

SECTION 230593

TESTING, ADJUSTING, AND BALANCING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SYSTEMS INCLUDE

1. Air Distribution Systems
2. Water Distribution Systems

1.3 SUMMARY

1. This Section includes testing, adjusting, and balancing HVAC systems to produce design objectives, including the following:
 - a. Performance testing of new HVAC equipment.
 - b. Balancing airflow and water flow within distribution systems, including submains, branches, and terminals, to indicated quantities according to specified tolerances.
 - c. Adjusting total HVAC systems to provide indicated quantities.
 - d. Measuring electrical performance of HVAC equipment.
 - e. Setting quantitative performance of HVAC equipment.
 - f. Verifying that automatic control devices are functioning properly.
 - g. Measuring sound and vibration.
 - h. Reporting results of the activities and procedures specified in this Section.
2. Related Sections include the following:
 - a. Testing and adjusting requirements unique to particular systems and equipment are included in the Sections that specify those systems and equipment.
 - b. Field quality-control testing to verify that workmanship quality for system and equipment installation is specified in system and equipment Sections.

1.4 DEFINITIONS

- A. Adjust: To regulate fluid flow rate and air patterns at the terminal equipment, such as to reduce fan speed or adjust a damper.
- B. Balance: To proportion flows within the distribution system, including submains, branches, and terminals, according to design quantities.

- C. Draft: A current of air, when referring to localized effect caused by one or more factors of high air velocity, low ambient temperature, or direction of airflow, whereby more heat is withdrawn from a person's skin than is normally dissipated.
- D. Procedure: An approach to and execution of a sequence of work operations to yield repeatable results.
- E. Report Forms: Test data sheets for recording test data in logical order.
- F. Static Head: The pressure due to the weight of the fluid above the point of measurement. In a closed system, static head is equal on both sides of the pump.
- G. Suction Head: The height of fluid surface above the centerline of the pump on the suction side.
- H. System Effect: A phenomenon that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system.
- I. System Effect Factors: Allowances used to calculate a reduction of the performance ratings of a fan when installed under conditions different from those presented when the fan was performance tested.
- J. Terminal: A point where the controlled medium, such as fluid or energy, enters or leaves the distribution system.
- K. Test: A procedure to determine quantitative performance of a system or equipment.
- L. Testing, Adjusting, and Balancing Agent: The entity responsible for performing and reporting the testing, adjusting, and balancing procedures.
- M. AMCA: Air Movement and Control Association.
- N. NEBB: National Environmental Balancing Bureau.
- O. SMACNA: Sheet Metal and Air Conditioning Contractors' National Association.

1.5 SUBMITTALS

- A. Quality-Assurance Submittals: Within 30 days from the Contractor's Notice to Proceed, submit 2 copies of evidence that the testing, adjusting, and balancing Agent and this Project's testing, adjusting, and balancing team members meet the qualifications specified in the "Quality Assurance" Article below.
- B. Contract Documents Examination Report: Within 45 days from the Contractor's Notice to Proceed, submit 2 copies of the Contract Documents review report as specified in Part 3 of this Section.
- C. Strategies and Procedures Plan: Within 60 days from the Contractor's Notice to Proceed, submit 2 copies of the testing, adjusting, and balancing strategies and step-by-step procedures as

specified in Part 3 "Preparation" Article below. Include a complete set of report forms intended for use on this Project.

- D. Certified Testing, Adjusting, and Balancing Reports: Submit 2 copies of reports prepared, as specified in this Section, on approved forms certified by the testing, adjusting, and balancing Agent.
- E. Sample Report Forms: Submit 2 sets of sample testing, adjusting, and balancing report forms.
- F. Warranty: Submit 2 copies of special warranty specified in the "Warranty" Article below.

1.6 QUALITY ASSURANCE

- A. Agent Qualifications: Engage a testing, adjusting, and balancing agent certified by either NEBB or AABC.
- B. Testing, Adjusting, and Balancing Conference: Meet with the Owner's and the Architect's representatives on approval of the testing, adjusting, and balancing strategies and procedures plan to develop a mutual understanding of the details. Ensure the participation of testing, adjusting, and balancing team members, equipment manufacturers' authorized service representatives, HVAC controls Installer, and other support personnel. Provide 7 days advance notice of scheduled meeting time and location.
 - 1. Agenda Items: Include at least the following:
 - a. Submittal distribution requirements.
 - b. Contract Documents examination report.
 - c. Testing, adjusting, and balancing plan.
 - d. Work schedule and Project site access requirements.
 - e. Coordination and cooperation of trades and subcontractors.
 - f. Coordination of documentation and communication flow.
- C. Certification of Testing, Adjusting, and Balancing Reports: Certify the testing, adjusting, and balancing field data reports. This certification includes the following:
 - 1. Review field data reports to validate accuracy of data and to prepare certified testing, adjusting, and balancing reports.
 - 2. Certify that the testing, adjusting, and balancing team complied with the approved testing, adjusting, and balancing plan and the procedures specified and referenced in this Specification.
- D. Testing, Adjusting, and Balancing Reports: Use testing, adjusting, and balancing Agent's standard forms approved by the Architect.
- E. Instrumentation Type, Quantity, and Accuracy: As described in AABC national standards, as described in NEBB's or "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems," Section II, "Required Instrumentation for NEBB Certification."
- F. Instrumentation Calibration: Calibrate instruments at least every 6 months or more frequently if required by the instrument manufacturer.

1.7 PROJECT CONDITIONS

- A. Partial Owner Occupancy: The Owner may occupy completed areas of the building before Substantial Completion. Cooperate with the Owner during testing, adjusting, and balancing operations to minimize conflicts with the Owner's operations.

1.8 COORDINATION

- A. Coordinate the efforts of factory-authorized service representatives for systems and equipment, HVAC controls installers, and other mechanics to operate HVAC systems and equipment to support and assist testing, adjusting, and balancing activities.
- B. Notice: Provide 7 days' advance notice for each test. Include scheduled test dates and times.
- C. Perform testing, adjusting, and balancing after leakage and pressure tests on air and water distribution systems have been satisfactorily completed.

1.9 WARRANTY

- A. General Warranty: The guarantee specified in this Article shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by the Contractor under requirements of the Contract Documents.
- B. Provide a guarantee on AABC'S "National Standards" forms stating that AABC will assist in completing the requirements of the Contract Documents if the testing, adjusting, and balancing Agent fails to comply with the Contract Documents. Or provide a guarantee on NEBB forms stating that NEBB will assist in completing the requirements of the Contract Documents if the testing, adjusting, and balancing Agent fails to comply with the Contract Documents. Guarantee shall include the following provisions:
 - 1. The certified Agent has tested and balanced systems according to the Contract Documents.
 - 2. Systems are balanced to optimum performance capabilities within design and installation limits.

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Examine Contract Documents to become familiar with project requirements and to discover conditions in systems' designs that may preclude proper testing, adjusting, and balancing of systems and equipment.
 - 1. Contract Documents are defined in the General and Supplementary Conditions of the Contract.
 - 2. Verify that balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers, are required

by the Contract Documents. Verify that quantities and locations of these balancing devices are accessible and appropriate for effective balancing and for efficient system and equipment operation.

- B. Examine approved submittal data of HVAC systems and equipment.
- C. Examine project record documents described in Division 1 Section "Project Record Documents."
- D. Examine Architect's and Engineer's 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 equipment performance data, including fan and pump curves. 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. Calculate system effect factors to reduce the performance ratings of HVAC equipment when installed under conditions different from those presented when the equipment was performance tested at the factory. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," Sections 7 through 10; or in SMACNA's "HVAC Systems--Duct Design," Sections 5 and 6. Compare this data with the design data and installed conditions.
- F. Examine system and equipment installations to verify that they are complete and that testing, cleaning, adjusting, and commissioning specified in individual Specification Sections have been performed.
- G. Examine system and equipment test reports.
- H. Periodically during construction, examine HVAC system and equipment installations to verify that indicated balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers, are properly installed, and their locations are accessible and appropriate for effective balancing and for efficient system and equipment operation. Report on items that are not accessible.
- I. Examine systems for functional deficiencies that cannot be corrected by adjusting and balancing.
- J. Examine air-handling equipment to ensure clean filters have been installed, bearings are greased, belts are aligned and tight, and equipment with functioning controls is ready for operation.
- K. Examine strainers for clean screens and proper perforations.
- L. Examine equipment for installation and for properly operating safety interlocks and controls.
- M. Examine automatic temperature system components to verify the following:
 - 1. Dampers, valves, and other controlled devices operate by the intended controller.
 - 2. Dampers and valves are in the position indicated by the controller.

3. Integrity of valves and dampers for free and full operation and for tightness of fully closed and fully open positions. This includes dampers in mixing boxes and variable-air-volume terminals.
 4. Automatic modulating and shutoff valves, including 2-way valves and 3-way mixing and diverting valves, are properly connected.
 5. Thermostats and humidistats are located to avoid adverse effects of sunlight, drafts, and cold walls.
 6. Sensors are located to sense only the intended conditions.
 7. Sequence of operation for control modes is according to the Contract Documents.
 8. Controller set points are set at design values. Observe and record system reactions to changes in conditions. Record default set points if different from design values.
 9. Interlocked systems are operating.
 10. Changeover from heating to cooling mode occurs according to design values.
- N. Report deficiencies discovered before and during performance of testing, adjusting, and balancing procedures.

