



SECTION 23 05 93 – TESTING, ADJUSTING, AND BALANCING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. The general provisions of the Contract, including the Conditions of the Contract (General, Supplementary, and other Conditions) and Division 00 and 01 as appropriate, apply to the Work specified in this Section.
- B. Refer to all Sections, as well as the Specifications for the other various trades and materials and be thoroughly familiar with all provisions regarding all work.

1.2 CERTIFICATIONS

- A. The TAB Firm must be either a member of AABC or certified by the NEBB or the TABB and certified in all categories and functions where measurements or performance are specified on the plans and specifications.
- B. TAB contractor shall be an independent third-party firm not associated with the Division 22 or 23 contractor.

1.3 SCOPE OF WORK

- A. The balancing, testing, and adjusting of the air conditioning, heating and ventilating systems shall be performed by an independent balancing company possessing calibrated instruments, qualified engineers and skilled technicians to perform all tests. The balancing agency shall be responsible for inspecting, adjusting, balancing, and logging the data on the performance of fans, air handling units, low pressure supply and exhaust ductwork, and heat exchangers. The Mechanical Contractor and the suppliers of the equipment installed shall cooperate with the balancing agency to provide all necessary data on the design and proper application of the system components and shall furnish all labor and material required to calibrate any deficiencies in construction.
- B. This Section specifies the requirements and procedures total mechanical systems testing, adjusting, and balancing. Requirements include measurement and establishment of the fluid quantities of the mechanical systems as required to meet design specifications and recording and reporting the results.
- C. Test, adjust, and balance the following mechanical systems:
 - 1. Supply air systems, all pressure range;
 - 2. Fresh Air
 - 3. Exhaust Air
 - 4. Return air systems
 - 5. AHUs
 - 6. Fans
 - 7. Fire damper operation
 - 8. