SECTION 23 05 93

TESTING, ADJUSTING, AND BALANCING FOR HVAC

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Testing, adjustment, and balancing of air systems.

B. Testing, adjustment, and balancing of hydronic and refrigerating systems.

C. Measurement of final operating condition of HVAC systems.

D. Sound measurement of equipment operating conditions.

E. Vibration measurement of equipment operating conditions.

F. Commissioning activities.

1.02 RELATED REQUIREMENTS

A. Section 23 08 00 - Commissioning of HVAC.

1.03 REFERENCE STANDARDS

A. AABC MN-1 - AABC National Standards for Total System Balance; Associated Air Balance Council.

B. ASHRAE Std 111 - Practices for Measurement, Testing, Adjusting and Balancing of Building Heating, Ventilation, Air-Conditioning, and Refrigeration Systems; American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc..

C. NEBB (TAB) - Procedural Standards for Testing Adjusting Balancing of Environmental Systems; National Environmental Balancing Bureau.

D. SMACNA (TAB) - HVAC Systems Testing, Adjusting, and Balancing; Sheet Metal and Air Conditioning Contractors' National Association.

1.04 SUBMITTALS

A. Qualifications: Submit name of adjusting and balancing agency and TAB supervisor for approval within 30 days after award of Contract.

B. TAB Plan: Submit a written plan indicating the testing, adjusting, and balancing standard to be followed and the specific approach for each system and component.
   1. Submit to Architect.
   2. Submit to the Commissioning Authority, Construction Manager, and HVAC controls contractor.
   3. Submit six weeks prior to starting the testing, adjusting, and balancing work.
   4. Include certification that the plan developer has reviewed the contract documents, the equipment and systems, and the control system with the Architect and other installers to sufficiently understand the design intent for each system.
   5. Include at least the following in the plan:
      a. Preface: An explanation of the intended use of the control system.
      b. List of all air flow, water flow, sound level, system capacity and efficiency measurements to be performed and a description of specific test procedures, parameters, formulas to be used.

c. Copy of field checkout sheets and logs to be used, listing each piece of equipment to be tested, adjusted and balanced with the data cells to be gathered for each.
d. Identification and types of measurement instruments to be used and their most recent calibration date.
e. Discussion of what notations and markings will be made on the duct and piping drawings during the process.
f. Final test report forms to be used.
g. Detailed step-by-step procedures for TAB work for each system and issue, including:
    1) Terminal flow calibration (for each terminal type).
    2) Diffuser proportioning.
    3) Branch/submain proportioning.
    4) Total flow calculations.
    5) Rechecking.
    6) Diversity issues.
h. Expected problems and solutions, etc.
i. Criteria for using air flow straighteners or relocating flow stations and sensors.
j. Details of how TOTAL flow will be determined; for example:
    1) Air: Sum of terminal flows via control system calibrated readings or via hood readings of all terminals, supply (SA) and return air (RA) pitot traverse, SA or RA flow stations.
    2) Water: Pump curves, circuit setter, flow station, ultrasonic, etc.
k. Specific procedures that will ensure that both air and water side are operating at the lowest possible pressures and methods to verify this.
l. Confirmation of understanding of the outside air ventilation criteria under all conditions.
m. Method of verifying and setting minimum outside air flow rate will be verified and set and for what level (total building, zone, etc.).
n. Method of checking building static and exhaust fan and/or relief damper capacity.
o. Proposed selection points for sound measurements and sound measurement methods.
p. Methods for making coil or other system plant capacity measurements, if specified.
q. Time schedule for TAB work to be done in phases (by floor, etc.).
r. Description of TAB work for areas to be built out later, if any.
s. Time schedule for deferred or seasonal TAB work, if specified.
t. False loading of systems to complete TAB work, if specified.
u. Exhaust fan balancing and capacity verifications, including any required room pressure differentials.
v. Interstitial cavity differential pressure measurements and calculations, if specified.
w. Procedures for field technician logs of discrepancies, deficient or uncompleted work by others, contract interpretation requests and lists of completed tests (scope and frequency).
x. Procedures for formal progress reports, including scope and frequency.
y. Procedures for formal deficiency reports, including scope, frequency and distribution.

