

SECTION 230593 - 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. Section Includes:
 - 1. Testing, Adjusting, and Balancing of Air Systems.
 - 2. Testing, adjusting, and balancing of equipment.
 - 3. HVAC-control system verification.

1.3 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 independent entity meeting qualifications to perform TAB work.
- F. TDH: Total dynamic head.
- G. UFAD: Underfloor air distribution.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: Within 30 days of Contractor's Notice to Proceed, submit documentation that the TAB specialist and this Project's TAB team members meet the qualifications specified in "Quality Assurance" Article.
- B. Contract Documents Examination Report: Within 30 days of Contractor's Notice to Proceed, submit the Contract Documents review report, as specified in Part 3.
- C. 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.
- D. System Readiness Checklists: Within 30 days of Contractor's Notice to Proceed, submit system readiness checklists, as specified in "Preparation" Article.
- E. Examination Report: Submit a summary report of the examination review required in "Examination" Article.
- F. Certified TAB reports.

- G. Sample report forms.
- H. Instrument calibration reports, to include the following:
 - 1. Instrument type and make.
 - 2. Serial number.
 - 3. Application.
 - 4. Dates of use.
 - 5. Dates of calibration.

1.5 QUALITY ASSURANCE

- A. TAB Specialists Qualifications, Certified by AABC:
 - 1. TAB Field Supervisor: Employee of the TAB specialist and certified by AABC.
 - 2. TAB Technician: Employee of the TAB specialist and certified by AABC.
- B. TAB Specialists Qualifications, Certified by NEBB:
 - 1. TAB Field Supervisor: Employee of the TAB specialist and certified by NEBB.
 - 2. TAB Technician: Employee of the TAB specialist and certified by NEBB.
- C. Instrumentation Type, Quantity, Accuracy, and Calibration: Comply with requirements in ASHRAE 111, Section 4, "Instrumentation."
- D. ASHRAE/IES 90.1 Compliance: Applicable requirements in ASHRAE/IES 90.1, Section 6.7.2.3 - "System Balancing."
- E. Code and AHJ Compliance: TAB is required to comply with governing codes and requirements of authorities having jurisdiction.

1.6 FIELD 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.

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.

- B. Examine installed systems for balancing devices, such as test ports, gauge cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers. Verify that locations of these balancing devices are applicable for intended purpose and 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 HVAC to verify that they are properly separated from adjacent areas and sealed.
- 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 verify that bearings are greased, belts are aligned and tight, filters are clean, and equipment with functioning controls is ready for operation.
- J. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- 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. Examine control dampers for proper installation for their intended function of isolating, throttling, diverting, or mixing air flows.
- N. 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 the following:
 - 1. Equipment and systems to be tested.
 - 2. Strategies and step-by-step procedures for balancing the systems.

3. Instrumentation to be used.
 4. Sample forms with specific identification for all equipment.
- B. Perform system-readiness checks of HVAC systems and equipment to verify system readiness for TAB work. Include, at a minimum, the following:
1. Airside:
 - a. Verify that leakage and pressure tests on air distribution systems have been satisfactorily completed.
 - b. Duct systems are complete with terminals installed.
 - c. Volume, smoke, and fire dampers are open and functional.
 - d. Clean filters are installed.
 - e. Fans are operating, free of vibration, and rotating in correct direction.
 - f. Variable-frequency controllers' startup is complete and safeties are verified.
 - g. Automatic temperature-control systems are operational.
 - h. Ceilings are installed.
 - i. Windows and doors are installed.
 - j. Suitable access to balancing devices and equipment is provided.

3.3 GENERAL PROCEDURES FOR TESTING AND BALANCING

- A. Perform testing and balancing procedures on each system in accordance with the procedures contained in AABC's "National Standards for Total System Balance" or NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems" and in this Section.
- B. Cut insulation, ducts, pipes, and equipment casings for installation of test probes to the minimum extent necessary for TAB procedures.
 1. After testing and balancing, install test ports and duct access doors that comply with requirements in Section 233300 "Air Duct Accessories."
 2. Where holes for probes are required in piping or hydronic equipment, install pressure and temperature test plugs to seal systems.
 3. Install and join new insulation that matches removed materials. Restore insulation, coverings, vapor barrier, and finish in accordance with Section 230713 "Duct Insulation," Section 230716 "HVAC Equipment Insulation," and Section 230719 "HVAC Piping 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) units.

