

**Request Form  
For TC/TG Web Sites on ASHRAE-Provided Server**

Attention: Mike Vaughn  
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TC/TG #: \_\_\_\_\_

As Webmaster for the above TC/TG, I acknowledge that I have reviewed the following ASHRAE documents pertaining to the proper use of TC/TG Web sites and I formally request that a Web site template shell be established on the ASHRAE-provided server for my TC or TG. I also recognize that it will be my responsibility to provide and maintain Web site content to this template shell consistent with the ASHRAE policy and procedures listed below.

1. "ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups," BOD Approved 02-06-26.
2. "Manual of Procedures for Technical Committees, Task Groups, and Technical Resource Groups," Revised 03-01-29, in particular Section 3.8, Responsibility for Web Site Material.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature