

INSTRUCTIONS FOR CONTINUOUS MAINTENANCE PROPOSAL SUBMISSIONS

1. Log in to osr.ashrae.org directly or by linking to www.ashrae.org/continuous-maintenance.
2. After signing in click on propose next to the guideline or standard on continuous maintenance to which you want to submit a change.
3. On the next screen choose New Proposal.
4. You must first agree to the copyright language in order to proceed. Type your name exactly as it appears on the screen.
5. Enter a title descriptor for your proposed change. Verify that the standard or guideline that you are proposing the change to is selected. Make sure that the current year is selected. Then indicate the section the change will apply to and choose one of the 4 options (change to read as follows, add new text, delete and substitute or delete without substitution).
6. Scroll down the screen and fill in the proposed change is. This must be in strike through (deletions) and underline (additions) to show the change to the existing text. Include in the next field as to whether there will be a cost increase and provide justification.
7. After entering the above scroll down and enter the reason and substantiation for the proposed changes. You can also add attachments (word or pdf preferred) that support the proposed change as well. If additional time is needed to complete the submission select Save Draft and you can review and add information later by signing back in the OSR. If you are satisfied with your submission click the SUBMIT button.
8. Once the change proposal is submitted you will receive an automated email from CMPAcknowledgement@ashrae.org indicating that the CMP has been submitted for Staff review. If information is incomplete or needs change then you will receive an email directly from the appropriate staff for correction. If the CMP is in order you will receive an additional email indicating that the CMP has been submitted to the cognizant PC for review.
9. At anytime during the process you can log in the OSR and see your proposals by clicking on My Proposals under the Continuous Maintenance tab. The status of the proposal will be shown under Proposal Status.
10. Once the project committee has approved and sent out a response you will receive another email from OSRACKnowledgement@ashrae.org indicating the committee response is available for you to review. Log into osr.ashrae.org to view the response. When a proposal response is available for viewing on the Dashboard under My Proposals you will see a red number (indicates action required) next to proposals.
11. Click on the Proposals link to access the proposals. Once on that screen you can filter by using the menus on the left hand side of the screen
12. Once
13. If you no longer want the CMP to be considered you can click on my proposals and then chose withdraw and it will be removed from the system.
14. If you decide that you want to save a draft proposal and come back later to complete it that is an option. When logging in under My Proposals on the Dashboard you will see a red number next to Proposals Not Submitted indicating you need to take action and submit the proposal.