

SECTION 23 05 93

TESTING, ADJUSTING, AND BALANCING FOR HVAC

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes TAB to produce design objectives for the following:
  - 1. Air Systems:
    - a. Constant-volume air systems.
    - b. Variable-air-volume systems.
    - c. Exhaust air system.
  - 2. Hydronic Piping Systems:
    - a. Constant-flow systems.
    - b. Variable-flow systems.
    - c. Hot water
    - d. Chilled water.
  - 3. HVAC equipment quantitative-performance settings.
  - 4. Exhaust airflow balancing.
  - 5. Space pressurization testing and adjusting.
  - 6. Vibration measuring.
  - 7. Sound level measuring.
  - 8. Indoor-air quality measuring
  - 9. Verifying that automatic control devices are functioning properly.
  - 10. Reporting results of activities and procedures specified in this Section.
  - 11. Commissioning.
- B. The TAB contractor shall submit all bids to the HVAC Contractor and to the Construction Manager and shall contract directly with the HVAC Contractor.

1.3 DEFINITIONS

- A. Adjust: To regulate fluid flow rate and air patterns at the terminal equipment, such as to reduce fan speed or adjust a damper.

- B. Balance: To proportion flows within the distribution system, including submains, branches, and terminals, according to indicated quantities.
- C. Barrier or Boundary: Construction, either vertical or horizontal, such as walls, floors, and ceilings that are designed and constructed to restrict the movement of airflow, smoke, odors, and other pollutants.
- D. Draft: A current of air, when referring to localized effect caused by one or more factors of high air velocity, low ambient temperature, or direction of airflow, whereby more heat is withdrawn from a person's skin than is normally dissipated.
- E. NC: Noise criteria.
- F. Procedure: An approach to and execution of a sequence of work operations to yield repeatable results.
- G. RC: Room criteria.
- H. Report Forms: Test data sheets for recording test data in logical order.
- I. Static Head: The pressure due to the weight of the fluid above the point of measurement. In a closed system, static head is equal on both sides of the pump.
- J. Suction Head: The height of fluid surface above the centerline of the pump on the suction side.
- K. System Effect: A phenomenon that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system.
- L. System Effect Factors: Allowances used to calculate a reduction of the performance ratings of a fan when installed under conditions different from those presented when the fan was performance tested.
- M. TAB: Testing, adjusting, and balancing.
- N. Terminal: A point where the controlled medium, such as fluid or energy, enters or leaves the distribution system.
- O. Test: A procedure to determine quantitative performance of systems or equipment.
- P. Testing, Adjusting, and Balancing (TAB) Firm: The entity responsible for performing and reporting TAB procedures.

#### 1.4 SUBMITTALS

- A. Qualification Data: Within 15 days from Contractor's Notice to Proceed, submit 4 copies of evidence that TAB firm and this Project's TAB team members meet the qualifications specified in "Quality Assurance" Article.

- B. Contract Documents Examination Report: Within 45 days from Contractor's Notice to Proceed, submit 4 copies of the Contract Documents review report as specified in Part 3.
- C. Strategies and Procedures Plan: Within 60 days from Contractor's Notice to Proceed, submit 4 copies of TAB strategies and step-by-step procedures as specified in Part 3 "Preparation" Article. Include a complete set of report forms intended for use on this Project.
- D. Certified TAB Reports: Submit two copies of reports prepared, as specified in this Section, on approved forms certified by TAB firm.
- E. Sample Report Forms: Submit two sets of sample TAB report forms.
- F. Warranties specified in this Section.

#### 1.5 QUALITY ASSURANCE

- A. TAB Firm Qualifications: Engage a TAB firm certified by AABC or NEBB.
- B. TAB Conference: Meet with Owner's, Architect's and Commissioning Agent representatives on approval of TAB strategies and procedures plan to develop a mutual understanding of the details. Ensure the participation of TAB team members, equipment manufacturers' authorized service representatives, HVAC controls installers, and other support personnel. Provide seven days' advance notice of scheduled meeting time and location.
  - 1. Agenda Items: Include at least the following:
    - a. Submittal distribution requirements.
    - b. The Contract Documents examination report.
    - c. TAB plan.
    - d. Work schedule and Project-site access requirements.
    - e. Coordination and cooperation of trades and subcontractors.
    - f. Coordination of documentation and communication flow.
- C. Certification of TAB Reports: Certify TAB field data reports. This certification includes the following:
  - 1. Review field data reports to validate accuracy of data and to prepare certified TAB reports.
  - 2. Certify that TAB team complied with approved TAB plan and the procedures specified and referenced in this Specification.
- D. TAB Report Forms: Use standard forms from AABC's "National Standards for Testing and Balancing Heating, Ventilating, and Air Conditioning Systems." NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems." SMACNA's TABB "HVAC Systems - Testing, Adjusting, and Balancing." or TAB firm's forms approved by Architect.

