

SECTION 15990 - TESTING, ADJUSTING, AND BALANCING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

1.3 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by one or more factors of high air velocity, low ambient temperature, or direction of airflow, whereby more heat is withdrawn from a person's skin than is normally dissipated.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. AABC: Associated Air Balance Council.
- N. AMCA: Air Movement and Control Association.
- O. CTI: Cooling Tower Institute.
- P. NEBB: National Environmental Balancing Bureau.
- Q. SMACNA: Sheet Metal and Air Conditioning Contractors' National Association.

1.4 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.

1.5 QUALITY ASSURANCE

- A. Agent Qualifications: Engage a testing, adjusting, and balancing agent certified by either AABC or NEBB.
- 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 NEBB's "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.

1.6 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.

1.7 WARRANTY

- A. General Warranty: The national project performance 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.

PART 2 - PRODUCTS (Not Applicable)

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 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. 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.
- 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 terminal units, such as variable-air-volume boxes and mixing boxes, to verify that they are accessible and their controls are connected and functioning.
- L. Examine plenum ceilings, utilized for supply air, to verify that they are airtight. Verify that pipe penetrations and other holes are sealed.
- M. Examine strainers for clean screens and proper perforations.
- N. Examine 3-way valves for proper installation for their intended function of diverting or mixing fluid flows.
- O. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- P. Examine open-piping-system pumps to ensure absence of entrained air in the suction piping.
- Q. Examine equipment for installation and for properly operating safety interlocks and controls.
- R. 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 multizone units, 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.
- S. Report deficiencies discovered before and during performance of testing, adjusting, and balancing procedures.

3.2 PREPARATION

- A. Prepare a testing, adjusting, and balancing plan that includes strategies and step-by-step procedures.
- B. 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. Equipment and duct access doors are securely closed.
 5. Balance, smoke, and fire dampers are open.
 6. Isolating and balancing valves are open and control valves are operational.
 7. Ceilings are installed in critical areas where air-pattern adjustments are required and access to balancing devices is provided.
 8. 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 NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems" and this Section.
- B. Perform testing and balancing procedures on each system according to the procedures contained in SMACNA's "HVAC Systems--Testing, Adjusting, and Balancing" and this Section.
- C. Cut insulation, ducts, 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.
- D. Mark equipment settings with paint or other suitable, permanent identification material, including damper-control positions, 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. 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 the airflow patterns from the outside-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.

3.5 TEMPERATURE TESTING

- A. During testing, adjusting, and balancing, report need for adjustment in temperature regulation within the automatic temperature-control system.
- B. Measure indoor wet- and dry-bulb temperatures every other hour for a period of 2 successive 8-hour days, in each separately controlled zone, to prove correctness of final temperature settings. Measure when the building or zone is occupied.
- C. Measure outside-air, wet- and dry-bulb temperatures.

3.6 TOLERANCES

- A. Set HVAC system airflow and water flow rates within the following tolerances:
 - 1. Supply, Return, and Exhaust Fans: Plus 5 to plus 10 percent.
 - 2. Air Outlets and Inlets: 0 to minus 10 percent.
 - 3. Heating-Water Flow Rate: 0 to minus 10 percent.
 - 4. Cooling-Water Flow Rate: 0 to minus 5 percent.

3.7 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.

3.8 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. Fan curves.
 - 2. Manufacturers' test data.
 - 3. Field test reports prepared by system and equipment installers.
 - 4. 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. Data for terminal units, including manufacturer, type size, and fittings.
- 13. Notes to explain why certain final data in the body of reports vary from design values.
- 14. Test conditions for fans performance forms, including the following:
 - a. Settings for outside-, return-, and exhaust-air dampers.
 - b. Conditions of filters.
 - c. Cooling coil, wet- and dry-bulb conditions.
 - d. Fan drive settings, including settings and percentage of maximum pitch diameter.
 - e. 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 outside, supply, return, and exhaust airflows.
 - 2. Duct, outlet, and inlet sizes.
 - 3. Balancing stations.
- F. Air-Handling Unit Test Reports: For air-handling units with coils, include the following:
 - 1. Unit Data: Include the following:
 - 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. Sheave dimensions, center-to-center and amount of adjustments in inches.
 - j. Number of belts, make, and size.
 - k. Number of filters, type, and size.
 - 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.
 - e. Sheave make, size in inches, and bore.
 - f. Sheave dimensions, center-to-center and amount of adjustments in inches.
 - 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. 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. Outside airflow in cfm.
- j. Return airflow in cfm.
- k. Outside-air damper position.
- l. Return-air damper position.

G. Apparatus-Coil Test Reports: For apparatus coils, include the following:

- 1. Coil Data: Include the following:
 - a. System identification.
 - b. Location.
 - c. Coil type.
 - d. Number of rows.
 - e. Fin spacing in fins per inch.
 - 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: Include design and actual values for the following:
 - a. Airflow rate in cfm.
 - b. Average face velocity in fpm.
 - c. Air pressure drop in inches wg.
 - d. Outside-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. Water flow rate in gpm.
 - i. Water pressure differential in feet of head or psig.
 - j. Refrigerant expansion valve and refrigerant types.
 - k. Refrigerant suction pressure in psig.
 - l. Refrigerant suction temperature in deg F.

H. 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: Include the following:
 - a. System identification.
 - b. Location.
 - c. Coil identification.

- d. Capacity in Btuh.
 - e. Number of stages.
 - f. Connected volts, phase, and hertz.
 - g. Rated amperage.
 - h. Airflow rate in cfm.
 - i. Face area in sq. ft..
 - j. Minimum face velocity in fpm.
2. Test Data: Include design and actual values for the following:
- a. Heat output in Btuh.
 - b. Airflow rate in cfm.
 - c. Air velocity in fpm.
 - d. Entering-air temperature in deg F.
 - e. Leaving-air temperature in deg F.
 - f. Voltage at each connection.
 - g. Amperage for each phase.
- I. 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.
 - g. Sheave make, size in inches, and bore.
 - h. Sheave dimensions, center-to-center and amount of adjustments in inches.
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.
 - e. Sheave make, size in inches, and bore.
 - f. Sheave dimensions, center-to-center and amount of adjustments in inches.
 - g. Number of belts, make, and size.
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.

J. 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: Include the following:
 - a. System 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. Design airflow rate in cfm.
 - h. Design velocity in fpm.
 - i. Actual airflow rate in cfm.
 - j. Actual average velocity in fpm.
 - k. Barometric pressure in psig.

K. System-Coil Reports: For reheat coils and water coils of terminal units, include the following:

1. Unit Data: Include the following:
 - a. System and air-handling unit identification.
 - b. Location and zone.
 - c. Room or riser served.
 - d. Coil make and size.
 - e. Flowmeter type.
2. Test Data: Include design and actual values for the following:
 - a. Airflow rate in cfm.
 - b. Entering-water temperature in deg F.
 - c. Leaving-water temperature in deg F.
 - d. Water pressure drop in feet of head or psig.
 - e. Entering-air temperature in deg F.
 - f. Leaving-air temperature in deg F.

L. 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.

END OF SECTION 15990