3.2 PREPARATION

- A. Provide a letter to the Architect stating that proper access has been provided to all components to which the balancer must access during testing, adjusting, and balancing.
- B. Prepare a testing, adjusting, and balancing plan that includes strategies and step-by-step procedures.
- C. Complete system readiness checks and prepare system readiness reports. Verify the following:
 1. Permanent electrical power wiring is complete.
 2. Hydronic systems are filled, clean, and free of air.
 3. Automatic temperature-control systems are operational.
 4. Isolating and balancing valves are open and control valves are operational.
 5. Windows and doors can be closed so design conditions for system operations can be met.

3.3 GENERAL TESTING AND BALANCING PROCEDURES

- A. Perform testing and balancing procedures on each system according to the procedures contained in AABC national standards, and this Section or in NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems", or in SMACNA's "HVAC Systems--Testing, Adjusting, and Balancing".
- B. Cut insulation, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary to allow adequate performance of procedures. After testing and balancing, close probe holes and patch insulation with new materials identical to those removed. Restore vapor barrier and finish according to the insulation Specifications for this Project.
- C. Mark equipment settings with paint or other suitable, permanent identification material, valve indicators, fan-speed-control levers, and similar controls and devices, to show final settings.

3.4 FUNDAMENTAL AIR SYSTEMS' BALANCING PROCEDURES

- 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. Check the airflow patterns from the outside-air louvers and through the supply-fan discharge.
- C. Locate start-stop and disconnect switches, electrical interlocks, and motor starters.
- D. Verify that motor starters are equipped with properly sized thermal protection.
- E. Check for airflow blockages.
- F. Check condensate drains for proper connections and functioning.
- G. Check for proper sealing of air-handling unit components.

3.5 AIR SYSTEMS' BALANCING PROCEDURES

- A. Adjust fans to deliver total design airflows within the maximum allowable rpm listed by the fan manufacturer.
 - 1. Measure fan static pressures to determine actual static pressure as follows:
 - a. Measure outlet static pressure as far downstream from the fan as practicable 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 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.
 - 2. Compare design data with installed conditions to determine variations in design static pressures versus actual static pressures. Compare actual system effect factors with calculated system effect factors to identify where variations occur. Recommend corrective action to align design and actual conditions.
 - 3. Adjust fan speed higher or lower than design with the approval of the Engineer. Make required adjustments to pulley sizes, motor sizes, and electrical connections to accommodate fan-speed changes.
 - 4. 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 no overload will occur. Measure amperage in full cooling, full heating, and economizer modes to determine the maximum required brake horsepower.

3.6 FUNDAMENTAL PROCEDURES FOR HYDRONIC SYSTEMS

- A. Prepare test reports with pertinent design data and number in sequence starting at pump to end of system. Check the sum of branch-circuit flows against approved pump flow rate. Correct variations that exceed plus or minus 5 percent.
- B. Prepare schematic diagrams of systems' "as-built" piping layouts.
- C. Prepare systems for testing and balancing according to the following, in addition to the general preparation procedures specified above:
 - 1. Open all manual valves for maximum flow.
 - 2. Check makeup-water-station pressure gage for adequate pressure.
 - 3. Check flow-control valves for specified sequence of operation and set at design flow.
 - 4. Check pump-motor load. If motor is overloaded, throttle main flow-balancing device so motor nameplate rating is not exceeded.

3.7 WATER SYSTEMS' BALANCING PROCEDURES

- A. Determine water flow at pumps. Use the following procedures:
 - 1. Verify impeller size by operating the pump with the discharge valve closed. Verify with the pump manufacturer that this will not damage pump. Read pressure differential across the pump. Convert pressure to head and correct for differences in gage heights. Note the point on the manufacturer's pump curve at zero flow and confirm that the pump has the intended impeller size.
 - 2. Check system resistance. With all valves open, read pressure differential across the pump and mark the pump manufacturer's head-capacity curve. Adjust pump discharge valve until design water flow is achieved.
 - 3. Verify pump-motor brake horsepower. Calculate the intended brake horsepower for the system based on the pump manufacturer's performance data. Compare calculated brake horsepower with nameplate data on the pump motor. Report conditions where actual amperage exceeds motor nameplate amperage.
 - 4. Report flow rates that are not within plus or minus 5 percent of design.
- B. Measure flow at all stations and adjust, where necessary, to obtain first balance.
 - 1. System components that have Cv rating or an accurately cataloged flow-pressure-drop relationship may be used as a flow-indicating device.
- C. Measure flow to achieve flow that is 5 percent greater than design flow.
- D. Measure pump flow rate and make final measurements of pump amperage, voltage, rpm, pump heads, and systems' pressures and temperatures, including outdoor-air temperature.

