

**SECTION 230593 TESTING, ADJUSTING, AND BALANCING FOR HVAC**

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes Testing, Adjusting and Balancing (TAB) to produce design objectives for the following:
  - 1. Balancing Air Systems:
    - a. Constant-volume air systems.
    - b. Variable-air-volume systems.
  - 2. Balancing Hydronic Piping Systems:
    - a. Constant-flow hydronic systems.
    - b. Variable-flow hydronic systems.
  - 3. Balancing and Verification that automatic control devices are functioning properly for all equipment covered by this Section including their interlock/monitoring with the fire alarm system.
  - 4. Reporting results of activities and procedures specified in this Section.
- B. This Section also includes the “Special Inspection” work required for the measurement and verification of the correct operation of the stairwell pressurization system for the East and West stairwells as identified on the contract drawings. To the best of the Engineer’s knowledge, the test forms meet the intent of the code. However, the Authority Having Jurisdiction may require additional forms be completed. The following appendix outlining the required measurement and verification items are included with this specification Section:
  - 1. Appendix A: Stairwell Pressurization Test Form

1.2 DEFINITIONS

- A. AABC: Associated Air Balance Council.
- B. NEBB: National Environmental Balancing Bureau.
- C. TAB: Testing, adjusting, and balancing.
- D. TABB: Testing, Adjusting, and Balancing Bureau.
- E. TAB Specialist: An entity engaged to perform TAB Work.

**1.3 SUBMITTALS**

- A. Strategies and Procedures Plan: Within 30 days of Contractor's Notice to Proceed, submit TAB strategies and step-by-step procedures as specified in "Preparation" Article.
- B. Certified TAB reports.
- C. LEED Submittals: Provide submittals for the products named herein as delineated in Division 01 Section, "Sustainable Design Requirements – LEED V4 BD+C" Article 1.6, Action Submittals, subparagraph 1.6.C.9 for VOC content of sealants and adhesives.

**1.4 RELATED SECTIONS INCLUDE THE FOLLOWING:**

- A. Division 01 Section "Construction Waste Management."
- B. Division 01 Section "Sustainable Design Requirements – LEEDv4 BD+C" for additional LEED requirements.

**1.5 QUALITY ASSURANCE**

- A. TAB Contractor Qualifications: Engage a TAB entity certified by AABC NEBB or TABB.
  - 1. TAB Field Supervisor: Employee of the TAB contractor and certified by AABC NEBB or TABB.
  - 2. TAB Technician: Employee of the TAB contractor and who is certified by AABC NEBB or TABB as a TAB technician.
- B. Certify TAB field data reports and perform the following:
  - 1. Review field data reports to validate accuracy of data and to prepare certified TAB reports.
  - 2. Certify that the TAB team complied with the approved TAB plan and the procedures specified and referenced in this Specification.
- C. TAB Report Forms: Use standard TAB contractor's forms approved by Owner.
- D. Instrumentation Type, Quantity, Accuracy, and Calibration: As described in ASHRAE 111, Section 5, "Instrumentation."

**PART 2 - PRODUCTS (Not Applicable)**

**PART 3 - EXECUTION**

**3.1 CONSTRUCTION WASTE MANAGEMENT (LEED)**

- A. The contractor, subcontractors, and their personnel shall follow the procedures and practices for waste separation, collection and transport as defined in the contractor's "Waste Management Plan" as required by Division 01 Section "Construction Waste Management."

### 3.2 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.
- B. Examine systems for installed balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers. Verify that locations of these balancing devices are accessible.
- C. Examine the approved submittals for HVAC systems and equipment.
- 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 ceiling plenums and underfloor air plenums used for supply, return, or relief air to verify that they meet the leakage class of connected ducts as specified in Division 23 Section "Metal Ducts" and are properly separated from adjacent areas. Verify that penetrations in plenum walls are sealed and fire-stopped if required.
- F. Examine equipment performance data including fan and pump curves.
  - 1. 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.
  - 2. Calculate system-effect factors to reduce performance ratings of HVAC equipment when installed under conditions different from the conditions used to rate equipment performance. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," or in SMACNA's "HVAC Systems - Duct Design." Compare results with the design data and installed conditions.
- G. Examine system and equipment installations and verify that field quality-control testing, cleaning, and adjusting specified in individual Sections have been performed.
- H. Examine test reports specified in individual system and equipment Sections.
- I. Examine HVAC equipment and filters and verify that bearings are greased, belts are aligned and tight, and equipment with functioning controls is ready for operation.
- J. Examine strainers. Verify that startup screens are replaced by permanent screens with indicated perforations.
- K. Examine system pumps to ensure absence of entrained air in the suction piping.
- L. Examine operating safety interlocks and controls on HVAC equipment.

