

## SECTION 15990 - 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. Variable-air-volume systems.
  - 2. Hydronic Piping Systems:
    - a. Variable-flow systems.
  - 3. Steam systems.
  - 4. HVAC equipment quantitative-performance settings.
  - 5. Space pressurization testing and adjusting.
  - 6. Existing systems TAB.
  - 7. Verifying that automatic control devices are functioning properly.
  - 8. Reporting results of activities and procedures specified in this Section.

#### 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by one or more factors of high air velocity, low ambient temperature, or direction of airflow, whereby more heat is withdrawn from a person's skin than is normally dissipated.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 2 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 30 days from Contractor's Notice to Proceed, submit 2 copies of the Contract Documents review report as specified in Part 3.
- C. Strategies and Procedures Plan: Within 45 days from Contractor's Notice to Proceed, submit 2 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, NEBB, or TABB.
- B. TAB Conference: Meet with Owner's and Architect's 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 representative, 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 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 or 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.
- G. ASHRAE Compliance: Applicable requirements in ASHRAE 62.1-2004, Section 7.2.2 - "Air Balancing."
- H. ASHRAE/IESNA 90.1-2004 Compliance: Applicable requirements in ASHRAE/IESNA 90.1-2004, Section 6.7.2.3 - "System Balancing."
- 1.6 PROJECT CONDITIONS
- A. Full Owner Occupancy: Owner will occupy the site and existing building during entire TAB period. Cooperate with Owner during TAB operations to minimize conflicts with Owner's operations.
  - B. Partial Owner Occupancy: Owner may occupy completed areas of building before Substantial Completion. Cooperate with Owner during TAB operations to minimize conflicts with Owner's operations.
- 1.7 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.

## 1.8 WARRANTY

- A. National Project Performance Guarantee: Provide a guarantee on AABC's "National Standards for Testing and Balancing Heating, Ventilating, and Air Conditioning Systems" forms stating that AABC will assist in completing requirements of the Contract Documents if TAB firm fails to comply with the Contract Documents. Guarantee includes the following provisions:
  - 1. The certified TAB firm has tested and balanced systems according to the Contract Documents.
  - 2. Systems are balanced to optimum performance capabilities within design and installation limits.
  
- B. Special Guarantee: Provide a guarantee on NEBB forms stating that NEBB will assist in completing requirements of the Contract Documents if TAB firm fails to comply with the Contract Documents. Guarantee shall include the following provisions:
  - 1. The certified TAB firm has tested and balanced systems according to the Contract Documents.
  - 2. Systems are balanced to optimum performance capabilities within design and installation limits.

## 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 supply 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 three-way valves for proper installation for their intended function of diverting or mixing fluid flows.
- O. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- P. Examine system pumps to ensure absence of entrained air in the suction piping.
- Q. Examine equipment for installation and for properly operating safety interlocks and controls.
- 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 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.

### 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" or NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems" and this Section.
  1. Comply with requirements in ASHRAE 62.1-2004, Section 7.2.2 - "Air Balancing."
- 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.

### 3.5 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. **Pressure-Dependent, Variable-Air-Volume Systems with Diversity:** After the fan systems have been adjusted, adjust the variable-air-volume systems as follows:
  1. Set system at maximum indicated airflow by setting the required number of terminal units at minimum airflow. Select the reduced airflow terminal units so they are distributed evenly among the branch ducts.
  2. Adjust supply fan to maximum indicated airflow with the variable-airflow controller set at maximum airflow.
  3. Set terminal units at full-airflow condition.
  4. Adjust terminal units starting at the supply-fan end of the system and continuing progressively to the end of the system. Adjust inlet dampers of each terminal unit to indicated airflow. When total airflow is correct, balance the air outlets downstream from terminal units as described for constant-volume air systems.
  5. Adjust terminal units for minimum airflow.
  6. Measure static pressure at the sensor.
  7. Measure 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.

### 3.6 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.

### 3.7 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.

### 3.8 PROCEDURES FOR STEAM SYSTEMS

- A. Measure and record upstream and downstream pressure of each piece of equipment.
- B. Measure and record upstream and downstream steam pressure of pressure-reducing valves.
- C. Check the setting and operation of automatic temperature-control valves, self-contained control valves, and pressure-reducing valves. Record the final setting.
- D. Check the settings and operation of each safety valve. Record settings.
- E. Verify the operation of each steam trap.