C. Field Logs: Submit at least once a week to Commissioning Authority and Construction Manager.

D. Control System Coordination Reports: Communicate in writing to the controls installer all setpoint and parameter changes made or problems and discrepancies identified during TAB that affect, or could affect, the control system setup and operation.

E. Progress Reports.

F. Final Report: Indicate deficiencies in systems that would prevent proper testing, adjusting, and balancing of systems and equipment to achieve specified performance.
   1. Submit to the Commissioning Authority, Construction Manager, and HVAC controls contractor within two weeks after completion of testing, adjusting, and balancing.
   2. Revise TAB plan to reflect actual procedures and submit as part of final report.
   3. Submit draft copies of report for review prior to final acceptance of Project. Provide final copies for Architect and for inclusion in operating and maintenance manuals.
   4. Provide reports in soft cover, letter size, 3-ring binder manuals, complete with index page and indexing tabs, with cover identification at front and side. Include set of reduced drawings with air outlets and equipment identified to correspond with data sheets, and indicating thermostat locations.
   5. Include actual instrument list, with manufacturer name, serial number, and date of calibration.
   6. Form of Test Reports: Where the TAB standard being followed recommends a report format use that; otherwise, follow ASHRAE Std 111.
   7. Units of Measure: Report data in I-P (inch-pound) units only.
   8. Include the following on the title page of each report:
      a. Name of Testing, Adjusting, and Balancing Agency.
      b. Address of Testing, Adjusting, and Balancing Agency.
      c. Telephone number of Testing, Adjusting, and Balancing Agency.
      d. Project name.
      e. Project location.
      f. Project Architect.
      g. Project Engineer.
      h. Project Contractor.
      i. Project altitude.
      j. Report date.

G. Project Record Documents: Record actual locations of flow measuring stations and balancing valves and rough setting.

1.05 QUALITY ASSURANCE (moved to PART 3)

1.06 PRE-BALANCING MEETING (moved to PART 3)

1.07 SEQUENCING AND SCHEDULING (moved to PART 3)

1.08 WARRANTY (moved to PART 3)

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 GENERAL REQUIREMENTS

A. Perform total system balance in accordance with one of the following:
   1. AABC MN-1, AABC National Standards for Total System Balance.
   2. ASHRAE Std 111, Practices for Measurement, Testing, Adjusting and Balancing of Building Heating, Ventilation, Air-Conditioning, and Refrigeration Systems.
   3. NEBB Procedural Standards for Testing Adjusting Balancing of Environmental Systems.
   4. SMACNA HVAC Systems Testing, Adjusting, and Balancing.
   5. Maintain at least one copy of the standard to be used at project site at all times.

B. Begin work after completion of systems to be tested, adjusted, or balanced and complete work prior to Substantial Completion of the project.

C. Where HVAC systems and/or components interface with life safety systems, including fire and smoke detection, alarm, and control, coordinate scheduling and testing and inspection procedures with the authorities having jurisdiction.

D. TAB Agency Qualifications:
   1. Company specializing in the testing, adjusting, and balancing of systems specified in this section.
   2. Having minimum of three years documented experience.
   3. Certified by one of the following:
      a. AABC, Associated Air Balance Council: www.aabchq.com; upon completion submit AABC National Performance Guaranty.
      b. NEBB, National Environmental Balancing Bureau: www.nebb.org.
      c. TABB, The Testing, Adjusting, and Balancing Bureau of National Energy Management Institute: www.tabbcertified.org.