- M. 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.

### 3.3 PREPARATION

- A. Prepare a TAB plan that includes strategies and step-by-step procedures.
- B. Complete system-readiness checks and prepare 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.

### 3.4 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 Total System Balance" or ASHRAE 111 or NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems" or SMACNA's "HVAC Systems - Testing, Adjusting, and Balancing" and in this Section.
- B. Cut insulation, ducts, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary for TAB procedures.
  - 1. After testing and balancing, patch probe holes in ducts with same material and thickness as used to construct ducts.
  - 2. Install and join new insulation that matches removed materials. Restore insulation, coverings, vapor barrier, and finish according to Division 23 Section "HVAC Insulation."
- C. Mark equipment and balancing devices, including damper-control positions, valve position indicators, fan-speed-control levers, and similar controls and devices, with paint or other suitable, permanent identification material to show final settings.
- D. Take and report testing and balancing measurements in inch-pound (IP) and metric (SI) units.

### 3.5 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. Determine the best locations in main and branch ducts for accurate duct-airflow measurements.
- D. Check airflow patterns from the outdoor-air louvers and dampers and the supply- and exhaust-air dampers through the supply and exhaust-fan discharge.
- E. Locate start-stop and disconnect switches, electrical interlocks, and motor starters.
- F. Verify that motor starters are equipped with properly sized thermal protection.
- G. Check dampers for proper position to achieve desired airflow path.
- H. Check for airflow blockages.
- I. Check condensate drains for proper connections and functioning.
- J. Check for proper sealing of exhaust fan components.
- K. Verify that air duct system is sealed as specified in Division 23 Section "Metal Ducts."

### 3.6 PROCEDURES FOR CONSTANT-VOLUME AIR SYSTEMS

- A. Adjust fans to deliver total indicated airflows within the maximum allowable fan speed listed by fan manufacturer.
  - 1. Measure total airflow.
    - a. Where sufficient space in ducts is unavailable for Pitot-tube traverse measurements, measure airflow at terminal outlets and inlets and calculate the total airflow.
  - 2. Measure fan static pressures as follows to determine actual static pressure:
    - a. Measure outlet static pressure as far downstream from the fan as practical 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 the flexible connection, and downstream from duct restrictions.
  - 3. Review Record Documents to determine variations in design static pressures versus actual static pressures. Calculate actual system-effect factors. Recommend adjustments to accommodate actual conditions.
  - 4. Obtain approval from Owner for adjustment of fan speed higher or lower than indicated speed. Comply with requirements in Division 23 Sections for adjustment of fans, belts, and pulley sizes to achieve indicated unit performance.
  - 5. 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-exhaust, full-supply, and any other operating mode to determine the maximum required brake horsepower.

- B. Adjust volume dampers for main duct, submain ducts, and major branch ducts to indicated airflows within specified tolerances.
  - 1. Measure airflow of submain and branch ducts.
    - 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. Measure static pressure at a point downstream from the balancing damper, and adjust volume dampers until the proper static pressure is achieved.
  - 3. Re-measure 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 air 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 air outlets and inlets for each space to indicated airflows within specified tolerances of indicated values. Make adjustments using branch 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.

### 3.7 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 minimum set-point airflow with the remainder at maximum-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-Independent, Variable-Air-Volume Systems: After the fan systems have been adjusted, adjust the variable-air-volume systems as follows:
  - 1. Set outdoor-air dampers at minimum, and set 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 the 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 the same 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 the same 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. Re-measure the return airflow to the fan while operating at maximum return airflow and minimum outdoor airflow.
    - a. Adjust the fan and balance the return-air ducts and inlets the same 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 final fan-performance data.
- C. Measure the return airflow to the fan while operating at maximum return airflow and minimum outdoor airflow. Adjust the fan and balance the return-air ducts and inlets the same as described for constant-volume air.

