SECTION 23 05 93

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. Balancing Air Systems:

a. Constant-volume air systems.

b. Variable-air-volume systems.

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 entity engaged to perform TAB Work.

1.4 SUBMITTALS

A. LEED Submittal:

1. Air-Balance Report for LEEDPrerequisiteEQ1: Documentation of work performed for ASHRAE62.1, Section7.2.2, "Air Balancing."

B. Qualification Data: Within 30 days of Contractor's Notice to Proceed, submit documentation that the TAB contractor and this Project's TAB team members meet the qualifications specified in "Quality Assurance" Article.

C. Contract Documents Examination Report: Within 45 days of Contractor's Notice to Proceed, submit the Contract Documents review report as specified in Part3.

D. Strategies and Procedures Plan: Within 60 days of Contractor's Notice to Proceed, submit TAB strategies and step-by-step procedures as specified in "Preparation" Article.

E. Certified TAB reports.

F. Sample report forms.

G. 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.

H. The test and balance firm will submit two (2) copies of data for the testing and balancing for the approval of the Project Architect/Engineer and three (3) file copies to the Owner and two (2) copies to this Contractor.

I. All data and information shall be compiled in a neat, orderly format on 8-1/2" x 11" test forms and shall be signed and sealed by the certified individual as previously described.

J. Should test and balance report be over 20 pages, submit electronically in PDF format with closeout manual.

1.5 QUALITY ASSURANCE

A. TAB Contractor Qualifications: Engage a TAB entity certified by AABC or NEBB.

1. TAB Field Supervisor: Employee of the TAB contractor and certified by AABC or NEBB.

2. TAB Technician: Employee of the TAB contractor and who is certified by AABC or NEBB as a TAB technician.

B. TAB Conference: Meet with Contractor on approval of the TAB strategies and procedures plan to develop a mutual understanding of the details. Require the participation of the TAB field supervisor and technicians. Provide seven days' advance notice of scheduled meeting time and location.

1. Agenda Items:

a. The Contract Documents examination report.

b. The TAB plan.

c. Coordination and cooperation of trades and subcontractors.

d. Coordination of documentation and communication flow.

C. 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.

D. TAB Report Forms: Use standard TAB contractor's forms approved by Owner. Written report submitted to the Engineer a minimum of 15 days prior to Substantial Completion of each project phase. The Owner will then perform a verification TAB. If discrepancies are found, they will be corrected by this Contractor and the contractor will responsible to pay for additional trips for the Owner's TAB representatives to verify.

E. Instrumentation Type, Quantity, Accuracy, and Calibration: As described in ASHRAE111, Section5, "Instrumentation." All instruments used shall be accurately calibrated within six months of testing and balancing and shall be maintained in good working order.

F. The final result of balancing shall be to provide uniform air temperatures within a two (2) degree F spread in the conditioned space at peak load conditions.

G. In the event of dispute, the Owner or Contractor or Project Architect/Engineer may choose to provide verification of test and balance reports, and such verification shall be by a second independent agency selected by the Engineer. Reports found to be inaccurate will be disallowed, and the Contractor's test and balance firm will be required to repeat operations under the supervision of the second independent agency until accurate reports are completed and agreed upon, provided the Contractor's TAB firm is found to be at fault in the judgment of the Engineer. The cost of disputed test and balance work shall be borne by the Owner or Contractor (whichever is found to be at fault).

1.6 PROJECT CONDITIONS

A. Partial Owner Occupancy: Owner may occupy completed areas of building before Substantial Completion. Cooperate with Owner during TAB operations to minimize conflicts with Owner's operations.

1.7 COORDINATION

A. Notice: Provide seven days' advance notice for each test. Include scheduled test dates and times.

B. Perform TAB after leakage and pressure tests on air and water distribution systems have been satisfactorily completed.

1.8 SCOPE

A. Description

1. The Contractor shall, at the Contractor's expense, procure the services of an independent testing and balance firm which specializes in the balancing and testing of heating, ventilating and air conditioning systems. This specialty services firm shall balance, adjust and test water circulation, air moving equipment, air distribution and/or exhaust systems as herein specified.

2. Test and balance work shall not begin until all systems have been completed and are in full working order to the satisfaction of the Project Architect/Engineer and the Owner. This Contractor shall make all preliminary tests and adjustments before advising in writing that test and balance work is ready to begin and shall place all systems and equipment into full operation during each working day of testing and balancing.

B. Replacement pulleys (adjustable and non-adjustable), additional balancing dampers, fittings, etc., required to effect proper air balance shall be furnished and installed by this Contractor at no additional cost to the Owner. This Contractor shall do this work as soon as possible so as not to delay the completion of the test and balance work.

C. Air filters shall be replaced by this Contractor before proceeding with test and balance and thereafter as required by the test and balance firm.

D. Systems shall be placed into service using approved start up procedures. This (mechanical) contractor shall be responsible for proper initial setting and adjustment of HVAC equipment, air handlers, exhaust fans, etc. furnished and installed by him.

E. This Contractor shall provide test openings as required; shall operate HVAC equipment and provide trades persons to assist and make adjustments for test and balance during the process.

F. When the Owner's verification test and balance firm is ready to test according to the established schedule, but is prevented from testing and balancing, making adjustments or taking measurements due to incompleteness of the work, all extra charges for test and balance attributable to the delay may be back charged to this Contractor. The Project Architect/Engineer shall be the judge as to whether a delay has occurred and back charges due the Owner, and which, if judged proper, shall be effected through a Change Order reducing the Contract Sum.

G. The Contractor's test and balance firm shall periodically visit the site during construction of the HVAC system. No less than two visits per phase will be made. Should methods, materials or workmanship being used adversely affect balancing and adjusting work, the test and balance agency shall report its findings in writing to the Contractor with recommendations for correction.

H. The Contractor's test and balance firm has agreed or shall agree to carry out the test and balance in accordance with the AABC National Standards for Total Systems Balance or the NEBB Procedural Standards for Testing, Adjusting and Balancing or Environmental Systems, Fourth edition, and in conformance with ASHRAE Handbook, Chapter 34, Testing, Adjusting and Balancing and as outlined in this Specification Section.

I. This Contractor shall furnish to the testing and balancing agency a complete set of plans and specifications, addenda, shop drawings, schedules and change orders as may be required.

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 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 used for supply, return, or relief air to verify that they meet the leakage class of connected ducts as specified in Division 23 Section "Ductwork" 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 AMCA201, "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 operating safety interlocks and controls on HVAC equipment.

K. Report deficiencies discovered before and during performance of TAB procedures. Observe and record system reactions to changes in conditions. Record default set points if different from indicated values.

3.2 PREPARATION

A. Prepare a TAB plan that includes strategies and step-by-step procedures.

B. Complete system-readiness checks and prepare reports. Verify the following:

1. Permanent electrical-power wiring is complete.

2. Automatic temperature-control systems are operational.

3. Equipment and duct access doors are securely closed.

4. Balance, smoke, and fire dampers are open.

5. Ceilings are installed in critical areas where air-pattern adjustments are required and access to balancing devices is provided.

6. Windows and doors can be closed so indicated conditions for system operations can be met.

3.3 GENERAL PROCEDURES FOR TESTING AND BALANCING

A. Perform testing and balancing procedures on each system according to the procedures contained in AABC's "National Standards for Total System Balance," NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems," SMACNA's "HVAC Systems - Testing, Adjusting, and Balancing" and in this Section.

1. Comply with requirements in ASHRAE62.1, Section7.2.2, "Air Balancing."

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. After testing and balancing, install test ports and duct access doors that comply with requirements in Division 23 Section "Air Duct Accessories."

3. 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) units.

3.4 GENERAL PROCEDURES FOR BALANCING AIR SYSTEMS

A. Prepare test reports for both fans and outlets. Obtain manufacturer's outlet factors and recommended testing procedures. Crosscheck the summation of required outlet volumes with required fan volumes.

B. Prepare schematic diagrams of systems' "as-built" duct layouts.

C. For variable-air-volume systems, develop a plan to simulate diversity.

D. Determine the best locations in main and branch ducts for accurate duct-airflow measurements.

E. Check airflow patterns from the 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.

L. Verify that air duct system is sealed as specified in Division 23 Section "Ductwork."

3.5 BUILDING PRESSURIZATION TESTING AND BALANCING

A. This Contractor shall measure the building static pressure relative to the outdoor static pressure (differential pressure measurement) and balance each air delivery system (system) to obtain 0.03 inches of water column positive pressure within that portion of the building with all exterior openings (doors and windows) closed.