### 3.9 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.

### 3.10 PROCEDURES FOR CHILLERS

- A. Balance water flow through each evaporator and condenser to within specified tolerances of indicated flow with all pumps operating. With only one chiller operating in a multiple chiller installation, do not exceed the flow for the maximum tube velocity recommended by the chiller manufacturer. Measure and record the following data with each chiller operating at design conditions:
  - 1. Evaporator-water entering and leaving temperatures, pressure drop, and water flow.
  - 2. If water-cooled chillers, condenser-water entering and leaving temperatures, pressure drop, and water flow.
  - 3. Evaporator and condenser refrigerant temperatures and pressures, using instruments furnished by chiller manufacturer.
  - 4. Power factor if factory-installed instrumentation is furnished for measuring kilowatt.
  - 5. Kilowatt input if factory-installed instrumentation is furnished for measuring kilowatt.
  - 6. Capacity: Calculate in tons of cooling.
  - 7. If air-cooled chillers, verify condenser-fan rotation and record fan and motor data including number of fans and entering- and leaving-air temperatures.

### 3.11 PROCEDURES FOR BOILERS

- A. If hydronic, measure entering- and leaving-water temperatures and water flow.
- B. If steam, measure entering-water temperature and flow and leaving steam pressure, temperature, and flow.

### 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.
- B. Refrigerant Coils: Measure the following data for each coil:
  - 1. Dry-bulb temperature of entering and leaving air.
  - 2. Wet-bulb temperature of entering and leaving air.
  - 3. Airflow.
  - 4. Air pressure drop.
  - 5. Refrigerant suction pressure and temperature.

### 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 LABORATORY FUME HOODS

- A. Before performing laboratory fume hood testing, measure, adjust and record the supply airflow and airflow patterns of each supply air outlet that is located in the same room as the hood. Adjust the air outlet flow pattern to minimize turbulence and to achieve the desired airflow patterns at the face and inside the hood. Verify that adequate makeup air is available to achieve the indicated flow of the hood.
- B. Measure, adjust, and record the airflow of each laboratory fume hood by duct Pitot-tube traverse with the laboratory fume hood sash in the design open position.
  - 1. For laboratory fume hoods installed in variable exhaust systems, measure, adjust, and record the hood exhaust airflow at maximum and at minimum airflow conditions.
  - 2. For laboratory fume hoods designed with integral makeup air, measure, adjust, and record the exhaust and makeup airflow.

- C. For laboratory fume hoods that are connected to centralized exhaust systems using automatic dampers, adjust the damper controller to obtain the indicated exhaust airflow.
- D. After balancing is complete, do the following:
  - 1. Measure and record the static pressure at the hood duct connection with the hood operating at indicated airflow.
  - 2. Measure and record the face velocity across the open sash face area. Measure the face velocity at each point in a grid pattern. Perform measurements at a maximum of **12 inches (300 mm)** between points and between any point and the perimeter of the opening.
    - a. For laboratory fume hoods designed to maintain a constant face velocity at varying sash positions, also measure and record the face velocity at 50 and 25 percent of the design open sash position.
    - b. Calculate and report the average face velocity by averaging all velocity measurements.
    - c. Calculate and report the exhaust airflow by multiplying the calculated average face velocity by the sash open area. Compare this quantity with the exhaust airflow measured by duct Pitot-tube traverse. Report differences.
    - d. If the average face velocity is less than the indicated face velocity, retest the average face velocity and adjust hood baffles, fan drives, and other parts of the system to provide the indicated average face velocity.
  - 3. Check each laboratory fume hood for the capture and containment of smoke by using a hand-held emitting device. Observe the capture and containment of smoke flow pattern across the open face and inside the hood. Make adjustments necessary to achieve the desired results.
- E. With the room and laboratory fume hoods operating at indicated conditions, perform an "as-installed" performance test of the laboratory fume hood according to ASHRAE 110. Test each laboratory fume hood(s) and document the test results.

### 3.15 PROCEDURES FOR EXHAUST HOODS

- A. Measure, adjust, and record the airflow of each exhaust hood. Measure airflow by duct Pitot-tube traverse. If a duct Pitot-tube traverse is not possible, explain why, in the report, and explain the test method used.
- B. After balancing is complete, do the following:
  - 1. Measure and record the static pressure at the hood exhaust-duct connection.
  - 2. Check the hood for capture and containment of smoke using a smoke emitting device. Observe the smoke pattern. Make adjustments to achieve optimum results.

### 3.16 PROCEDURES FOR SPACE PRESSURIZATION MEASUREMENTS AND ADJUSTMENTS

- A. Before testing for space pressurization, observe the space to verify the integrity of the space boundaries. Verify that windows and doors are closed and applicable safing, gaskets, and sealants are installed. Report deficiencies and postpone testing until after the reported deficiencies are corrected.
- B. Measure, adjust, and record the pressurization of each room, each zone, and each building by adjusting the supply, return, and exhaust airflows to achieve the indicated conditions.