### 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 the 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 pressure setting.
  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 CONSTANT-FLOW 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.
    - a. If impeller sizes must be adjusted to achieve pump performance, obtain approval from Engineer and comply with requirements in Division 23 Section "Hydronic Pumps."
  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.
    - a. Monitor motor performance during procedures and do not operate motors in overload conditions.
  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 10 percent of design.
- B. Measure flow at all automatic flow control valves to verify that valves are functioning as designed.
- C. Measure flow at all pressure-independent characterized control valves, with valves in fully open position, to verify that valves are functioning as designed.
- D. Set calibrated balancing valves, if installed, at calculated pre-settings.
- E. 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.
- F. Measure flow at main balancing station and set main balancing device to achieve flow that is 5 percent greater than indicated flow.
- G. 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.
- H. Measure pump flow rate and make final measurements of pump amperage, voltage, rpm, pump heads, and systems' pressures and temperatures including outdoor-air temperature.
- I. Measure the differential-pressure-control-valve settings existing at the conclusion of balancing.
- J. Check settings and operation of each safety valve. Record settings.



**3.10 PROCEDURES FOR VARIABLE-FLOW HYDRONIC SYSTEMS**

- A. Balance systems with automatic two- and three-way control valves by setting systems at maximum flow through heat-exchange terminals and proceed as specified above for constant-volume 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's name, model number, and serial number.
  - 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 of the controller to prove proper operation. Record observations including name of controller manufacturer, model number, serial number, and nameplate data.

**3.12 PROCEDURES FOR CONDENSING BOILERS**

- A. Balance water flow through each boiler to within specified tolerances of indicated flow with all pumps operating. With only one boiler operating in a multiple boiler installation, do not exceed the flow for the maximum tube velocity recommended by the boiler manufacturer. Measure and record the following data with each boiler operating at design conditions:
  - 1. Boiler-water entering and leaving temperatures, pressure drop, and water flow.
  - 2. Power factor if factory-installed instrumentation is furnished for measuring kilowatts.
  - 3. Kilowatt input if factory-installed instrumentation is furnished for measuring kilowatts.
  - 4. Capacity: Calculate in btuh of heating.

**3.13 TOLERANCES**

- A. Set HVAC system's air flow rates and water flow rates within the following tolerances:
  - 1. Supply, Return, and Exhaust Fans and Equipment with Fans: Plus or minus 10 percent.
  - 2. Air Outlets and Inlets: Plus or minus 10 percent.
  - 3. Heating-Water Flow Rate: Plus or minus 10 percent.
  - 4. Cooling-Water Flow Rate: Plus or minus 10 percent.
  - 5. Condenser-Water Flow Rate: Plus or minus 10 percent.

**3.14 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: Prepare weekly progress 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.

**3.15 FINAL REPORT**

- A. General: Prepare a certified written report; tabulate and divide the report into separate sections for tested systems and balanced systems.
  - 1. Include a certification sheet at the front of the report's binder, signed and sealed by the certified testing and balancing engineer.
  - 2. Include a list of instruments used for procedures, along with proof of calibration.
- B. 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; do not include Shop Drawings and product data.
- C. General Report Data: In addition to form titles and entries, include the following data:
  - 1. Title page.
  - 2. Name and address of the TAB contractor.
  - 3. Project name.
  - 4. Project location.
  - 5. Engineer's name and address.
  - 6. Contractor's name and address.
  - 7. Report date.
  - 8. Signature of TAB supervisor who certifies the report.
  - 9. Table of Contents with the total number of pages defined for each section of the report. Number each page in the report.
  - 10. 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.

