Headquarters. | | | | | | | | | |  | |
| **3.** Which ASHRAE Handbook chapter is relevant to this standard/guideline?  **4.** Has the relevant ASHRAE Handbook chapter been reviewed?  **5.** Do any conflicts exist between this standard/guideline and its corresponding ASHRAE Handbook chapter?  *(If yes, please identify these conflicts in an attached document.)*  **6.** Will the TC evaluate the conflict in the next review of the Handbook chapter? | | | |  | | | | | | | |  | |
| Yes: | | |  | No: | |  | | N/A: | |
| Yes: | | |  | No: | |  | | N/A: | |
| Yes: | | |  | No: | |  | | N/A: | |
| **7.** Has the TC reviewed all official interpretations of the current standard (if any) and voted in each instance that the text of the revised draft standard has been clarified so that automatic withdrawal of the interpretation will not create a problem? | | | | Yes: | | |  | No: | |  | | N/A: | |
| **8.** Is this a Test Standard/Guideline? | | | | Yes: | | |  | No: | |  | | N/A: | |
| If this is a Test Standard/Guideline, please check as appropriate below | | | | | | | | | | | |  | |
|  | Describes, in detail, preparation of the test sample and sample selection | | | | | | | | | |  | |
|  | Prescribes the reporting format for the test results | | | | | | | | | |  | |
|  | Criteria for acceptable performance is clearly defined | | | | | | | | | |  | |
| **9.** Does this standard/guideline comply with ASHRAE’s Patent Policy? | | | | Yes: | | |  | No: | |  | | N/A: | |
| See PASA 9 | | | | | | | | | | | |  | |
| *(If no, additional public review is required.)* | | | | | | | | | | | |  | |
| **10.** Does a need exist for educational materials to support this standard/guideline? | | | | Yes: |  | | | No: | |  | | N/A: | |
| *If yes, please attach an explanation identifying educational materials needed and whose responsibility it should be to develop this material. State whether these materials are currently being developed, by whom, and an expected date of completion.)* | | | |  | |  | | |  | |  | |  |
| **11.** If software is included for use with the standard, is the software copyrighted? | | | | Yes: | |  | | | No: | |  | | N/A |

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| **TC Chair**: |  | **Signature**: |  |