E. TAB Supervisor and Technician Qualifications: Certified by same organization as TAB agency.

F. TAB Supervisor Qualifications: Professional Engineer licensed in DE.

3.02 EXAMINATION

A. Verify that systems are complete and operable before commencing work. Ensure the following conditions:
   1. Systems are started and operating in a safe and normal condition.
   2. Temperature control systems are installed complete and operable.
   3. Proper thermal overload protection is in place for electrical equipment.
   4. Final filters are clean and in place. If required, install temporary media in addition to final filters.
   5. Duct systems are clean of debris.
   6. Fans are rotating correctly.
   7. Fire and volume dampers are in place and open.
   8. Air coil fins are cleaned and combed.
   9. Access doors are closed and duct end caps are in place.
   10. Air outlets are installed and connected.
   11. Duct system leakage is minimized.
   12. Hydronic systems are flushed, filled, and vented.
   13. Pumps are rotating correctly.
   14. Proper strainer baskets are clean and in place.
   15. Service and balance valves are open.

B. Submit field reports. Report defects and deficiencies that will or could prevent proper system balance.

C. Beginning of work means acceptance of existing conditions.

3.03 PREPARATION

A. Hold a pre-balancing meeting at least one week prior to starting TAB work.
   1. Require attendance by all installers whose work will be tested, adjusted, or balanced.

B. Provide instruments required for testing, adjusting, and balancing operations. Make instruments available to Architect to facilitate spot checks during testing.

C. Provide additional balancing devices as required.

3.04 ADJUSTMENT TOLERANCES

A. Air Handling Systems: Adjust to within plus or minus 10 percent of design for supply systems and plus or minus 10 percent of design for return and exhaust systems.

B. Air Outlets and Inlets: Adjust total to within plus 10 percent and minus 10 percent of design to space. Adjust outlets and inlets in space to within plus or minus 10 percent of design.

C. Hydronic Systems: Adjust to within plus or minus 10 percent of design.

3.05 RECORDING AND ADJUSTING

A. Field Logs: Maintain written logs including:
   1. Running log of events and issues.
   2. Discrepancies, deficient or uncompleted work by others.
   3. Contract interpretation requests.
   4. Lists of completed tests.

B. Ensure recorded data represents actual measured or observed conditions.

C. Permanently mark settings of valves, dampers, and other adjustment devices allowing settings to be restored. Set and lock memory stops.

D. Mark on the drawings the locations where traverse and other critical measurements were taken and cross reference the location in the final report.

E. After adjustment, take measurements to verify balance has not been disrupted or that such disruption has been rectified.

F. Leave systems in proper working order, replacing belt guards, closing access doors, closing doors to electrical switch boxes, and restoring thermostats to specified settings.

G. At final inspection, recheck random selections of data recorded in report. Recheck points or areas as selected and witnessed by the Red Clay Consolidated School District.

H. Check and adjust systems approximately six months after final acceptance and submit report.

3.06 AIR SYSTEM PROCEDURE

A. Adjust air handling and distribution systems to provide required or design supply, return, and exhaust air quantities.

B. Make air quantity measurements in ducts by Pitot tube traverse of entire cross sectional area of duct.

C. Measure air quantities at air inlets and outlets.

D. Adjust distribution system to obtain uniform space temperatures free from objectionable drafts and noise.

E. Use volume control devices to regulate air quantities only to extend that adjustments do not create objectionable air motion or sound levels. Effect volume control by duct internal devices such as dampers and splitters.

F. Vary total system air quantities by adjustment of fan speeds. Provide drive and sheave changes required. Vary branch air quantities by damper regulation.

G. Provide system schematic with required and actual air quantities recorded at each outlet or inlet.

H. Measure static air pressure conditions on air supply units, including filter and coil pressure drops, and total pressure across the fan. Make allowances for 50 percent loading of filters.

I. Adjust outside air automatic dampers, outside air, return air, and exhaust dampers for design conditions.

J. Measure temperature conditions across outside air, return air, and exhaust dampers to check leakage.

K. Where modulating dampers are provided, take measurements and balance at extreme conditions. Balance variable volume systems at maximum air flow rate, full cooling, and at minimum air flow rate, full heating.

L. Measure building static pressure and adjust supply, return, and exhaust air systems to provide required relationship between each to maintain approximately 0.05 inches positive static pressure near the building entries.

M. Check multi-zone units for motorized damper leakage. Adjust air quantities with mixing dampers set first for cooling, then heating, then modulating.