11. Nomenclature sheets for each item of equipment.
  12. Data for terminal units, including manufacturer's name, type, size, and fittings.
  13. Notes to explain why certain final data in the body of reports vary from indicated values.
  14. Test conditions for fans and pump performance forms including the following:
    - a. Settings for outdoor-, 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.
- D. 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 outdoor, 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.
- E. Air-Handling-Unit Test Reports <RTU, AHU, FCU, BCU, MUA,>: For air-handling units with coils, include the following:
1. Unit Data:
    - 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, and bore.
    - i. Center-to-center dimensions of sheave, and amount of adjustments in inches.
    - j. Number, make, and size of belts.
    - k. Number, type, and size of filters.
  2. Motor Data:
    - a. Motor 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, and bore.
    - f. Center-to-center dimensions of sheave, and amount of adjustments in inches.
  3. Test Data (Indicated and Actual Values):

- a. Total air flow 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. Preheat-coil 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. Outdoor airflow in cfm.
- j. Return airflow in cfm.
- k. Outdoor-air damper position.
- l. Return-air damper position.
- m. Vortex damper position.

F. Fan Test Reports <EF,SF,RF,SPF>: 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, and bore.
  - h. Center-to-center dimensions of sheave, and amount of adjustments in inches.
- 2. Motor Data:
  - a. Motor 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, and bore.
  - f. Center-to-center dimensions of sheave, and amount of adjustments in inches.
  - g. Number, make, and size of belts.
- 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. Suction static pressure in inches wg.

G. 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.
- d. Duct static pressure in inches wg.
- e. Duct size in inches.
- f. Duct area in sq. ft.
- g. Indicated air flow rate in cfm.
- h. Indicated velocity in fpm.
- i. Actual air flow rate in cfm.
- j. Actual average velocity in fpm.
- k. Barometric pressure in psig.

**H. Air-Terminal-Device Reports <VAV>:**

**1. Unit Data:**

- a. System and air-handling unit identification.
- b. Location and zone.
- c. Apparatus used for test.
- d. Area served.
- e. Make.
- f. Number from system diagram.
- g. Type and model number.
- h. Size.
- i. Effective area in sq. ft.

**2. Test Data (Indicated and Actual Values):**

- a. Air flow rate in cfm.
- b. Air velocity in fpm.
- c. Preliminary air flow rate as needed in cfm.
- d. Preliminary velocity as needed in fpm.
- e. Final air flow rate in cfm.
- f. Final velocity in fpm.
- g. Space temperature in deg F.

**I. Pump Test Reports <P, BP, HWP>: 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 number and serial number.
- f. Water flow rate in gpm.
- g. Water pressure differential in feet of head or psig.
- h. Required net positive suction head in feet of head or psig.
- i. Pump rpm.
- j. Impeller diameter in inches.
- 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.
  - b. Pump shutoff pressure in feet of head or psig.
  - c. Actual impeller size in inches.
  - d. Full-open flow rate in gpm.
  - e. Full-open pressure in feet of head or psig.
  - f. Final discharge pressure in feet of head or psig.
  - g. Final suction pressure in feet of head or psig.
  - h. Final total pressure in feet of head or psig.
  - i. Final water flow rate in gpm.
  - j. Voltage at each connection.
  - k. Amperage for each phase.
- J. Apparatus-Coil Test Reports <Integral or Duct-Mounted Chilled Water Coils, Hot Water Coils, Refrigerant Coils>:
1. Coil Data:
- a. System identification.
  - b. Location.
  - c. Coil type.
  - d. Number of rows.
  - e. Fin spacing in fins per inch o.c.
  - f. Make and model number.
  - g. Face area in sq. ft.
  - h. Tube size in NPS.
  - i. Tube and fin materials.
  - j. Circuiting arrangement.
2. Test Data (Indicated and Actual Values):
- a. Air flow rate in cfm.
  - b. Average face velocity in fpm.
  - c. Air pressure drop in inches wg.
  - d. Outdoor-air, wet- and dry-bulb temperatures in deg F.
  - e. Return-air, wet- and dry-bulb temperatures in deg F.
  - f. Entering-air, wet- and dry-bulb temperatures in deg F.
  - g. Leaving-air, wet- and dry-bulb temperatures in deg F.
  - h. Water flow rate in gpm.
  - i. Water pressure differential in feet of head or psig.
  - j. Entering-water temperature in deg F.
  - k. Leaving-water temperature in deg F.
  - l. Refrigerant expansion valve and refrigerant types.
  - m. Refrigerant suction pressure in psig.
  - n. Refrigerant suction temperature in deg F.
  - o. Inlet steam pressure in psig.

