

## CHECKLIST FOR REVIEW OF AN ASHRAE HANDBOOK CHAPTER

Handbook Volume reviewed:

Date: \_\_\_\_\_

\_\_\_\_\_

Chapter No. \_\_\_\_\_ Chapter Title \_\_\_\_\_

1. Does this chapter, in your opinion, truly reflect the state-of-the-art? \_\_\_\_\_  
If you answered "no," please indicate typical example(s) below or provide an attachment.

2. Check the description that most nearly categorizes the relevance and balance between theory and practice in this chapter:

- a. Too much theory, not enough practical application
- b. Just about right
- c. Too little theory to support the recommendations
- d. Obsolete—remove this subject from ASHRAE publication
- e. Other \_\_\_\_\_

3. Tabular materials in this chapter are (check all that apply):

- a. Clear and understandable
- b. Adequately footnoted
- c. Properly referenced in the text
- d. Sufficient for the average user
- e. Too voluminous for a Handbook chapter
- f. Inadequately documented
- g. Remove the following tables—not required (list table numbers)
- h. Other \_\_\_\_\_

1. Please identify tables prompting negative comments

2. Please suggest tables, if any, that should be added to make the chapter more useful.

4. Equations and derivations are (check all that apply):

- a. Clear and understandable
- b. Sufficient for the average user
- c. Properly referenced in text
- d. Properly footnoted to identify variables
- e. Too voluminous for a Handbook chapter
- f. Inadequately documented
- g. Need to be improved
- h. Remove—not required
- i. Other \_\_\_\_\_

1. Please identify derivations/equations prompting negative comments

2. Please suggest alternatives

5. The examples given in this chapter are (check all that apply):

- a. Clear and understandable
- b. Adequate for the average user
- c. Appropriately interfaced with the text
- d. Correct as to mathematics
- e. Produce the answer indicated
- f. Use the tables as indicated by the text
- g. Inappropriate
- h. Obsolete
- i. Too complicated
- j. Useless
- k. Remove all examples—not required
- l. Other \_\_\_\_\_

1. Please identify examples prompting negative comment.

2. Please mark sections that need more explanation or examples to clarify them.

6. The figures and graphics in this chapter are (check all that apply):

- a. Clear and understandable
- b. Adequate for the average user
- c. Appropriately interfaced to the text
- d. Properly footnoted
- e. Hard to read
- f. Inappropriate
- g. Obsolete
- h. Other \_\_\_\_\_

1. Please identify figures or graphics prompting negative comment.
  
2. Please suggest additional figures, if any, that should be added to the chapter.

7. ASHRAE maintains a reputation as the “Standard of the Industry” in HVAC&R matters, with “The Guide” and the Handbook Series serving as its “bible.” In this context, and on an ascending scale from 0 to 7, please rate your overall evaluation of this chapter as a worthy representative and contributor to this traditional role:

- 7 Couldn't be better in any way
- 6 Well done—only nominal review required
- 5 Okay, but needs update more often
- 4 Technically correct, but needs editing
- 3 Technically acceptable, but needs amplification
- 2 Not technically up-to-date, but better than nothing
- 1 Completely revise and update or drop immediately
- 0 Drop from Handbook or any other publication

**COMMENTS:**

**Return Completed Review To:**  
Regional TEGA vice chair  
through your chapter  
TEGA chair

**Your Name and Address (Optional)**