N. For variable air volume system powered units set volume controller to air flow setting indicated. Confirm connections properly made and confirm proper operation for automatic variable air volume temperature control.

O. On fan powered VAV boxes, adjust air flow switches for proper operation.

P. For laboratories, lab classrooms, and prep rooms, offset CFM values (differential between exhaust/return and supply airflows) shall be required to maintain a plus 10% minus 5% offset.

3.07 WATER SYSTEM PROCEDURE

A. Adjust water systems to provide required or design quantities.

B. Use calibrated Venturi tubes, orifices, or other metered fittings and pressure gauges to determine flow rates for system balance. Where flow metering devices are not installed, base flow balance on temperature difference across various heat transfer elements in the system.

C. Adjust systems to provide specified pressure drops and flows through heat transfer elements prior to thermal testing. Perform balancing by measurement of temperature differential in conjunction with air balancing.

D. Effect system balance with automatic control valves fully open to heat transfer elements.

E. Effect adjustment of water distribution systems by means of balancing cocks, valves, and fittings. Do not use service or shut-off valves for balancing unless indexed for balance point.

F. Where available pump capacity is less than total flow requirements or individual system parts, full flow in one part may be simulated by temporary restriction of flow to other parts.

3.08 COMMISSIONING

A. Perform prerequisites prior to starting commissioning activities.

B. Fill out Prefunctional Checklists for:
   1. Air side systems.
   2. Water side systems.

C. Furnish to the Commissioning Authority, upon request, any data gathered but not shown in the final TAB report.

D. Re-check minimum outdoor air intake flows and maximum and intermediate total airflow rates for 10 percent of the air handlers plus a random sample equivalent to 5 percent of the final TAB report data as directed by Commissioning Authority.
   1. Original TAB agency shall execute the re-checks, witnessed by the Commissioning Authority.
   2. Use the same test instruments as used in the original TAB work.
   3. Failure of more than 10 percent of the re-checked items of a given system shall result in the rejection of the system TAB report; rebalance the system, provide a new system TAB report, and repeat random re-checks.
   4. For purposes of re-check, failure is defined as follows:
      a. Air Flow of Supply and Return: Deviation of more than 10 percent of instrument reading.
      b. Minimum Outside Air Flow: Deviation of more than 20 percent of instrument reading; for inlet vane or VFD OSA compensation system using linear proportional control, deviation of more than 30 percent at intermediate supply flow.
      c. Temperatures: Deviation of more than one degree F.
      d. Air and Water Pressures: Deviation of more than 10 percent of full scale of test instrument reading.
      e. Sound Pressures: Deviation of more than 3 decibels, with consideration for variations in background noise.
   5. For purposes of re-check, a whole system is defined as one in which inaccuracies will have little or no impact on connected systems; for example, the air distribution system served by one air handler or the hydronic chilled water supply system served by a chiller or the condenser water system.

E. In the presence of the Commissioning Authority, verify that:
   1. Final settings of all valves, splitters, dampers and other adjustment devices have been permanently marked.
   2. The air system is being controlled to the lowest possible static pressure while still meeting design loads, less diversity; this shall include a review of TAB methods, established control setpoints, and physical verification of at least one leg from fan to diffuser having all balancing dampers wide open and that during full cooling of all terminal units taking off downstream of the static pressure sensor, the terminal unit on the critical leg has its damper 90 percent or more open.
   3. The water system is being controlled to the lowest possible pressure while still meeting design loads, less diversity; this shall include a review of TAB methods, established control setpoints, and physical verification of at least one leg from the pump to the coil having all balancing valves wide open and that during full cooling the cooling coil valve of that leg is 90 percent or more open.