- E. Instrumentation Type, Quantity, and Accuracy: As described in AABC's "National Standards for Testing and Balancing Heating, Ventilating, and Air Conditioning Systems and NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems," Section II, "Required Instrumentation for NEBB Certification."
- F. Instrumentation Calibration: Calibrate instruments at least every six months or more frequently if required by instrument manufacturer.
  - 1. Keep an updated record of instrument calibration that indicates date of calibration and the name of party performing instrument calibration.

#### 1.6 COORDINATION

- A. Coordinate the efforts of factory-authorized service representatives for systems and equipment, HVAC controls installers, and other mechanics to operate HVAC systems and equipment to support and assist TAB activities.
- B. Notice: Provide seven days' advance notice for each test. Include scheduled test dates and times.
- C. Perform TAB after leakage and pressure tests on air and water distribution systems have been satisfactorily completed.

#### PART 2 - PRODUCTS

(Not Applicable)

#### PART 3 - EXECUTION

##### 3.1 EXAMINATION

- A. Examine the Contract Documents to become familiar with Project requirements and to discover conditions in systems' designs that may preclude proper TAB of systems and equipment.
  - 1. Contract Documents are defined in the General and Supplementary Conditions of Contract.
  - 2. Verify that balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers, are required by the Contract Documents. Verify that quantities and locations of these balancing devices are accessible and appropriate for effective balancing and for efficient system and equipment operation.
- B. Examine approved submittal data of HVAC systems and equipment.
- C. Examine Project Record Documents described in Division 01 Section "Project Record Documents."

- D. Examine design data, including HVAC system descriptions, statements of design assumptions for environmental conditions and systems' output, and statements of philosophies and assumptions about HVAC system and equipment controls.
- E. Examine equipment performance data including fan and pump curves. Relate performance data to Project conditions and requirements, including system effects that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system. Calculate system effect factors to reduce performance ratings of HVAC equipment when installed under conditions different from those presented when the equipment was performance tested at the factory. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," Sections 7 through 10; or in SMACNA's "HVAC Systems--Duct Design," Sections 5 and 6. Compare this data with the design data and installed conditions.
- F. Examine system and equipment installations to verify that they are complete and that testing, cleaning, adjusting, and commissioning specified in individual Sections have been performed.
- G. Examine system and equipment test reports.
- H. Examine HVAC system and equipment installations to verify that indicated balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers, are properly installed, and that their locations are accessible and appropriate for effective balancing and for efficient system and equipment operation.
- I. Examine systems for functional deficiencies that cannot be corrected by adjusting and balancing.
- J. Examine HVAC equipment to ensure that clean filters have been installed, bearings are greased, belts are aligned and tight, and equipment with functioning controls is ready for operation.
- K. Examine terminal units, such as variable-air-volume boxes, to verify that they are accessible and their controls are connected and functioning.
- L. Examine plenum ceilings used for return air to verify that they are airtight. Verify that pipe penetrations and other holes are sealed.
- M. Examine strainers for clean screens and proper perforations.
- N. Examine valves (two-way and three-way) for proper installation for their intended function of diverting, varying or mixing fluid flows.
- O. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- P. Examine system pumps and piping to ensure absence of entrained air in the suction piping.

- Q. Examine all equipment for installation and for properly operating safety interlocks and controls including all boilers, chillers, air handling equipment, pumps, boxes and exhaust system equipment.
- R. Examine automatic temperature system components to verify the following:
  - 1. Dampers, valves, and other controlled devices are operated by the intended controller.
  - 2. Dampers and valves are in the position indicated by the controller.
  - 3. Integrity of valves and dampers for free and full operation and for tightness of fully closed and fully open positions. This includes dampers in multizone units, mixing boxes, and variable-air-volume terminals.
  - 4. Automatic modulating and shutoff valves, including two-way valves and three-way mixing and diverting valves, are properly connected.
  - 5. Thermostats and humidistats are located to avoid adverse effects of sunlight, drafts, and cold walls.
  - 6. Sensors are located to sense only the intended conditions.
  - 7. Sequence of operation for control modes is according to the Contract Documents.
  - 8. Controller set points are set at indicated values.
  - 9. Interlocked systems are operating.
  - 10. Changeover from heating to cooling mode occurs according to indicated values.
- S. Report deficiencies discovered before and during performance of TAB procedures. Observe and record system reactions to changes in conditions. Record default set points if different from indicated values.

### 3.2 PREPARATION

- A. Prepare a TAB plan that includes strategies and step-by-step procedures.
- B. Complete system readiness checks and prepare system readiness reports. Verify the following:
  - 1. Permanent electrical power wiring is complete.
  - 2. Hydronic systems are filled, clean, and free of air.
  - 3. Automatic temperature-control systems are operational.
  - 4. Equipment and duct access doors are securely closed.
  - 5. Balance, smoke, and fire dampers are open.
  - 6. Isolating and balancing valves are open and control valves are operational.
  - 7. Ceilings are installed in critical areas where air-pattern adjustments are required and access to balancing devices is provided.
  - 8. Windows and doors can be closed so indicated conditions for system operations can be met.
- C. Coordinate all such checks with the owner's commissioning agent.

### 3.3 GENERAL PROCEDURES FOR TESTING AND BALANCING

- A. Perform testing and balancing procedures on each system according to the procedures contained in AABC's "National Standards for Testing and Balancing Heating, Ventilating, and Air Conditioning Systems", NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems", SMACNA's TABB "HVAC Systems - Testing, Adjusting, and Balancing" and this Section.
- B. Cut insulation, ducts, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary to allow adequate performance of procedures. After testing and balancing, close probe holes and patch insulation with new materials identical to those removed. Restore vapor barrier and finish according to insulation Specifications for this Project.
- C. Mark equipment and balancing device settings with paint or other suitable, permanent identification material, including damper-control positions, valve position indicators, fan-speed-control levers, and similar controls and devices, to show final settings.
- D. Take and report testing and balancing measurements in inch-pound (IP) units.

### 3.4 GENERAL PROCEDURES FOR BALANCING AIR SYSTEMS

- A. Prepare test reports for both fans and outlets. Obtain manufacturer's outlet factors and recommended testing procedures. Crosscheck the summation of required outlet volumes with required fan volumes.
- B. Prepare schematic diagrams of systems' "as-built" duct layouts.
- C. For variable-air-volume systems, develop a plan to simulate diversity.
- D. Determine the best locations in main and branch ducts for accurate duct airflow measurements.
- E. Check airflow patterns from the outside-air louvers and dampers and the return- and exhaust-air dampers, through the supply-fan discharge and mixing dampers.
- F. Locate start-stop and disconnect switches, electrical interlocks, and motor starters.
- G. Verify that motor starters are equipped with properly sized thermal protection.
- H. Check dampers for proper position to achieve desired airflow path.
- I. Check for airflow blockages.
- J. Check condensate drains for proper connections and functioning.
- K. Check for proper sealing of air-handling unit components.
- L. Check for proper sealing of air duct system.

- M. When adjustable sheaves are provided with equipment for balancing, this contractor is to replace with fixed sheaves, after balancing is complete.

### 3.5 PROCEDURES FOR ALL AIR SYSTEMS

- A. Adjust fans to deliver total indicated airflows within the maximum allowable fan speed listed by fan manufacturer.
  - 1. Measure fan static pressures to determine actual static pressure as follows:
    - a. Measure outlet static pressure as far downstream from the fan as practicable and upstream from restrictions in ducts such as elbows and transitions.
    - b. Measure static pressure directly at the fan outlet or through the flexible connection.
    - c. Measure inlet static pressure of single-inlet fans in the inlet duct as near the fan as possible, upstream from flexible connection and downstream from duct restrictions.
    - d. Measure inlet static pressure of double-inlet fans through the wall of the plenum that houses the fan.
  - 2. Measure static pressure across each component that makes up an air-handling unit, and other air-handling and treating equipment.
    - a. Simulate dirty filter operation and record the point at which maintenance personnel must change filters.
  - 3. Measure static pressures entering and leaving other devices such as exposed sound traps and other such equipment, under final balanced conditions. Measure duct riser pressure drops to assimilate the pressure drops of concealed (in shaft) sound attenuators.
  - 4. Compare design data with installed conditions to determine variations in design static pressures versus actual static pressures. Compare actual system effect factors with calculated system effect factors to identify where variations occur. Recommend corrective action to align design and actual conditions.
  - 5. Make required adjustments to pulley sizes, motor sizes, and electrical connections to accommodate fan-speed changes.
  - 6. Do not make fan-speed adjustments that result in motor overload. Consult equipment manufacturers about fan-speed safety factors. Modulate dampers and measure fan-motor amperage to ensure that no overload will occur. Measure amperage in full cooling, full heating, economizer, and any other operating modes to determine the maximum required brake horsepower.
  - 7. When balancing is complete, replace any adjustable sheaves to fixed sheaves.
- B. Adjust volume dampers for main duct, submain ducts, and major branch ducts to indicated airflows within specified tolerances.
  - 1. Measure static pressure at a point downstream from the balancing damper and adjust volume dampers until the proper static pressure is achieved.



- a. Where sufficient space in submain and branch ducts is unavailable for Pitot-tube traverse measurements, measure airflow at terminal outlets and inlets and calculate the total airflow for that zone.
  2. Remeasure each submain and branch duct after all have been adjusted. Continue to adjust submain and branch ducts to indicated airflows within specified tolerances.
- C. Measure terminal outlets and inlets without making adjustments.
1. Measure terminal outlets using a direct-reading hood or outlet manufacturer's written instructions and calculating factors.
- D. Adjust terminal outlets and inlets for each space to indicated airflows within specified tolerances of indicated values. Make adjustments using volume dampers rather than extractors and the dampers at air terminals.
1. Adjust each outlet in same room or space to within specified tolerances of indicated quantities without generating noise levels above the limitations prescribed by the Contract Documents.
  2. Adjust patterns of adjustable outlets for proper distribution without drafts.