- K. System-Coil Reports <VAV, FCU, BCU, UH>: 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. Air flow rate in cfm.
  - b. Entering-water temperature in deg F.
  - c. Leaving-water temperature in deg F.
  - d. Water pressure drop in feet of head or psig.
  - e. Entering-air temperature in deg F.
  - f. Leaving-air temperature in deg F.

- L. Fluid Coolers Reports <FC>: For fluid coolers, include the following:

1. Unit Data:
  - a. Unit identification.
  - b. Make and type.
  - c. Model and serial numbers.
  - d. Nominal cooling capacity in tons.
  - e. Refrigerant type and weight in lb.
  - f. Water-treatment chemical feeder and chemical.
  - g. Number and type of fans.
  - h. Fan motor make, frame size, rpm, and horsepower.
  - i. Fan motor voltage at each connection.
  - j. Sheave make, size in inches, and bore.
  - k. Sheave dimensions, center-to-center, and amount of adjustments in inches.
  - l. Number of belts, make, and size.
  - m. Pump make and model number.
  - n. Pump manufacturer's serial number.
  - o. Pump motor make and frame size.
  - p. Pump motor horsepower and rpm.
2. Pump Test Data (Indicated and Actual Values):
  - a. Voltage at each connection.
  - b. Amperage for each phase.
  - c. Water flow rate in gpm.
3. Water Test Data (Indicated and Actual Values):
  - a. Entering-water temperature in deg F.
  - b. Leaving-water temperature in deg F.
  - c. Water temperature differential in deg F.

- d. Entering-water pressure in feet of head or psig.
- e. Leaving-water pressure in feet of head or psig.
- f. Water pressure differential in feet of head or psig.
- g. Water flow rate in gpm.
- h. Bleed water flow rate in gpm.

M. Gas-Fired Heat Apparatus Test Reports <MB, B, DHW, RTU>: In addition to manufacturer's factory startup equipment reports, include the following:

1. Unit Data:

- a. System identification.
- b. Location.
- c. Make and type.
- d. Model number and unit size.
- e. Manufacturer's serial number.
- f. Fuel type in input data.
- g. Output capacity in Btu/h.
- h. Ignition type.
- i. Burner-control types.
- j. Motor horsepower and rpm.
- k. Motor volts, phase, and hertz.
- l. Motor full-load amperage and service factor.

2. Test Data (Indicated and Actual Values):

- a. Entering water temperature in deg F.
- b. Leaving water temperature in deg F.
- c. Entering-air temperature in deg F.
- d. Leaving-air temperature in deg F.
- e. Air temperature differential in deg F.
- f. Entering-air static pressure in inches wg.
- g. Leaving-air static pressure in inches wg.
- h. Air static-pressure differential in inches wg.
- i. Low-fire fuel input in Btu/h.
- j. High-fire fuel input in Btu/h.
- k. Manifold pressure in psig.
- l. High-temperature-limit setting in deg F.
- m. Operating set point in Btu/h.
- n. Motor voltage at each connection.
- o. Motor amperage for each phase.
- p. Heating value of fuel in Btu/h.

N. Stairwell Pressurization System Testing Data:

- 1. Provide basic "Fan Test Reports" as noted above in addition to special requirements.
- 2. Refer to sheets included within this Section.

O. Instrument Calibration Reports:

- 1. Report Data:



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

### 3.16 INSPECTIONS

#### A. Initial Inspection:

1. After testing and balancing efforts 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.

#### 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 Owner, Engineer and/or Commissioning Agent.
2. TAB firm test and balance representative shall conduct the inspection in the presence of the Owner, Engineer and/or Commissioning Agent.
3. The Engineer or Commissioning Agent 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.

### 3.17 SPECIAL INSPECTIONS

- #### A.
1. TAB Contractor shall be available for a maximum of 40 hours on-site to assist the special inspector in completing the required documentation for the smoke control system.

- B. The following appendices outlining required measurement and verification items are included with this specification Section:

- 1. Appendix A: Stairwell Pressurization Test Form

3.18 ADDITIONAL TESTS

- A. Within 90 days of completing TAB, perform additional TAB 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 TAB during near-peak summer and winter conditions.

END OF SECTION 230593