3.4 TESTING, ADJUSTING, AND BALANCING OF HVAC EQUIPMENT

- A. Test, adjust, and balance HVAC equipment indicated on Drawings, including, but not limited to, the following:
 1. Motors.
 2. Fans and ventilators.
 3. Unit heaters.

4. Rooftop air-conditioning units.
5. Split-system air conditioners.
6. Coils.

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. Cross check the summation of required outlet volumes with required fan volumes.
- B. Prepare schematic diagrams of systems' Record drawings 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 outdoor-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.

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. Set outside-air, return-air, and relief-air dampers for proper position that simulates minimum outdoor-air conditions.
 - b. Where duct conditions allow, measure airflow by main Pitot-tube traverse. If necessary, perform multiple Pitot-tube traverses close to the fan and prior to any outlets, to obtain total airflow.
 - c. Where duct conditions are unsuitable for Pitot-tube traverse measurements, a coil traverse may be acceptable.
 2. Measure fan static pressures as follows:
 - a. Measure static pressure directly at the fan outlet or through the flexible connection.
 - b. Measure static pressure directly at the fan inlet or through the flexible connection.

- c. Measure static pressure across each component that makes up the air-handling system.
 - d. Report artificial loading of filters at the time static pressures are measured.
 3. Review Contractor-prepared shop drawings and Record drawings 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 HVAC Sections for air-handling units for adjustment of fans, belts, and pulley sizes to achieve indicated air-handling-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 occurs. Measure amperage in full-cooling, full-heating, economizer, 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.
1. Measure airflow of submain and branch ducts.
 2. Adjust submain and branch duct volume dampers for specified airflow.
 3. Re-measure each submain and branch duct after all have been adjusted.
- C. Adjust air inlets and outlets for each space to indicated airflows.
1. Set airflow patterns of adjustable outlets for proper distribution without drafts.
 2. Measure inlets and outlets airflow.
 3. Adjust each inlet and outlet for specified airflow.
 4. Re-measure each inlet and outlet after they have been adjusted.
- D. Verify final system conditions.
1. Re-measure and confirm that minimum outdoor, return, and relief airflows are within design. Readjust to design if necessary.
 2. Re-measure and confirm that total airflow is within design.
 3. Re-measure all final fan operating data, speed, volts, amps, and static profile.
 4. Mark all final settings.
 5. Test system in economizer mode. Verify proper operation and adjust if necessary.
 6. Measure and record all operating data.
 7. Record final fan-performance data.

3.7 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. Phase and hertz.
 5. Nameplate and measured voltage, each phase.

6. Nameplate and measured amperage, each phase.
7. Starter size and thermal-protection-element rating.
8. Service factor and frame size.

- B. Motors Driven by Variable-Frequency Controllers: Test manual bypass of controller to prove proper operation.

3.8 PROCEDURES FOR AIR-COOLED CONDENSING UNITS

- A. Verify proper rotation of fan(s).
- B. Measure and record entering- and leaving-air temperatures.
- C. Measure and record entering and leaving refrigerant pressures.
- D. Measure and record operating data of compressor(s), fan(s), and motors.

3.9 PROCEDURES FOR HEAT-TRANSFER COILS

- A. Measure, adjust, and record the following data for each electric heating coil:
 1. Nameplate data.
 2. Airflow.
 3. Entering- and leaving-air temperature at full load.
 4. Air pressure drop.
 5. Voltage and amperage input of each phase at full load.
 6. Calculated kilowatt at full load.
 7. Fuse or circuit-breaker rating for overload protection.
- B. Measure, adjust, and record the following data for each refrigerant 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. Entering and leaving refrigerant pressure and temperatures.

3.10 HVAC CONTROLS VERIFICATION

- A. In conjunction with system balancing, perform the following:
 1. Verify HVAC control system is operating within the design limitations.
 2. Confirm that the sequences of operation are in compliance with Contract Documents.
 3. Verify that controllers are calibrated and function as intended.
 4. Verify that controller set points are as indicated.
 5. Verify the operation of lockout or interlock systems.
 6. Verify the operation of damper actuators.
 7. Verify that controlled devices are properly installed and connected to correct controller.
 8. Verify that controlled devices travel freely and are in position indicated by controller: open, closed, or modulating.