### 3.6 PROCEDURES FOR VARIABLE-AIR-VOLUME SYSTEMS

- A. Compensating for Diversity: When the total airflow of all terminal units is more than the indicated airflow of the fan, place a selected number of terminal units at a maximum set-point airflow condition until the total airflow of the terminal units equals the indicated airflow of the fan. Select the reduced airflow terminal units so they are distributed evenly among the branch ducts.
- B. The TAB Contractor shall determine and provide the necessary information to the HVAC Contractor and Air Handling Unit manufacturer so as to determine the size of the motor/fan sheave change required for the TAB Contractor to set the Air Handling Unit performance as follows:
1. The TAB Contractor shall provide all labor and materials to provide a sheave change to operate the air system/return systems at approximately 105%-110% above design air flow. The VAV boxes served by the particular air handling unit shall be indexed to approximately 70% of the maximum flow (system diversity) and the required static pressure with dirty filters used as the system set point. The Variable Frequency Drives (VFD) shall be set at 100% speed.
  2. The replacement sheaves shall be sized and installed by the TAB Contractor and provided by the AHU supplier to match the actual field conditions of both the supply and return fans.
- C. Pressure-Independent, Variable-Air-Volume Systems: After the fan systems have been adjusted, adjust the variable-air-volume systems as follows:

1. Set outside-air dampers at minimum, and return- and exhaust-air dampers at a position that simulates full-cooling load.
2. Select the terminal unit that is most critical to the supply-fan airflow and static pressure. Measure static pressure. Adjust system static pressure so the entering static pressure for the critical terminal unit is not less than the sum of terminal-unit manufacturer's recommended minimum inlet static pressure plus the static pressure needed to overcome terminal-unit discharge system losses.
3. Measure total system airflow. Adjust to within indicated airflow.
4. Set terminal units at maximum airflow and adjust controller or regulator to deliver the designed maximum airflow. Use terminal-unit manufacturer's written instructions to make this adjustment. When total airflow is correct, balance the air outlets downstream from terminal units as described for constant-volume air systems.
5. Set terminal units at minimum airflow and adjust controller or regulator to deliver the designed minimum airflow. Check air outlets for a proportional reduction in airflow as described for constant-volume air systems.
  - a. If air outlets are out of balance at minimum airflow, report the condition but leave outlets balanced for maximum airflow.
6. Remeasure the return airflow to the fan while operating at maximum return airflow and minimum outside airflow. Adjust the fan and balance the return-air ducts and inlets as described for constant-volume air systems.
7. Measure static pressure at the most critical terminal unit and adjust the static-pressure controller at the main supply-air sensing station to ensure that adequate static pressure is maintained at the most critical unit.
8. Record the final fan performance data.

### 3.7 PROCEDURES FOR INDOOR-AIR QUALITY MEASUREMENTS

- A. After air balancing is complete and with HVAC systems operating at indicated conditions, perform indoor-air quality testing.
- B. Observe and record the following conditions for each HVAC system:
  1. The distance between the outside-air intake and the closest exhaust fan discharge, flue termination, or vent termination.
  2. Specified filters are installed. Check for leakage around filters.
  3. Cooling coil drain pans have a positive slope to drain.
  4. Cooling coil condensate drain trap maintains an air seal.
  5. Evidence of water damage.
  6. Insulation in contact with the supply, return, and outside air is dry and clean.
- C. Measure and record indoor conditions served by each Air Handling Unit system. Make measurements at multiple locations served by the system if required to satisfy the following:
  1. Most remote area.
  2. One location per floor.
  3. One location for every 5000 sq. ft. (500 sq. m).

- D. Measure and record the following indoor conditions for each operating room two times at two-hour intervals, and in accordance with ASHRAE 113:
1. Temperature.
  2. Relative humidity.
  3. Air velocity.
  4. Concentration of carbon dioxide (ppm).
  5. Concentration of carbon monoxide (ppm).
  6. Nitrogen oxides (ppm).
  7. Room Pressurization (in H<sub>2</sub>O).

### 3.8 GENERAL PROCEDURES FOR HYDRONIC SYSTEMS

- A. Prepare test reports with pertinent design data and number in sequence starting at pump to end of system. Check the sum of branch-circuit flows against approved pump flow rate. Correct variations that exceed plus or minus 5 percent.
- B. Prepare schematic diagrams of systems' "as-built" piping layouts.
- C. Prepare hydronic systems for testing and balancing according to the following, in addition to the general preparation procedures specified above:
1. Open all manual valves for maximum flow.
  2. Check expansion tank liquid level.
  3. Check makeup-water-station pressure gage for adequate pressure for highest vent.
  4. Check flow-control valves for specified sequence of operation and set at indicated flow.
  5. Set differential-pressure control valves at the specified differential pressure. Do not set at fully closed position when pump is positive-displacement type unless several terminal valves are kept open.
  6. Set system controls so automatic valves are wide open to heat exchangers.
  7. Check pump-motor load. If motor is overloaded, throttle main flow-balancing device so motor nameplate rating is not exceeded.
  8. Check air vents for a forceful liquid flow exiting from vents when manually operated.