3.8 MOTORS

- A. Motors, 1/2 HP and Larger: Test at final balanced conditions and record the following data:
 - 1. Manufacturer, model, and serial numbers.
 - 2. Motor horsepower rating.

3. Motor rpm.
4. Efficiency rating if high-efficiency motor.
5. Nameplate and measured voltage, each phase.
6. Nameplate and measured amperage, each phase.
7. Starter thermal-protection-element rating.

3.9 TOLERANCES

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

1. Supply Fans: Plus 5 to plus 10 percent.
2. Water Flow Rate: 0 to minus 10 percent.

3.10 REPORTING

- A. Initial Construction-Phase Report: Based on examination of the Contract Documents as specified in "Examination" Article above, 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.
- B. Status Reports: As Work progresses, prepare 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.

3.11 FINAL REPORT

- A. General: Typewritten, or computer printout in letter-quality font, on standard bond paper, in 3-ring binder, tabulated and divided into sections by tested and balanced systems.
- B. Include a certification sheet in front of binder signed and sealed by the certified testing and balancing engineer.
1. Include a list of the instruments used for procedures, along with proof of calibration.
- C. Final Report Contents: In addition to the certified field report data, include the following:
1. Pump curves.
 2. Fan curves.
 3. Manufacturers' test data.
 4. Field test reports prepared by system and equipment installers.
 5. Other information relative to equipment performance, but do not include approved Shop Drawings and Product Data.
- D. General Report Data: In addition to the form titles and entries, include the following data in the final report, as applicable:

1. Title page.
 2. Name and address of testing, adjusting, and balancing Agent.
 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 testing, adjusting, and balancing Agent who certifies the report.
 10. Summary of contents, including the following:
 - a. Design versus final performance.
 - b. Notable characteristics of systems.
 - c. Description of system operation sequence if it varies from the Contract Documents.
 11. Nomenclature sheets for each item of equipment.
 12. Notes to explain why certain final data in the body of reports vary from design values.
 13. Test conditions for fans and pump performance forms, including the following:
 - a. Fan drive settings, including settings and percentage of maximum pitch diameter.
 - b. Other system operating conditions that affect performance.
- E. System Diagrams: Include schematic layouts of air and hydronic distribution systems. Present with single-line diagrams and include the following:
1. Quantities of supply airflows.
 2. Water and steam flow rates.
 3. Pipe and valve sizes and locations.
- F. Fan Test Reports: For supply, return, and exhaust fans, include the following:
1. Fan Data: Include the following:
 - a. System identification.
 - b. Location.
 - c. Make and type.
 - d. Model number and size.
 - e. Manufacturer's serial number.
 - f. Arrangement and class.
 2. Motor Data: Include the following:
 - a. Make and frame type and size.
 - b. Horsepower and rpm.
 - c. Volts, phase, and hertz.
 - d. Full-load amperage and service factor.
 3. Test Data: Include design and actual values for the following:
 - 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.

G. Pump Test Reports: For pumps, include the following data. Calculate impeller size by plotting the shutoff head on pump curves.

1. Unit Data: Include the following:

- a. Unit identification.
- b. Location.
- c. Service.
- d. Make and size.
- e. Model and serial numbers.
- f. Water flow rate in gpm.
- g. Water pressure differential in feet of head or psig.
- h. Required net positive suction head in feet of head or psig.
- i. Pump rpm.
- j. Impeller diameter in inches.
- k. Motor make and frame size.
- l. Motor horsepower and rpm.
- m. Voltage at each connection.
- n. Amperage for each phase.
- o. Full-load amperage and service factor.
- p. Seal type.

2. Test Data: Include design and actual values for the following:

- a. Net Positive Suction Head for Condenser water pumps in feet of head or psig.
- b. Static head in feet of head or psig.
- c. Pump shutoff pressure in feet of head or psig.
- d. Actual impeller size in inches.
- e. Full-open flow rate in gpm.
- f. Full-open pressure in feet of head or psig.
- g. Final discharge pressure in feet of head or psig.
- h. Final suction pressure in feet of head or psig.
- i. Final total pressure in feet of head or psig.
- j. Final water flow rate in gpm.
- k. Voltage at each connection.
- l. Amperage for each phase.

H. Instrument Calibration Reports: For instrument calibration, include the following:

1. Report Data: Include the following:

- a. Instrument type and make.
- b. Serial number.
- c. Application.
- d. Dates of use.
- e. Dates of calibration.

3.12 ADDITIONAL TESTS

- A. Within 90 days of completing testing, adjusting, and balancing, perform additional testing and balancing to verify that balanced conditions are being maintained throughout and to correct unusual conditions.
- B. Seasonal Periods: If initial testing, adjusting, and balancing procedures were not performed during near-peak summer and winter conditions, perform additional inspections, testing, and adjusting during near-peak summer and winter conditions.

END OF SECTION