B. This Contractor shall make preliminary field differential pressure measurements of the building upon completion of the initial testing and balancing of the entire building or buildings HVAC systems. This shall be accomplished once the air delivery systems have been fully tested and balanced to within 10 percent of the scheduled air flow rates per the Contract Documents. A preliminary test and balance report (hand written copies are satisfactory) shall be submitted to the Engineer of Record at this point in the project. Based upon the initial building differential pressure measurements, the Contractor shall proceed with the Building Pressurization Testing and Balancing final field adjustments. If there are any questions regarding the building pressurization testing and balancing requirements, the Contractor should contact the Engineer and clarify the intended process prior to making the final field adjustments.

C. This Contractor shall review the drawings and ventilation schedule for each system to determine whether the system ventilation outside air flow rate is determined by the number of occupants “people” or determined by the minimum exhaust “exhaust” requirements. If the ventilation outside air is determined by “people”, this contractor shall adjust the building pressure by readjusting the relief fan volumetric flow rate for that system as directed by the Engineer. If the ventilation outside air is determined by “exhaust”, the building pressure shall be revised by adjusting the volumetric flow rate of outside air for that system as directed by the Engineer. Where the system design employs the use of barometric dampers in addition to or in lieu of relief fans for building pressurization control, the Contractor shall also adjust the barometric damper to obtain the stated building pressure.

D. In either building pressurization balancing adjustment scenario, the ventilation rate shall not be reduced below the minimum required ventilation flow rate as determined by AHRAE 62.1 and represented on the Ventilation Schedule.

E. This Contractor shall document the final building pressurization measurements as a basic part of the test and balance report. The building pressurization measurement data and balancing methodology shall be presented in the report for each system. This shall include a narrative describing the method that was used to adjust each system, and the location of each reported differential pressure measurement.

3.6 SOUND TESTING

A. Using approved instruments, the test and balance firm shall conduct tests in selected areas of the building as specified below. Sound level readings shall be measured in decibels on the "A" and "C" scales of the General Radio Company sound level meter, or equal sound level meter that meets the current American Standards (224.3-1944) based on the acoustic reference power of D.B./RE 10.13 watts. Readings shall set forth the total random sound level of the selected rooms or areas with the system in operation, as compared to total background sound level with the system not in operation. The system increase over the background level shall be recorded in decibels on the "A" and "C" scales. If sound levels are above those listed below, adjustments shall be made by this Contractor to bring the sound level within the range set forth. If this cannot be done with the equipment as installed, recommendations shall be made by the test and balance firm to correct the sound level to within the specified range. Additions of sound traps, insulation, or dampers shall be made by this Contractor under the direction of the balance agency at no additional cost to the Owner, provided the noise is due to Contractor's fault. Sound level readings (in decibels) shall be taken at each diffuser, grille or register in occupied areas. The sound levels shall be approximately 45 degrees to the center of the diffuser, etc., on the "A" and "C" scales of a General Radio Company sound level meter. The computed equivalent sound level meter readings weighting scale "A" (DBA) shall not exceed 40 for general office type space, 35 for classroom and conference room type space and 30 for sensitive areas such as libraries or auditoriums.

B. Sound measurements shall be taken in the following locations:

1. A typical office remote from mechanical equipment rooms.

2. A typical office adjacent to mechanical equipment room.

3. Special assembly rooms such as auditoriums, classrooms, libraries.

C. When a typical space (1, 2, or 3 above) has been tested and passed, all such spaces shall be considered complying. Conversely, if a typical space fails, all such spaces shall be considered as failed and require testing.

D. Unless test results indicate failure to comply with the intention of these Specifications, sound testing shall be done only once, preferably during cooling season.

E. Sound levels at maximum rates shall be listed on the TAB report on a point measured basis as required above.

3.7 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.

   d. Measure inlet static pressure of double-inlet fans through the wall of the plenum that houses the fan.

3. Measure static pressure across each component that makes up an air-handling unit, rooftop unit, and other air-handling and -treating equipment.

   a. Report the cleanliness status of filters and the time static pressures are measured.

4. Measure static pressures entering and leaving other devices, such as sound traps, heat-recovery equipment, and air washers, under final balanced conditions.

5. 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.