### 3.9 PROCEDURES FOR HYDRONIC SYSTEMS

- A. Measure water flow at pumps. Use the following procedures, except for positive-displacement pumps:
1. Verify impeller size by operating the pump with the discharge valve closed. Read pressure differential across the pump. Convert pressure to head and correct for differences in gage heights. Note the point on manufacturer's pump curve at zero flow and verify that the pump has the intended impeller size.
  2. Check system resistance. With all valves open, read pressure differential across the pump and mark pump manufacturer's head-capacity curve. Adjust pump discharge valve until indicated water flow is achieved.

3. Verify pump-motor brake horsepower. Calculate the intended brake horsepower for the system based on pump manufacturer's performance data. Compare calculated brake horsepower with nameplate data on the pump motor. Report conditions where actual amperage exceeds motor nameplate amperage.
  4. Report flow rates that are not within plus or minus 5 percent of design.
- B. Set calibrated balancing valves, if installed, at calculated presettings.
  - C. Measure flow at all stations and adjust, where necessary, to obtain first balance.
    1. System components that have Cv rating or an accurately cataloged flow-pressure-drop relationship may be used as a flow-indicating device.
  - D. Measure flow at main balancing station and set main balancing device to achieve flow that is 5 percent greater than indicated flow.
  - E. Adjust balancing stations to within specified tolerances of indicated flow rate as follows:
    1. Determine the balancing station with the highest percentage over indicated flow.
    2. Adjust each station in turn, beginning with the station with the highest percentage over indicated flow and proceeding to the station with the lowest percentage over indicated flow.
    3. Record settings and mark balancing devices.
  - F. Measure pump flow rate and make final measurements of pump amperage, voltage, rpm, pump heads, and systems' pressures and temperatures including outdoor-air temperature.
  - G. Measure the differential-pressure control valve settings existing at the conclusions of balancing.
  - H. Adjust all flows through all chillers and boilers.
  - I. Adjust all make-up systems for flow such as glycol make-up system.

### 3.10 PROCEDURES FOR VARIABLE-FLOW HYDRONIC SYSTEMS

- A. Balance systems with automatic two- and three-way mixing control valves by setting systems at maximum flow through heat-exchange terminals and proceed as specified above for hydronic systems.

### 3.11 PROCEDURES FOR MOTORS

- A. Motors, 1/2 HP and Larger: Test at final balanced conditions and record the following data:
  1. Manufacturer, model, and serial numbers.

2. Motor horsepower rating.
3. Motor rpm.
4. Efficiency rating.
5. Nameplate and measured voltage, each phase.
6. Nameplate and measured amperage, each phase.
7. Starter thermal-protection-element rating.

- B. Motors Driven by Variable-Frequency Controllers: Test for proper operation at speeds varying from minimum to maximum. Test the manual bypass for the controller to prove proper operation. Record observations, including controller manufacturer, model and serial numbers, and nameplate data.

### 3.12 PROCEDURES FOR HEAT-TRANSFER COILS

- A. Water Coils: Measure the following data for each coil:

1. Entering- and leaving-water temperature.
2. Water flow rate.
3. Water pressure drop.
4. Dry-bulb temperature of entering and leaving air.
5. Wet-bulb temperature of entering and leaving air for cooling coils.
6. Airflow.
7. Air pressure drop.

### 3.13 PROCEDURES FOR TEMPERATURE MEASUREMENTS

- A. During TAB, report the need for adjustment in temperature regulation within the automatic temperature-control system.
- B. Measure indoor wet- and dry-bulb temperatures every other hour for a period of two successive eight-hour days, in each separately controlled zone, to prove correctness of final temperature settings. Measure when the building or zone is occupied.
- C. Measure outside-air, wet- and dry-bulb temperatures.

### 3.14 PROCEDURES FOR VIBRATION MEASUREMENTS

- A. Use a vibration meter meeting the following criteria:
1. Solid-state circuitry with a piezoelectric accelerometer.
  2. Velocity range of 0.1 to 10 inches per second.
  3. Displacement range of 1 to 100 mils.
  4. Frequency range of at least 0 to 1000 Hz.
  5. Capable of filtering unwanted frequencies.
- B. Calibrate the vibration meter before each day of testing.
1. Use a calibrator provided with the vibration meter.