- C. Measure space pressure differential where pressure is used as the design criteria, and measure airflow differential where differential airflow is used as the design criteria for space pressurization.
  - 1. For pressure measurements, measure and record the pressure difference between the intended spaces at the door with all doors in the space closed. Record the high-pressure side, low-pressure side, and pressure difference between each adjacent space.
  - 2. For applications with cascading levels of space pressurization, begin in the most critical space and work to the least critical space.
  - 3. Test room pressurization first, then zones, and finish with building pressurization.
- D. To achieve indicated pressurization, set the supply airflow to the indicated conditions and adjust the exhaust and return airflow to achieve the indicated pressure or airflow difference.
- E. For spaces with pressurization being monitored and controlled automatically, observe and adjust the controls to achieve the desired set point.
  - 1. Compare the values of the measurements taken to the measured values of the control system instruments and report findings.
  - 2. Check the repeatability of the controls by successive tests designed to temporarily alter the ability to achieve space pressurization. Test overpressurization and underpressurization, and observe and report on the system's ability to revert to the set point.
  - 3. For spaces served by variable-air-volume supply and exhaust systems, measure space pressurization at indicated airflow and minimum airflow conditions.
- F. In spaces that employ multiple modes of operation, such as normal mode and emergency mode or occupied mode and unoccupied mode, measure, adjust, and record data for each operating mode.
- G. Record indicated conditions and corresponding initial and final measurements. Report deficiencies.

### 3.17 PROCEDURES FOR TESTING, ADJUSTING, AND BALANCING EXISTING SYSTEMS

- A. Perform a preconstruction inspection of existing equipment that is to remain and be reused.
  - 1. Measure and record the operating speed, airflow, and static pressure of each fan.
  - 2. Measure motor voltage and amperage. Compare the values to motor nameplate information.
  - 3. Check the refrigerant charge.
  - 4. Check the condition of filters.
  - 5. Check the condition of coils.
  - 6. Check the operation of the drain pan and condensate drain trap.
  - 7. Check bearings and other lubricated parts for proper lubrication.
  - 8. Report on the operating condition of the equipment and the results of the measurements taken. Report deficiencies.
- B. Before performing testing and balancing of existing systems, inspect existing equipment that is to remain and be reused to verify that existing equipment has been cleaned and refurbished.
  - 1. New filters are installed.
  - 2. Coils are clean and fins combed.
  - 3. Drain pans are clean.
  - 4. Fans are clean.

5. Bearings and other parts are properly lubricated.
  6. Deficiencies noted in the preconstruction report are corrected.
- C. Perform testing and balancing of existing systems to the extent that existing systems are affected by the renovation work.
1. Compare the indicated airflow of the renovated work to the measured fan airflows and determine the new fan, speed, filter, and coil face velocity.
  2. Verify that the indicated airflows of the renovated work result in filter and coil face velocities and fan speeds that are within the acceptable limits defined by equipment manufacturer.
  3. If calculations increase or decrease the airflow and water flow rates by more than 5 percent, make equipment adjustments to achieve the calculated airflow and water flow rates. If 5 percent or less, equipment adjustments are not required.
  4. Air balance each air outlet.

### 3.18 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.
- F. Check the sequence of operation of control devices. Note air pressures and 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. Check main control supply-air pressure and observe compressor and dryer operations.
- J. Record voltages of power supply and controller output. Determine whether the system operates on a grounded or nongrounded power supply.
- K. Note operation of electric actuators using spring return for proper fail-safe operations.

### 3.19 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.

### 3.20 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.

### 3.21 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.
  - 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. Face and bypass damper settings at coils.
    - e. Fan drive settings including settings and percentage of maximum pitch diameter.
    - f. Inlet vane settings for variable-air-volume systems.
    - g. Settings for supply-air, static-pressure controller.
    - h. 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 (L/s).
    - b. Total system static pressure in inches wg (Pa).
    - c. Fan rpm.
    - d. Discharge static pressure in inches wg (Pa).
    - e. Filter static-pressure differential in inches wg (Pa).
    - f. Preheat coil static-pressure differential in inches wg (Pa).
    - g. Cooling coil static-pressure differential in inches wg (Pa).
    - h. Heating coil static-pressure differential in inches wg (Pa).

