



New Tomorrows for Today's Buildings: Existing Building Commissioning

April 23, 2015 | 1–4pm EDT



Brought to you by the ASHRAE Chapter Technology Transfer Committee

This webcast will feature industry experts who will define the benefits of existing building commissioning for the environment, occupants, operations staff, and overall ownership costs. Viewers will be able to recognize the varied scopes of commissioning, when to apply comprehensive versus focused

commissioning, and best practices in existing building commissioning specifications & contracting.

Earn PDHs

Attend this FREE webcast program and you may be awarded 3 Professional Development Hours (PDHs), 3 American Institute of Architects Learning Units (LUs), or 3 GBCI Continuing Education Hours (CEs).

www.ashrae.org/webcast





The Presenters

**Thomas H. Phoenix, P.E., Fellow ASHRAE, BEAP, BEMP, ASHRAE President
Principal and Vice President | Moser Mayer Phoenix Associates | Greensboro, NC**
Thomas Phoenix is the 2014-15 ASHRAE Society President. His presidential theme, “People, Passion and Performance,” focuses on taking ASHRAE to the next level. Phoenix currently chairs the Society’s Board of Directors and Executive Committee. He is a recipient of an Exceptional Service Award, the Region IV Rudy Ferguson Award, and a Regional Award of Merit.



**Robert G. Baker, OPMP, Fellow ASHRAE
Managing Director | BBJ Consulting | Riverview, FL**

Mr. Baker has authored, or co-authored, over three dozen publications, as well as several books and chapters. He has six patents and has received multiple honors and certifications from ASHRAE and other organizations. Baker is an ASHRAE Fellow and has served on numerous councils and committees, including Technology Council, Special Projects Subcommittee, Standards Committee, and Technical Committees 7.3, 2.3, 2.4, and 9.08. Some of his professional areas of interest include building operations dynamics, large building systems and applications, physiology of indoor environment, indoor air quality, and air cleaning and odor control.



**James K. Vallort, Fellow ASHRAE
Practice Leader | Environmental Systems Design Inc. | Chicago, IL**
Jim is a current ASHRAE Vice President. He began his participation in ASHRAE in 1990, primarily at the local grassroots level. Other committees he has served on include: Standards, Tech Council, Members Council, Pub & Ed Council, Journal Insights, Meetings Arrangements, Program Committee, Host Committee, Planning Committee, CIBSE/ASHRAE Joint Conference, Ad Hoc on Society Meeting Format, Standards Advisory Committee, Members Council Ad Hoc on Young Engineers, and PEAC. As a member of the Ad Hoc on Young Engineers he established the foundation of YEA. Jim has been an EXO to Membership Promotion, Meetings Arrangements, Historical and Professional Development.



**Ronald J. Wilkinson, P.E., CPMP
Commissioning Authority | Wilkinson Commissioning Management | Seattle, WA**
Ron Wilkinson is a Professional Engineer in Washington State, a LEED AP, and an ASHRAE Commissioning Process Management Professional (CPMP). He has a BSMAE from Illinois Institute of Technology in Chicago, Illinois and a MPA from The Evergreen State College in Olympia, Washington. Ron has been an ASHRAE Distinguished Lecturer since 2002 and is serving on ASHRAE GPC 0.2 “Cx for Existing Buildings Systems Guideline Committee” and GPC 1.2 “Cx for Existing HVAC Systems Guideline Committee.”

What Will I Learn?

After attending this webcast, participants will be able to:

- Distinguish between new building commissioning, existing building commissioning, retro-commissioning, re-commissioning, and energy audits.
- Manage the commissioning process to minimize the impact on building functions and occupants.
- Define the benefits of existing building commissioning for the environment, occupants, operations staff, and overall ownership costs.
- Recognize the varied scopes of commissioning, when to apply comprehensive versus focused commissioning, and best practices in existing building commissioning specifications & contracting.
- Integrate elements of existing building commissioning into the operation and maintenance staff's daily activities.

How Do I Register?

You must register for the webcast. Online registration for the Webcast begins **March 23, 2015** on our website at **www.ashrae.org/webcast**. **There is no fee for registration.** The registration form requests that you confirm your email address. Your email address will be required to login to the live webcast. The link to access the webcast page will be emailed to participants when they complete registration.

How can I Participate?

- Host a webcast group viewing for your colleagues
- View the webcast at a site
- Register to view the webcast on your PC
- Create a Chapter event around the viewing
- Plan an after-hours event utilizing the Webcast On Demand
- Design a networking event with a local Student Branch

Can I Earn PDHs?

YES! Three (3) Professional Development Hours (PDHs), Three (3) American Institute of Architects Learning Units (LUs), or Three (3) GBCI Continuing Education Hours (CEs) may be awarded to viewers who complete the Participant Reaction Form by May 8, 2015. Visit **www.ashrae.org/webcast** for more information.

Unable to Attend?

If you are unable to participate in the live webcast, it will be **available On Demand for two weeks following the broadcast**. Registration is necessary to view the On Demand program.

Test Your Equipment

When you complete registration, you will be given a link to test your system. This test will alert you immediately if your computer system is not properly set to see and hear the webcast.

How the Webcast Works

A webcast is the streaming of audio and video to an audience over the Internet. The webcast will originate from Encompass Digital Media in Atlanta, GA. The link to access the webcast page will be emailed to participants when they complete registration.

Group Logistics/Planning Checklist

One to Two Months in Advance

- Secure a viewing location. Know and coordinate your technical support staff's names and contact information.
- Promote the webcast program. Target a wide audience. Use the media kit available at www.ashrae.org/webcast.
- Register online starting March 23, 2015 at **www.ashrae.org/webcast** and save the link provided with your email confirmation to access the webcast.
- Reserve and test your equipment.
- Initiate and maintain an accurate participant headcount. Use a signup sheet or email RSVP. Site coordinators are responsible for maintaining an accurate attendee headcount.
- Encourage participants to arrive at least 20 minutes prior to the webcast.

Two Weeks Prior to the Webcast

- Test your equipment and confirm technical arrangements.
- Confirm headcount.

One Day before the Webcast

- Test your equipment.
- Inspect your viewing location.
- Check seating capacity and, if possible, reserve extra chairs.
- Expect participant questions and, if possible, provide 3"x 5" question cards.
- Talk to prospective participants to identify questions for the speakers.
- Make arrangements for coats and other personal items to be safely stored (closets, coat racks, coat hooks, etc.).

At Least One Hour Prior to the Webcast

- Arrive at the site.
- Check with the technical support staff to ensure that equipment is operational.
- Notify your technical coordinator if problems occur with audio or video transmission, and if necessary, contact technical assistance. Resolve any communication or technical problems that may arise at your site.

- Welcome attendees and help them feel comfortable with the set-up (“housekeeping notes”) and field any last-minute questions. (Note: You may wish to include your own educational programming information as part of the schedule of events.)
- Remind viewers to be in their seats 10 minutes before the program begins.
- Plan to complete all activities before the webcast is scheduled to start. The link to access the webcast page will be emailed to you when you complete registration. Site Coordinators should log on with their email address approximately ten (10) minutes prior to the start of the webcast.
- Check your program agenda so you are aware about 5 minutes ahead of time when the Question and Answer segments will begin. You should move to the side or front of the room so that the audience can see you.

During The Webcast

- Have a technical support manager on site.
- Be prepared for troubleshooting and problem solving.
- Facilitate interaction.
- Submit your questions to the webcast presenters using the interface on your screen.
- Download the program presentation slides. The link to download the slides will be accessible in the webcast viewing auditorium on April 23rd.

Following the Webcast

Direct participants to complete the **Participant Reaction Form** online at www.ashrae.org/webcast.

Technical Personnel

Please ensure that someone who knows how to operate the equipment is available before and during the webcast. The technician should be onsite by 11:00 am EDT the day of the webcast to set up and test the equipment. Please use this time to resolve any technical problems that may arise.

The technician should—

- Recommend the type of equipment to be used.
- Set up any needed audio or video lines from the PC to the video projector and audio system. Make sure that the audio can be heard in all areas of the room.
- Be prepared to access the link to the webcast approximately ten (10) minutes prior to the start of the webcast.
- Set up a house microphone for in-room speeches and announcements at your site before, during, and after the webcast (optional).
- Ensure that the room is dark enough for the attendees to easily see the video image on the screen.

For More Information About the Webcast:

Visit www.ashrae.org/webcast for information and complete details about the program, continuing education credits, speakers, and registration. If you have additional questions, contact us at: 678/539-1200 or ashrae-webcast@ashrae.org.

How can I become an ASHRAE member?

We encourage you to join ASHRAE, a leader in sustainability and the source for the latest technology in HVAC&R. To learn about ASHRAE membership, visit www.ashrae.org/membership.