2. Follow vibration meter and calibrator manufacturer's calibration procedures.
- C. Perform vibration measurements when other building and outdoor vibration sources are at a minimum level and will not influence measurements of equipment being tested.
1. Turn off equipment in the building that might interfere with testing.
  2. Clear the space of people.
- D. Perform vibration measurements after air and water balancing and equipment testing is complete.
- E. Clean equipment surfaces in contact with the vibration transducer.
- F. Position the vibration transducer according to manufacturer's written instructions and to avoid interference with the operation of the equipment being tested.
- G. Measure and record vibration on rotating equipment over 3 hp.
- H. Measure and record equipment vibration, bearing vibration, equipment base vibration, and building structure vibration. Record velocity and displacement readings in the horizontal, vertical, and axial planes.
1. Pumps:
    - a. Pump Bearing: Drive end and opposite end.
    - b. Motor Bearing: Drive end and opposite end.
    - c. Pump Base: Top and side.
    - d. Building: Floor.
    - e. Piping: To and from the pump after flexible connections.
  2. Fans and HVAC Equipment with Fans:
    - a. Fan Bearing: Drive end and opposite end.
    - b. Motor Bearing: Drive end and opposite end.
    - c. Equipment Casing: Top and side.
    - d. Equipment Base: Top and side.
    - e. Building: Floor.
    - f. Ductwork: To and from equipment after flexible connections.
    - g. Piping: To and from equipment after flexible connections.
  3. HVAC Equipment with Compressors:
    - a. Compressor Bearing: Drive end and opposite end.
    - b. Motor Bearing: Drive end and opposite end.
    - c. Equipment Casing: Top and side.
    - d. Equipment Base: Top and side.
    - e. Building: Floor.
    - f. Piping: To and from equipment after flexible connections.

- I. For equipment with vibration isolation, take floor measurements with the vibration isolation blocked solid to the floor and with the vibration isolation floating. Calculate and report the differences.
- J. Inspect, measure, and record vibration isolation.
  - 1. Verify that vibration isolation is installed in the required locations.
  - 2. Verify that installation is level and plumb.
  - 3. Verify that isolators are properly anchored.
  - 4. For spring isolators, measure the compressed spring height, the spring OD, and the travel-to-solid distance.
  - 5. Measure the operating clearance between each inertia base and the floor or concrete base below. Verify that there is unobstructed clearance between the bottom of the inertia base and the floor.

### 3.15 TEMPERATURE-CONTROL VERIFICATION

- A. Verify that controllers are calibrated and commissioned.
- B. Check transmitter and controller locations and note conditions that would adversely affect control functions.
- C. Record controller settings and note variances between set points and actual measurements.
- D. Check the operation of limiting controllers (i.e., high- and low-temperature controllers).
- E. Check free travel and proper operation of control devices such as damper and valve operators at all VAV, CV boxes, etc.
- F. Check the sequence of operation of control devices. Note device positions and correlate with airflow and water flow measurements. Note the speed of response to input changes.
- G. Check the interaction of electrically operated switch transducers.
- H. Check the interaction of interlock and lockout systems.
- I. Record voltages of power supply and controller output. Determine whether the system operates on a grounded or nongrounded power supply.
- J. Note operation of electric actuators using spring return for proper fail-safe operations.

### 3.16 TOLERANCES

- A. Set HVAC system airflow and water flow rates within the following tolerances:

1. Supply, Return, and Exhaust Fans and Equipment with Fans: Plus 5 to plus 10 percent.
2. Air Outlets and Inlets: 0 to minus 10 percent.
3. Heating-Water Flow Rate: 0 to minus 10 percent.
4. Cooling-Water Flow Rate: 0 to minus 5 percent.

### 3.17 REPORTING

- A. Initial Construction-Phase Report: Based on examination of the Contract Documents as specified in "Examination" Article, prepare a report on the adequacy of design for systems' balancing devices. Recommend changes and additions to systems' balancing devices to facilitate proper performance measuring and balancing. Recommend changes and additions to HVAC systems and general construction to allow access for performance measuring and balancing devices.
- B. Status Reports: As Work progresses, prepare reports to describe completed procedures, procedures in progress, and scheduled procedures. Include a list of deficiencies and problems found in systems being tested and balanced. Prepare a separate report for each system and each building floor for systems serving multiple floors.
- C. Commissioning: Attend all commissioning meetings and cooperate fully with the owners commissioning agent. Submit all test reports as requested.

### 3.18 FINAL REPORT

- A. General: Typewritten, or computer printout in letter-quality font, on standard bond paper, in three-ring binder, tabulated and divided into sections by tested and balanced systems.
- B. Include a certification sheet in front of binder signed and sealed by the certified testing and balancing engineer.
  1. Include a list of instruments used for procedures, along with proof of calibration.
- C. Final Report Contents: In addition to certified field report data, include the following:
  1. Pump curves.
  2. Fan curves.
  3. Manufacturers' test data (heat wheels, heat pipes, coils and air handlers).
  4. Field test reports prepared by system and equipment installers.
  5. Other information relative to equipment performance, but do not include Shop Drawings and Product Data.
- D. General Report Data: In addition to form titles and entries, include the following data in the final report, as applicable:
  1. Title page.