6. Obtain approval from Owner and Engineer for adjustment of fan speed higher or lower than indicated speed. Comply with requirements in Division 23 Sections for air-handling units for adjustment of fans, belts, and pulley sizes to achieve indicated air-handling-unit performance.

7. 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-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 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. Remeasure 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.

3.8 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. Remeasure 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.

3.9 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.

3.10 PROCEDURES FOR CONDENSING UNITS

A. Verify proper rotation of fans.

B. Measure entering- and leaving-air temperatures.

C. Record compressor data.

3.11 PROCEDURES FOR TESTING, ADJUSTING, AND BALANCING EXISTING SYSTEMS

A. Perform a preconstruction inspection of existing equipment that is to remain and be reused.

1. Measure and record the operating speed, airflow, and static pressure of each fan.

2. Measure motor voltage and amperage. Compare the values to motor nameplate information.

3. Check the refrigerant charge.

4. Check the condition of filters.

5. Check the condition of coils.

6. Check the operation of the drain pan and condensate-drain trap.

7. Check bearings and other lubricated parts for proper lubrication.

8. Report on the operating condition of the equipment and the results of the measurements taken. Report deficiencies.

B. Before performing testing and balancing of existing systems, inspect existing equipment that is to remain and be reused to verify that existing equipment has been cleaned and refurbished. Verify the following:

1. New filters are installed.

2. Coils are clean and fins combed.

3. Drain pans are clean.

4. Fans are clean.

5. Bearings and other parts are properly lubricated.

6. Deficiencies noted in the preconstruction report are corrected.

C. Perform testing and balancing of existing systems to the extent that existing systems are affected by the renovation work.

1. Compare the indicated airflow of the renovated work to the measured fan airflows, and determine the new fan speed and the face velocity of filters and coils.

2. Verify that the indicated airflows of the renovated work result in filter and coil face velocities and fan speeds that are within the acceptable limits defined by equipment manufacturer.

3. If calculations increase or decrease the air flow rates and water flow rates by more than 5 percent, make equipment adjustments to achieve the calculated rates. If increase or decrease is 5 percent or less, equipment adjustments are not required.

4. Balance each air outlet.

3.12 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.

3.13 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.

3.14 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. 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 contractor.

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 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. Settings for supply-air, static-pressure controller.

    g. 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: 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.

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. 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 degF.

e. Return-air, wet- and dry-bulb temperatures in degF.

f. Entering-air, wet- and dry-bulb temperatures in degF.

g. Leaving-air, wet- and dry-bulb temperatures in degF.

h. Refrigerant expansion valve and refrigerant types.

i. Refrigerant suction pressure in psig.

j. Refrigerant suction temperature in degF.

G. Electric-Coil Test Reports: For electric furnaces, duct coils, and electric coils installed in central-station air-handling units, include the following:

1. Unit Data:

a. System identification.

b. Location.

c. Coil identification.

d. Capacity in Btu/h.

e. Number of stages.

f. Connected volts, phase, and hertz.

g. Rated amperage.

h. Air flow rate in cfm.

i. Face area in sq. ft.

j. Minimum face velocity in fpm.

2. Test Data (Indicated and Actual Values):

a. Heat output in Btu/h.

b. Air flow rate in cfm.

c. Air velocity in fpm.

d. Entering-air temperature in degF.

e. Leaving-air temperature in degF.

f. Voltage at each connection.

g. Amperage for each phase.

H. 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 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.

I. Round, Flat-Oval, and Rectangular Duct Traverse Reports: Include a diagram with a grid representing the duct cross-section and record the following:

1. Report Data:

a. System and air-handling-unit number.

b. Location and zone.

c. Traverse air temperature in degF.

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.

J. Air-Terminal-Device Reports:

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 degF.

3.15 INSPECTIONS

A. Initial Inspection:

1. After testing and balancing are complete, operate each system and randomly check measurements to verify that the system is operating according to the final test and balance readings documented in the final report.

2. Check the following for each system:

a. Measure airflow of at least 10 percent of air outlets.

b. Measure room temperature at each thermostat/temperature sensor. Compare the reading to the set point.

c. Verify that balancing devices are marked with final balance position.

d. Note deviations from the Contract Documents in the final report.

B. Prepare test and inspection reports.

3.16 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 23 05 93 ***