
SECTION 23 05 94
TESTING, ADJUSTING, AND BALANCING FOR HVAC

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Testing, adjustment, and balancing of air systems.
- B. Testing, adjustment, and balancing of hydronic systems.
- C. Measurement of final operating condition of HVAC systems.

1.2 REFERENCE STANDARDS

- A. AABC (NSTSB) - AABC National Standards for Total System Balance, 7th Edition 2016.
- B. ASHRAE Std 111 - Measurement, Testing, Adjusting, and Balancing of Building HVAC Systems 2008, with Errata (2019).
- C. NEBB (TAB) - Procedural Standards for Testing Adjusting and Balancing of Environmental Systems 2015, with Errata (2017).
- D. SMACNA (TAB) - HVAC Systems Testing, Adjusting and Balancing 2002.

1.3 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Submittals:
 - 1. Installer 23 05 93 - 001 - A
 - 2. Tab Plan 23 05 93 - 002 - A
 - 3. Control System Coordination 23 05 93 - 003 - A
 - 4. Preliminary tab report of existing system 23 05 93 - 004 - A
 - 5. Final Tab 23 05 93 - 005 - A
- C. Installer Qualifications: Submit name of adjusting and balancing agency and TAB supervisor for approval within 30 days after award of Contract.
- D. 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 six weeks prior to starting the testing, adjusting, and balancing work.
 - 3. 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.
 - 4. Include at least the following in the plan:
 - a. 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.
 - b. 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.
 - c. Discussion of what notations and markings will be made on the duct and piping drawings during the process.
 - d. Final test report forms to be used.
 - e. Detailed step-by-step procedures for TAB work for each system and issue, including:
 - 1) Terminal flow calibration (for each terminal type).

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- 2) Diffuser proportioning.
 - 3) Branch/submain proportioning.
 - 4) Total flow calculations.
 - 5) Rechecking.
 - 6) Diversity issues.
 - f. Specific procedures that will ensure that both air and water side are operating at the lowest possible pressures and methods to verify this.
 - g. Confirmation of understanding of the outside air ventilation criteria under all conditions.
 - h. Method of verifying and setting minimum outside air flow rate will be verified and set and for what level (total building, zone, etc.).
 - i. Time schedule for TAB work to be done in phases (by floor, etc.).
 - j. Description of TAB work for areas to be built out later, if any.
 - k. Time schedule for deferred or seasonal TAB work, if specified.
 - l. Procedures for formal deficiency reports, including scope, frequency and distribution.
 - E. 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.
 - 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 under provisions of Section 01 40 00.
 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. Include actual instrument list, with manufacturer name, serial number, and date of calibration.
 5. Form of Test Reports: Where the TAB standard being followed recommends a report format, use that; otherwise, follow ASHRAE Std 111.
 6. Units of Measure: Report data in both I-P (inch-pound) and SI (metric) units.
 7. 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 Contractor.
 - h. Report date.
 - G. Project Record Documents: Record actual locations of flow measuring stations and balancing valves and rough setting.

PART 2 PRODUCTS - NOT USED**PART 3 EXECUTION****3.1 GENERAL REQUIREMENTS**

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- A. Perform total system balance in accordance with one of the following:
 - 1. AABC (NSTSB), 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 (TAB).
 - 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. Certified by one of the following:
 - a. AABC, Associated Air Balance Council; upon completion submit AABC National Performance Guaranty.
 - b. NEBB, National Environmental Balancing Bureau.
 - c. TABB, The Testing, Adjusting, and Balancing Bureau of National Energy Management Institute.
 - E. TAB Supervisor and Technician Qualifications: Certified by same organization as TAB agency.

3.2 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.

3.3 ADJUSTMENT TOLERANCES

- A. Air Handling Systems: Adjust to within plus or minus 5 percent of design for supply systems and plus or minus 5 percent of design for return and exhaust systems.
- B. Air Outlets and Inlets: Adjust total to within plus 5 percent and minus 5 percent of design to space. Adjust outlets and inlets in space to within plus or minus 5 percent of design.
- C. Hydronic Systems: Adjust to within plus or minus 5 percent of design.

3.4 RECORDING AND ADJUSTING

- A. Ensure recorded data represents actual measured or observed conditions.
- B. Permanently mark settings of valves, dampers, and other adjustment devices allowing settings to be restored. Set and lock memory stops.
- C. Mark on the drawings the locations where traverse and other critical measurements were taken and cross reference the location in the final report.
- D. After adjustment, take measurements to verify balance has not been disrupted or that such disruption has been rectified.
- E. Leave systems in proper working order, replacing belt guards, closing access doors, closing doors to electrical switch boxes, and restoring thermostats to specified settings.

3.5 EXISTING SYSTEM

- 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.

3.6 AIR SYSTEM PROCEDURE

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

3.7 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 gages 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.

3.8 SCOPE

- A. Test, adjust, and balance the following:
1. HVAC Pumps.
 2. Packaged Steel Water Tube Boilers.
 3. Air Cooled Refrigerant Condensers.
 4. Packaged Roof Top Heating/Cooling Units.
 5. Packaged Terminal Air Conditioning Units.
 6. Unit Air Conditioners.
 7. Computer Room Air Conditioning Units.
 8. Air Coils.
 9. Terminal Heat Transfer Units.
 10. Air Handling Units.
 11. Fans.
 12. Air Filters.
 13. Air Terminal Units.
 14. Air Inlets and Outlets.

3.9 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.

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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. 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.
- E. 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.
- F. Cooling Coils:
1. Identification/number.
 2. Location.
 3. Service.
 4. Manufacturer.
 5. Air flow, design and actual.
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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.
- G. 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.
- H. 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.
- I. Return Air/Outside Air:
1. Identification/location.
 2. Design air flow.
 3. Actual air flow.
 4. Design return air flow.
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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.
- J. 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.
- K. 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.
- L. 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.
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7. Test static pressure.
 8. Test orifice differential pressure.
 9. Leakage.
- M. 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.
- N. 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.

END OF SECTION 23 05 94