2. Name and address of TAB firm.
  3. Project name.
  4. Project location.
  5. Architect's name and address.
  6. Engineer's name and address.
  7. Contractor's name and address.
  8. Report date.
  9. Signature of TAB firm who certifies the report.
  10. Table of Contents with the total number of pages defined for each section of the report. Number each page in the report.
  11. Summary of contents including the following:
    - a. Indicated versus final performance.
    - b. Notable characteristics of systems.
    - c. Description of system operation sequence if it varies from the Contract Documents.
  12. Nomenclature sheets for each item of equipment.
  13. Data for terminal units, including manufacturer, type size, and fittings.
  14. Notes to explain why certain final data in the body of reports varies from indicated values.
  15. Test conditions for fans and pump performance forms including the following:
    - a. Settings for outside-, return-, and exhaust-air dampers.
    - b. Conditions of filters.
    - c. Cooling coil, wet- and dry-bulb conditions.
    - d. Fan drive settings including settings and percentage of maximum pitch diameter.
    - e. Air Flow sensors for variable-air-volume systems.
    - f. Settings for supply-air, static-pressure controller.
    - g. Other system operating conditions that affect performance.
- E. System Diagrams: Include schematic layouts of air and hydronic distribution systems. Present each system with single-line diagram and include the following:
1. Quantities of outside, supply, return, and exhaust airflows.
  2. Water and steam flow rates.
  3. Duct, outlet, and inlet sizes.
  4. Pipe and valve sizes and locations.
  5. Terminal units.
  6. Balancing stations.
  7. Position of balancing devices.
- F. Air-Handling Unit Test Reports: For air-handling units with coils, include the following:
1. Unit Data: Include the following:
    - a. Unit identification.
    - b. Location.
    - c. Make and type.
    - d. Model number and unit size.

- e. Manufacturer's serial number.
  - f. Unit arrangement and class.
  - g. Discharge arrangement.
  - h. Sheave make, size in inches (mm), and bore.
  - i. Sheave dimensions, center-to-center, and amount of adjustments in inches (mm).
  - j. Number of belts, make, and size.
  - k. Number of filters, type, and size.
2. Motor Data:
- a. Make and frame type and size.
  - b. Horsepower and rpm.
  - c. Volts, phase, and hertz.
  - d. Full-load amperage and service factor.
  - e. Sheave make, size in inches (mm), and bore.
  - f. Sheave dimensions, center-to-center, and amount of adjustments in inches (mm).
3. Test Data (Indicated and Actual Values):
- a. Total airflow rate in cfm.
  - b. Total system static pressure in inches wg.
  - c. Fan rpm.
  - d. Discharge static pressure in inches wg.
  - e. Filter static-pressure differential in inches wg.
  - f. Heat Pipe or Heat Wheel static-pressure differential in inches wg.
  - g. Cooling coil static-pressure differential in inches wg.
  - h. Heating coil static-pressure differential in inches wg.
  - i. Outside airflow in cfm.
  - j. Return airflow in cfm.
  - k. Outside-air damper position.
  - l. Return-air damper position.
  - m. VFD settings.
- G. Apparatus-Coil Test Reports:
1. Coil Data:
    - a. System identification.
    - b. Location.
    - c. Coil type.
    - d. Number of rows.
    - e. Fin spacing in fins per inch (mm) o.c.
    - f. Make and model number.
    - g. Face area in sq. ft. (sq. m).
    - h. Tube size in NPS (DN).
    - i. Tube and fin materials.
    - j. Circuiting arrangement.
  2. Test Data (Indicated and Actual Values):

- a. Airflow rate in cfm (L/s).
  - b. Average face velocity in fpm (m/s).
  - c. Air pressure drop in inches wg (Pa).
  - d. Outside-air, wet- and dry-bulb temperatures in deg F (deg C).
  - e. Return-air, wet- and dry-bulb temperatures in deg F (deg C).
  - f. Entering-air, wet- and dry-bulb temperatures in deg F (deg C).
  - g. Leaving-air, wet- and dry-bulb temperatures in deg F (deg C).
  - h. Water flow rate in gpm (L/s).
  - i. Water pressure differential in feet of head or psig (kPa).
  - j. Entering-water temperature in deg F (deg C).
  - k. Leaving-water temperature in deg F (deg C).
  - l. Refrigerant expansion valve and refrigerant types. (Air cooled chiller)
  - m. Refrigerant suction pressure in psig (kPa). (air cooled chiller)
  - n. Refrigerant suction temperature in deg F (deg C). (air cooled chiller)
- H. Fan Test Reports: For supply, return and exhaust fans, include the following:
1. Fan Data:
    - a. System identification.
    - b. Location.
    - c. Make and type.
    - d. Model number and size.
    - e. Manufacturer's serial number.
    - f. Arrangement and class.
    - g. Sheave make, size in inches (mm), and bore.
    - h. Sheave dimensions, center-to-center, and amount of adjustments in inches (mm).
  2. Motor Data:
    - a. Make and frame type and size.
    - b. Horsepower and rpm.
    - c. Volts, phase, and hertz.
    - d. Full-load amperage and service factor.
    - e. Sheave make, size in inches (mm), and bore.
    - f. Sheave dimensions, center-to-center, and amount of adjustments in inches (mm).
    - g. Number of belts, make, and size.
  3. Test Data (Indicated and Actual Values):
    - a. Total airflow rate in cfm (L/s).
    - b. Total system static pressure in inches wg (Pa).
    - c. Fan rpm.
    - d. Discharge static pressure in inches wg (Pa).
    - e. Suction static pressure in inches wg (Pa).
- I. Round and Rectangular Duct Traverse Reports: Include a diagram with a grid representing the duct cross-section and record the following:
1. Report Data:

- a. System and air-handling unit number.
- b. Location and zone.
- c. Traverse air temperature in deg F (deg C).
- d. Duct static pressure in inches wg (Pa).
- e. Duct size in inches (mm).
- f. Duct area in sq. ft. (sq. m).
- g. Indicated airflow rate in cfm (L/s).
- h. Indicated velocity in fpm (m/s).
- i. Actual airflow rate in cfm (L/s).
- j. Actual average velocity in fpm (m/s).
- k. Barometric pressure in psig (Pa).

J. Air-Terminal-Device Reports:

1. Unit Data:

- a. System and air-handling unit identification.
- b. Location and zone.
- c. Test apparatus used.
- d. Area served.
- e. Air-terminal-device make.
- f. Air-terminal-device number from system diagram.
- g. Air-terminal-device type and model number.
- h. Air-terminal-device size.
- i. Air-terminal-device effective area in sq. ft. (sq. m).

2. Test Data (Indicated and Actual Values):

- a. Airflow rate in cfm (L/s).
- b. Air velocity in fpm (m/s).
- c. Preliminary airflow rate as needed in cfm (L/s).
- d. Preliminary velocity as needed in fpm (m/s).
- e. Final airflow rate in cfm (L/s).
- f. Final velocity in fpm (m/s).
- g. Space temperature in deg F (deg C).

K. System-Coil Reports: For zone coils and water coils of terminal units, include the following:

1. Unit Data:

- a. System and air-handling unit identification.
- b. Location and zone.
- c. Room or riser served.
- d. Coil make and size.
- e. Flowmeter type.

2. Test Data (Indicated and Actual Values):

- a. Airflow rate in cfm (L/s).
- b. Entering-water temperature in deg F (deg C).
- c. Leaving-water temperature in deg F (deg C).

- d. Water pressure drop in feet of head or psig (kPa).
  - e. Entering-air temperature in deg F (deg C).
  - f. Leaving-air temperature in deg F (deg C).
- L. Pump Test Reports: Calculate impeller size by plotting the shutoff head on pump curves and include the following:
1. Unit Data:
    - a. Unit identification.
    - b. Location.
    - c. Service.
    - d. Make and size.
    - e. Model and serial numbers.
    - f. Water flow rate in gpm (L/s).
    - g. Water pressure differential in feet of head or psig (kPa).
    - h. Required net positive suction head in feet of head or psig (kPa).
    - i. Pump rpm.
    - j. Impeller diameter in inches (mm).
    - k. Motor make and frame size.
    - l. Motor horsepower and rpm.
    - m. Voltage at each connection.
    - n. Amperage for each phase.
    - o. Full-load amperage and service factor.
    - p. Seal type.
  2. Test Data (Indicated and Actual Values):
    - a. Static head in feet of head or psig (kPa).
    - b. Pump shutoff pressure in feet of head or psig (kPa).
    - c. Actual impeller size in inches (mm).
    - d. Full-open flow rate in gpm (L/s).
    - e. Full-open pressure in feet of head or psig (kPa).
    - f. Final discharge pressure in feet of head or psig (kPa).
    - g. Final suction pressure in feet of head or psig (kPa).
    - h. Final total pressure in feet of head or psig (kPa).
    - i. Final water flow rate in gpm (L/s).
    - j. Voltage at each connection.
    - k. Amperage for each phase.
- M. Vibration Measurement Reports:
1. Date and time of test.
  2. Vibration meter manufacturer, model number, and serial number.
  3. Equipment designation, location, equipment, speed, motor speed, and motor horsepower.
  4. Diagram of equipment showing the vibration measurement locations.
  5. Measurement readings for each measurement location.
  6. Calculate isolator efficiency using measurements taken.
  7. Description of predominant vibration source.
- N. Instrument Calibration Reports:

1. Report Data.
  - a. Instrument type and make.
  - b. Serial number.
  - c. Application.
  - d. Dates of use.
  - e. Dates of calibration.

### 3.19 INSPECTIONS

#### A. Initial Inspection:

1. After testing and balancing are complete, operate each system and randomly check measurements to verify that the system is operating according to the final test and balance readings documented in the Final Report.
2. Randomly check the following for each system:
  - a. Measure airflow of at least 10 percent of air outlets.
  - b. Measure water flow of at least 5 percent of terminals.
  - c. Measure room temperature at each thermostat/temperature sensor. Compare the reading to the set point.
  - d. Measure sound levels at two locations.
  - e. Measure space pressure of at least 10 percent of locations.
  - f. Verify that balancing devices are marked with final balance position.
  - g. Note deviations to the Contract Documents in the Final Report.

END OF SECTION