- i. Outside airflow in **cfm (L/s)**.
- j. Return airflow in **cfm (L/s)**.
- k. Outside-air damper position.
- l. Return-air damper position.
- m. Vortex damper position.

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.
  - m. Refrigerant suction pressure in **psig (kPa)**.
  - n. Refrigerant suction temperature in **deg F (deg C)**.
  - o. Inlet steam pressure in **psig (kPa)**.

H. Fan Test Reports: For supply, return, and existing exhaust fans (CF-5, CF-6, CF-7, 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, Flat-Oval, 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 reheat 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. Packaged Chiller Reports:
  - 1. Unit Data:
    - a. Unit identification.
    - b. Make and model number.
    - c. Manufacturer's serial number.
    - d. Refrigerant type and capacity in **gal.** (L).
    - e. Starter type and size.
    - f. Starter thermal protection size.
    - g. Compressor make and model number.
    - h. Compressor manufacturer's serial number.
  - 2. Air-Cooled Condenser Test Data (Indicated and Actual Values):
    - a. Refrigerant pressure in **psig** (kPa).
    - b. Refrigerant temperature in **deg F** (deg C).
    - c. Entering- and leaving-air temperature in **deg F** (deg C).
  - 3. Evaporator Test Reports (Indicated and Actual Values):
    - a. Refrigerant pressure in **psig** (kPa).
    - b. Refrigerant temperature in **deg F** (deg C).
    - c. Entering-water temperature in **deg F** (deg C).
    - d. Leaving-water temperature in **deg F** (deg C).
    - e. Entering-water pressure in **feet of head or psig** (kPa).
    - f. Water pressure differential in **feet of head or psig** (kPa).
  - 4. Compressor Test Data (Indicated and Actual Values):
    - a. Suction pressure in **psig** (kPa).
    - b. Suction temperature in **deg F** (deg C).
    - c. Discharge pressure in **psig** (kPa).
    - d. Discharge temperature in **deg F** (deg C).
    - e. Oil pressure in **psig** (kPa).
    - f. Oil temperature in **deg F** (deg C).
    - g. Voltage at each connection.
    - h. Amperage for each phase.
    - i. Kilowatt input.
    - j. Crankcase heater kilowatt.
    - k. Chilled-water control set point in **deg F** (deg C).
    - l. Condenser-water control set point in **deg F** (deg C).
    - m. Refrigerant low-pressure-cutoff set point in **psig** (kPa).
    - n. Refrigerant high-pressure-cutoff set point in **psig** (kPa).
  - 5. Refrigerant Test Data (Indicated and Actual Values):
    - a. Oil level.
    - b. Refrigerant level.
    - c. Relief valve setting in **psig** (kPa).
    - d. Unloader set points in **psig** (kPa).

- e. Percentage of cylinders unloaded.
  - f. Bearing temperatures in **deg F (deg C)**.
  - g. Vane position.
  - h. Low-temperature-cutoff set point in **deg F (deg C)**.
- M. 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.
- 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.

### 3.22 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 space pressure of at least 10 percent of locations.
  - e. Verify that balancing devices are marked with final balance position.
  - f. Note deviations to the Contract Documents in the Final Report.

B. Final Inspection:

1. After initial inspection is complete and evidence by random checks verifies that testing and balancing are complete and accurately documented in the final report, request that a final inspection be made by Architect.
2. TAB firm test and balance engineer shall conduct the inspection in the presence of Architect.
3. Architect shall randomly select measurements documented in the final report to be rechecked. The rechecking shall be limited to either 10 percent of the total measurements recorded, or the extent of measurements that can be accomplished in a normal 8-hour business day.
4. If the rechecks yield measurements that differ from the measurements documented in the final report by more than the tolerances allowed, the measurements shall be noted as "FAILED."
5. If the number of "FAILED" measurements is greater than 10 percent of the total measurements checked during the final inspection, the testing and balancing shall be considered incomplete and shall be rejected.
6. TAB firm shall recheck all measurements and make adjustments. Revise the final report and balancing device settings to include all changes and resubmit the final report.
7. Request a second final inspection. If the second final inspection also fails, Owner shall contract the services of another TAB firm to complete the testing and balancing in accordance with the Contract Documents and deduct the cost of the services from the final payment.

3.23 ADDITIONAL TESTS

- A. Within 90 days of completing TAB, perform additional testing and balancing to verify that balanced conditions are being maintained throughout and to correct unusual conditions.
- B. Seasonal Periods: If initial TAB procedures were not performed during near-peak summer and winter conditions, perform additional testing, inspecting, and adjusting during near-peak summer and winter conditions.

END OF SECTION 15990