F. No seasonal tests are required.

G. No further monitoring is required.

H. No deferred testing is required.

3.09 SCOPE

A. Test, adjust, and balance the following:
   1. Electric Water Coolers
   2. Plumbing Pumps
   3. HVAC Pumps/Hydronic Systems
   4. Packaged Boilers
   5. Combined Heating, Cooling, and Power hydronic systems
   6. Absorption Chillers

7. Cooling towers
8. Air Cooled Refrigerant Condensers
9. Terminal Heat Transfer Units
10. Heat Exchangers
11. Laboratory fume hoods
12. Air Handling Units/Rooftop Mounted Air handling units
13. Fans
14. Air Filters
15. Air Terminal Units/Chilled Beams (air and hydronic)
16. Air Inlets and Outlets

3.10 MINIMUM DATA TO BE REPORTED

A. Electric Motors:
   1. Manufacturer
   2. Model/Frame
   3. HP/BHP
   4. Phase, voltage, amperage; nameplate, actual, no load
   5. RPM
   6. Service factor
   7. Starter size, rating, heater elements
   8. Sheave Make/Size/Bore

B. V-Belt Drives:
   1. Identification/location
   2. Required driven RPM
   3. Driven sheave, diameter and RPM
   4. Belt, size and quantity
   5. Motor sheave diameter and RPM
   6. Center to center distance, maximum, minimum, and actual

C. Pumps:
   1. Identification/number
   2. Manufacturer
   3. Size/model
   4. Impeller
   5. Service
   6. Design flow rate, pressure drop, BHP
   7. Actual flow rate, pressure drop, BHP
   8. Discharge pressure
   9. Suction pressure
   10. Total operating head pressure
   11. Shut off, discharge and suction pressures
   12. Shut off, total head pressure

D. Hydronic System Control
   1. Differential pressure setpoints for BAS contractor / commissioning.

E. Combustion Equipment:
   1. Boiler manufacturer
   2. Model number
   3. Serial number
   4. Firing rate
   5. Overfire draft
   6. Gas meter timing dial size

7. Gas meter time per revolution
8. Gas pressure at meter outlet
9. Gas flow rate
10. Heat input
11. Burner manifold gas pressure
12. Percent carbon monoxide (CO)
13. Percent carbon dioxide (CO2)
14. Percent oxygen (O2)
15. Percent excess air
16. Flue gas temperature at outlet
17. Ambient temperature
18. Net stack temperature
19. Percent stack loss
20. Percent combustion efficiency
21. Heat output

F. Air Cooled Condensers:
1. Identification/number
2. Location
3. Manufacturer
4. Model number
5. Serial number
6. Entering DB air temperature, design and actual
7. Leaving DB air temperature, design and actual
8. Number of compressors

G. Chillers:
1. Identification/number
2. Manufacturer
3. Capacity
4. Model number
5. Serial number
6. Evaporator entering water temperature, design and actual
7. Evaporator leaving water temperature, design and actual
8. Evaporator pressure drop, design and actual
9. Evaporator water flow rate, design and actual
10. Condenser entering water temperature, design and actual
11. Condenser pressure drop, design and actual
12. Condenser water flow rate, design and actual

H. Cooling Tower:
1. Tower identification/number
2. Manufacturer
3. Model number
4. Serial number
5. Rated capacity
6. Entering air WB temperature, specified and actual
7. Leaving air WB temperature, specified and actual
8. Ambient air DB temperature
9. Condenser water entering temperature
10. Condenser water leaving temperature
11. Condenser water flow rate
12. Fan RPM

I. Heat Exchangers:

1. Identification/number
2. Location
3. Service
4. Manufacturer
5. Model number
6. Serial number
7. Steam pressure, design and actual
8. Primary water entering temperature, design and actual
9. Primary water leaving temperature, design and actual
10. Primary water flow, design and actual
11. Primary water pressure drop, design and actual
12. Secondary water leaving temperature, design and actual
13. Secondary water leaving temperature, design and actual
14. Secondary water flow, design and actual
15. Secondary water pressure drop, design and actual

J. Cooling Coils:
1. Identification/number
2. Location
3. Service
4. Manufacturer
5. Air flow, design and actual
6. Entering air DB temperature, design and actual
7. Entering air WB temperature, design and actual
8. Leaving air DB temperature, design and actual
9. Leaving air WB temperature, design and actual
10. Water flow, design and actual
11. Water pressure drop, design and actual
12. Entering water temperature, design and actual
13. Leaving water temperature, design and actual
14. Saturated suction temperature, design and actual
15. Air pressure drop, design and actual

