SECTION 23 08 00

COMMISSIONING OF HVAC

PART 1 GENERAL

1.01 SUMMARY

A. See Section 01 91 13 - General Commissioning Requirements for overall objectives; comply with the requirements of Section 01 91 13.

B. This section covers the Contractor's responsibilities for commissioning; each subcontractor or installer responsible for the installation of a particular system or equipment item to be commissioned is responsible for the commissioning activities relating to that system or equipment item.

C. The Commissioning Authority (CA) directs and coordinates all commissioning activities and provides Prefunctional Checklists and Functional Test Procedures for Contractor's use.

D. The entire HVAC system is to be commissioned, including commissioning activities for the following specific items:
   1. Other equipment and systems explicitly identified elsewhere in Contract Documents as requiring commissioning.

E. The Prefunctional Checklist and Functional Test requirements specified in this section are in addition to, not a substitute for, inspection or testing specified in other sections.

1.02 SUBMITTALS

A. Updated Submittals: Keep the Commissioning Authority informed of all changes to control system documentation made during programming and setup; revise and resubmit when substantial changes are made.

B. DRAFT Prefunctional Checklists and Functional Test Procedures for Control System: Detailed written plan indicating the procedures to be followed to test, checkout and adjust the control system prior to full system Functional Testing; include at least the following for each type of equipment controlled:
   1. System name.
   2. List of devices.
   3. Step-by-step procedures for testing each controller after installation, including:
      a. Process of verifying proper hardware and wiring installation.
      b. Process of downloading programs to local controllers and verifying that they are addressed correctly.
      c. Process of performing operational checks of each controlled component.
      d. Plan and process for calibrating valve and damper actuators and all sensors.
      e. Description of the expected field adjustments for transmitters, controllers and control actuators should control responses fall outside of expected values.
   4. Copy of proposed log and field checkout sheets to be used to document the process; include space for initial and final read values during calibration of each point and space to specifically indicate when a sensor or controller has “passed” and is operating within the contract parameters.
   5. Description of the instrumentation required for testing.
   6. Indicate what tests on what systems should be completed prior to TAB using the control system for TAB work. Coordinate with the Commissioning Authority and TAB contractor for this determination.

C. Startup Reports, Prefunctional Checklists, and Trend Logs: Submit for approval of Commissioning Authority.

D. HVAC Control System O&M Manual Requirements. In addition to documentation specified elsewhere, compile and organize at minimum the following data on the control system:
   1. Specific step-by-step instructions on how to perform and apply all functions, features, modes, etc. mentioned in the controls training sections of this specification and other features of this system. Provide an index and clear table of contents. Include the detailed technical manual for programming and customizing control loops and algorithms.
   2. Full as-built set of control drawings.
   3. Full as-built sequence of operations for each piece of equipment.
   4. Full points list; in addition to the information on the original points list submittal, include a listing of all rooms with the following information for each room:
      a. Floor.
      b. Room number.
      c. Room name.
      d. Air handler unit ID.
      e. Reference drawing number.
      f. Air terminal unit tag ID.
      g. Heating and/or cooling valve tag ID.
      h. Minimum air flow rate.
      i. Maximum air flow rate.
   5. Full print out of all schedules and set points after testing and acceptance of the system.
   6. Full as-built print out of software program.
   7. Electronic copy on disk of the entire program for this facility.
   8. Marking of all system sensors and thermostats on the as-built floor plan and HVAC drawings with their control system designations.
   9. Maintenance instructions, including sensor calibration requirements and methods by sensor type, etc.
   10. Control equipment component submittals, parts lists, etc.
   11. Warranty requirements.
   12. Copies of all checkout tests and calibrations performed by the Contractor (not commissioning tests).
   13. Organize and subdivide the manual with permanently labeled tabs for each of the following data in the given order:
      a. Sequences of operation.
      b. Control drawings.
      c. Points lists.
      d. Controller and/or module data.
      e. Thermostats and timers.
      f. Sensors and DP switches.
      g. Valves and valve actuators.
      h. Dampers and damper actuators.
      i. Program setups (software program printouts).

E. Project Record Documents: See Section 01 78 00 for additional requirements.
   1. Submit updated version of control system documentation, for inclusion with operation and maintenance data.
   2. Show actual locations of all static and differential pressure sensors (air, water and building pressure) and air-flow stations on project record drawings.

F. Draft Training Plan: In addition to requirements specified in Section 01 79 00, include:
   1. Follow the recommendations of ASHRAE Guideline 1.

2. Control system manufacturer's recommended training.
3. Demonstration and instruction on function and overrides of any local packaged controls not controlled by the HVAC control system.

G. Training Manuals: See Section 01 79 00 for additional requirements.
1. Provide three extra copies of the controls training manuals in a separate manual from the O&M manuals.

PART 2 PRODUCTS

2.01 TEST EQUIPMENT

A. Provide all standard testing equipment required to perform startup and initial checkout and required functional performance testing; unless otherwise noted such testing equipment will NOT become the property of Red Clay Consolidated School District.

B. Equipment-Specific Tools: Where special testing equipment, tools and instruments are specific to a piece of equipment, are only available from the vendor, and are required in order to accomplish startup or Functional Testing, provide such equipment, tools, and instruments as part of the work at no extra cost to Red Clay Consolidated School District; such equipment, tools, and instruments are to become the property of Red Clay Consolidated School District.

PART 3 EXECUTION

3.01 PREPARATION

A. Cooperate with the Commissioning Authority in development of the Prefunctional Checklists and Functional Test Procedures.

B. Furnish additional information requested by the Commissioning Authority.

C. Prepare a preliminary schedule for HVAC pipe and duct system testing, flushing and cleaning, equipment start-up and testing, adjusting, and balancing start and completion for use by the Commissioning Authority; update the schedule as appropriate.

D. Notify the Commissioning Authority when pipe and duct system testing, flushing, cleaning, startup of each piece of equipment and testing, adjusting, and balancing will occur; when commissioning activities not yet performed or not yet scheduled will delay construction notify ahead of time and be proactive in seeing that the Commissioning Authority has the scheduling information needed to efficiently execute the commissioning process.

E. Put all HVAC equipment and systems into operation and continue operation during each working day of testing, adjusting, and balancing and commissioning, as required.

F. Provide test holes in ducts and plenums where directed to allow air measurements and air balancing; close with an approved plug.

G. Provide temperature and pressure taps in accordance with the contract documents.

3.02 INSPECTING AND TESTING - GENERAL

A. Submit startup plans, startup reports, and Prefunctional Checklists for each item of equipment or other assembly to be commissioned.

B. Perform the Functional Tests directed by the Commissioning Authority for each item of equipment or other assembly to be commissioned.

C. Provide two-way radios for use during the testing.

D. Valve/Damper Stroke Setup and Check:
   1. For all valve/damper actuator positions checked, verify the actual position against the control system readout.
   2. Set pump/fan to normal operating mode.
   3. Command valve/damper closed; visually verify that valve/damper is closed and adjust output zero signal as required.
   4. Command valve/damper open; verify position is full open and adjust output signal as required.
   5. Command valve/damper to a few intermediate positions.
   6. If actual valve/damper position does not reasonably correspond, replace actuator or add pilot positioner (for pneumatics).

E. Isolation Valve or System Valve Leak Check: For valves not by coils.
   1. With full pressure in the system, command valve closed.
   2. Use an ultra-sonic flow meter to detect flow or leakage.

F. Deficiencies: Correct deficiencies and re-inspect or re-test, as applicable, at no extra cost to Red Clay Consolidated School District.

3.03 TAB COORDINATION

A. TAB: Testing, adjusting, and balancing of HVAC.

B. Coordinate commissioning schedule with TAB schedule.

C. Review the TAB plan to determine the capabilities of the control system toward completing TAB.

D. Provide all necessary unique instruments and instruct the TAB technicians in their use; such as handheld control system interface for setting terminal unit boxes, etc.

E. Have all required Prefunctional Checklists, calibrations, startup and component Functional Tests of the system completed and approved by the Commissioning Authority prior to starting TAB.

F. Provide a qualified control system technician to operate the controls to assist the TAB technicians or provide sufficient training for the TAB technicians to operate the system without assistance.

3.04 CONTROL SYSTEM FUNCTIONAL TESTING

A. Prefunctional Checklists for control system components will require a signed and dated certification that all system programming is complete as required to accomplish the requirements of the Contract Documents and the detailed Sequences of Operation documentation submittal.

B. Do not start Functional Testing until all controlled components have themselves been successfully Functionally Tested in accordance with the contract documents.

C. Using a skilled technician who is familiar with this building, execute the Functional Testing of the control system as required by the Commissioning Authority.

D. Functional Testing of the control system constitutes demonstration and trend logging of control points monitored by the control system.
   1. The scope of trend logging is partially specified; trend log up to 50 percent more points than specified at no extra cost to Red Clay Consolidated School District.

2. Perform all trend logging specified in Prefunctional Checklists and Functional Test procedures.

E. Functionally Test integral or stand-alone controls in conjunction with the Functional Tests of the equipment they are attached to, including any interlocks with other equipment or systems; further testing during control system Functional Test is not required unless specifically indicated below.

F. Demonstrate the following to the Commissioning Authority during testing of controlled equipment; coordinate with commissioning of equipment.
1. Setpoint changing features and functions.
2. Sensor calibrations.

G. Demonstrate to the Commissioning Authority:
1. That all specified functions and features are set up, debugged and fully operable.
2. That scheduling features are fully functional and setup, including holidays.
3. That all graphic screens and value readouts are completed.
4. Correct date and time setting in central computer.
5. That field panels read the same time as the central computer; sample 10 percent of field panels; if any of those fail, sample another 10 percent; if any of those fail test all remaining units at no extra cost to Red Clay Consolidated School District.
6. Functionality of field panels using local operator keypads and local ports (plug-ins) using portable computer/keypad; demonstrate 100 percent of panels and 10 percent of ports; if any ports fail, sample another 10 percent; if any of those fail, test all remaining units at no extra cost to Red Clay Consolidated School District.
7. Power failure and battery backup and power-up restart functions.
8. Global commands features.
9. Security and access codes.
10. Occupant over-rides (manual, telephone, key, keypad, etc.).
11. O&M schedules and alarms.
12. Occupancy sensors and controls.
13. All control strategies and sequences not tested during controlled equipment testing.

H. If the control system, integral control components, or related equipment do not respond to changing conditions and parameters appropriately as expected, as specified and according to acceptable operating practice, under any of the conditions, sequences, or modes tested, correct all systems, equipment, components, and software required at no additional cost to Red Clay Consolidated School District.

3.05 OPERATION AND MAINTENANCE MANUALS

A. See Section 01 78 00 for additional requirements.

B. Add design intent documentation furnished by Architect to manuals prior to submission to Red Clay Consolidated School District.

C. Submit manuals related to items that were commissioned to Commissioning Authority for review; make changes recommended by Commissioning Authority.

D. Commissioning Authority will add commissioning records to manuals after submission to Red Clay Consolidated School District.

3.06 DEMONSTRATION AND TRAINING

A. See Section 01 79 00 for additional requirements.

B. Demonstrate operation and maintenance of HVAC system to Red Clay Consolidated School

District' personnel; if during any demonstration, the system fails to perform in accordance with the information included in the O&M manual, stop demonstration, repair or adjust, and repeat demonstration. Demonstrations may be combined with training sessions if appropriate.

C. These demonstrations are in addition to, and not a substitute for, Prefunctional Checklists and demonstrations to the Commissioning Authority during Functional Testing.

D. Provide classroom and hands-on training of Red Clay Consolidated School District's designated personnel on operation and maintenance of the HVAC system, control system, and all equipment items indicated to be commissioned. Provide the following minimum durations of training:

E. TAB Review: Instruct Red Clay Consolidated School District's personnel for minimum ____ hours, after completion of TAB, on the following:
   1. Review final TAB report, explaining the layout and meanings of each data type.
   2. Discuss any outstanding deficient items in control, ducting or design that may affect the proper delivery of air or water.
   3. Identify and discuss any terminal units, duct runs, diffusers, coils, fans and pumps that are close to or are not meeting their design capacity.
   4. Discuss any temporary settings and steps to finalize them for any areas that are not finished.
   5. Other salient information that may be useful for facility operations, relative to TAB.

F. HVAC Control System Training: Perform training in at least three phases:
   1. Phase 1 - Basic Control System: Provide minimum of ____ hours of actual training on the control system itself. Upon completion of training, each attendee, using appropriate documentation, should be able to perform elementary operations and describe general hardware architecture and functionality of the system.
      a. This training may be held on-site or at the manufacturer's facility.
      b. If held off-site, the training may occur prior to final completion of the system installation.
      c. For off-site training, Contractor shall pay expenses of up to two attendees.
   2. Phase 2 - Integrating with HVAC Systems: Provide minimum of ____ hours of on-site, hands-on training after completion of Functional Testing. Include instruction on:
      a. The specific hardware configuration of installed systems in this facility and specific instruction for operating the installed system, including interfaces with other systems, if any.
      b. Security levels, alarms, system start-up, shut-down, power outage and restart routines, changing setpoints and alarms and other typical changed parameters, overrides, freeze protection, manual operation of equipment, optional control strategies that can be considered, energy savings strategies and set points that if changed will adversely affect energy consumption, energy accounting, procedures for obtaining vendor assistance, etc.
      c. Trend logging and monitoring features (values, change of state, totalization, etc.), including setting up, executing, downloading, viewing both tabular and graphically and printing trends; provide practice in setting up trend logging and monitoring during training session.
      d. Every display screen, allowing time for questions.
      e. Point database entry and modifications.
   3. Phase 3 - Post-Occupancy: Six months after occupancy conduct minimum of ____ hours of training. Tailor training session to questions and topics solicited beforehand from Red Clay Consolidated School District. Also be prepared to address topics brought up and answer questions concerning operation of the system.

G. Provide the services of manufacturer representatives to assist instructors where necessary.

H. Provide the services of the HVAC controls instructor at other training sessions, when requested, to discuss the interaction of the controls system as it relates to the equipment being discussed.

END OF SECTION