9. Verify location and installation of sensors to ensure that they sense only intended temperature, humidity, or pressure.

- B. Reporting: Include a summary of verifications performed, remaining deficiencies, and variations from indicated conditions.

3.11 TOLERANCES

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

1. Supply, Return, and Exhaust Fans and Equipment with Fans: Plus or minus 10 percent. If design value is less than 100 cfm, within 10 cfm.
2. Air Outlets and Inlets: Plus or minus 10 percent. If design value is less than 100 cfm, within 10 cfm.

- B. Maintaining pressure relationships as designed shall have priority over the tolerances specified above.

3.12 PROGRESS 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 system-balancing devices. Recommend changes and additions to system-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 biweekly 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.

3.13 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.
3. Certify validity and accuracy of field data.

- B. Final Report Contents: In addition to certified field-report data, include the following:

1. Fan curves.
2. Manufacturers' test data.
3. Field test reports prepared by system and equipment installers.
4. 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 specialist.
 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 supervisor 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's name, type, size, and fittings.
 14. Notes to explain why certain final data in the body of reports vary from indicated values.
 15. Test conditions for fans 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. Heating coil, dry-bulb conditions.
 - e. Face and bypass damper settings at coils.
 - f. Fan drive settings, including settings and percentage of maximum pitch diameter.
 - g. Variable-frequency controller settings for variable-air-volume systems.
 - h. Settings for pressure controller(s).
 - i. 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. Duct, outlet, and inlet sizes.
 3. Position of balancing devices.
- E. Air-Handling-Unit Test Reports: For air-handling units, 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 speed.
 - 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 airflow rate in cfm.
 - b. Total system static pressure in inches wg.
 - c. Fan speed.
 - d. Inlet and discharge static pressure in inches wg.
 - e. For each filter bank, 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. List for each internal component with pressure-drop, static-pressure differential in inches wg.
 - j. Outdoor airflow in cfm.
 - k. Return airflow in cfm.
 - l. Outdoor-air damper position.
 - m. Return-air damper position.
- F. 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 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. Airflow 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. Refrigerant expansion valve and refrigerant types.
- i. Refrigerant suction pressure in psig.
- j. Refrigerant suction temperature in deg F.
- k. Inlet steam pressure in psig.

3. Test Data (Indicated and Actual Values):

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

G. Fan Test Reports: For supply, return, and exhaust fans, include the following:

1. Fan Data:

- a. System identification.
- b. Location.
- c. Make and type.
- d. Model number and size.
- e. Manufacturer's serial number.
- f. Arrangement and class.
- g. Sheave make, size in inches, 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 speed.
- 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 speed.
 - d. Discharge static pressure in inches wg.
 - e. Suction static pressure in inches wg.
- H. 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 fan 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 airflow rate in cfm.
 - h. Indicated velocity in fpm.
 - i. Actual airflow rate in cfm.
 - j. Actual average velocity in fpm.
 - k. Barometric pressure in psig.

3.14 VERIFICATION OF TAB REPORT

- A. The TAB specialist's test and balance engineer shall conduct the inspection in the presence of Commissioning Authority.
- B. Commissioning Authority shall randomly select measurements, documented in the final report, to be rechecked. Rechecking shall be limited to the lesser of either 10 percent of the total measurements recorded or the extent of measurements that can be accomplished in a normal 8-hour business day.
- C. If 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."
- D. If the number of "FAILED" measurements is greater than 10 percent of the total measurements checked during the final inspection, the TAB shall be considered incomplete and shall be rejected.
- E. If recheck measurements find the number of failed measurements noncompliant with requirements indicated, proceed as follows:
 - 1. TAB specialists shall recheck all measurements and make adjustments. Revise the final report and balancing device settings to include all changes; resubmit the final report and request a second final inspection. All changes shall be tracked to show changes made to previous report.
 - 2. If the second final inspection also fails, Owner may pursue others Contract options to complete TAB work.
- F. Prepare test and inspection reports.

3.15 ADDITIONAL TESTS

- A. 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