K. Heating Coils:
1. Identification/number
2. Location
3. Service
4. Manufacturer
5. Air flow, design and actual
6. Water flow, design and actual
7. Water pressure drop, design and actual
8. Entering water temperature, design and actual
9. Leaving water temperature, design and actual
10. Entering air temperature, design and actual
11. Leaving air temperature, design and actual
12. Air pressure drop, design and actual

L. Air Moving Equipment:
1. Location
2. Manufacturer
3. Model number
4. Serial number
5. Arrangement/Class/Discharge
6. Air flow, specified and actual

7. Return air flow, specified and actual
8. Outside air flow, specified and actual
9. Total static pressure (total external), specified and actual
10. Inlet pressure
11. Discharge pressure
12. Sheave Make/Size/Bore
13. Number of Belts/Make/Size
14. Fan RPM

M. Return Air/Outside Air:
1. Identification/location
2. Design air flow
3. Actual air flow
4. Design return air flow
5. Actual return air flow
6. Design outside air flow
7. Actual outside air flow
8. Return air temperature
9. Outside air temperature
10. Required mixed air temperature
11. Actual mixed air temperature
12. Design outside/return air ratio
13. Actual outside/return air ratio

N. Exhaust Fans:
1. Location
2. Manufacturer
3. Model number
4. Serial number
5. Air flow, specified and actual
6. Total static pressure (total external), specified and actual
7. Inlet pressure
8. Discharge pressure
9. Sheave Make/Size/Bore
10. Number of Belts/Make/Size
11. Fan RPM
12. Associated with Fume Hoods, Include:
    a. Face velocity test at max/min sash position.

O. Duct Traverses:
1. System zone/branch
2. Duct size
3. Area
4. Design velocity
5. Design air flow
6. Test velocity
7. Test air flow
8. Duct static pressure
9. Air temperature
10. Air correction factor

P. Duct Leak Tests:
1. Description of ductwork under test
2. Duct design operating pressure
3. Duct design test static pressure

4. Duct capacity, air flow
5. Maximum allowable leakage duct capacity times leak factor
6. Test apparatus
   a. Blower
   b. Orifice, tube size
   c. Orifice size
   d. Calibrated
7. Test static pressure
8. Test orifice differential pressure
9. Leakage

Q. Flow Measuring Stations:
1. Identification/number
2. Location
3. Size
4. Manufacturer
5. Model number
6. Serial number
7. Design Flow rate
8. Design pressure drop
9. Actual/final pressure drop
10. Actual/final flow rate
11. Station calibrated setting

R. Terminal Unit Data:
1. Manufacturer
2. Type, constant, variable, single, dual duct
3. Identification/number
4. Location
5. Model number
6. Size
7. Minimum static pressure
8. Minimum design air flow
9. Maximum design air flow
10. Maximum actual air flow
11. Inlet static pressure

S. Air Distribution Tests:
1. Air terminal number
2. Room number/location
3. Terminal type
4. Terminal size
5. Area factor
6. Design velocity
7. Design air flow
8. Test (final) velocity
9. Test (final) air flow
10. Percent of design air flow

T. Sound Level Reports:
1. Location
2. Octave bands - equipment off
3. Octave bands - equipment on

U. Vibration Tests:

1. Location of points:
    a. Fan bearing, drive end
    b. Fan bearing, opposite end
    c. Motor bearing, center (if applicable)
    d. Motor bearing, drive end
    e. Motor bearing, opposite end
    f. Casing (bottom or top)
    g. Casing (side)
    h. Duct after flexible connection (discharge)
    i. Duct after flexible connection (suction)
2. Test readings:
    a. Horizontal, velocity and displacement
    b. Vertical, velocity and displacement
    c. Axial, velocity and displacement
3. Normally acceptable readings, velocity and acceleration
4. Unusual conditions at time of test
5. Vibration source (if non-complying)

END OF SECTION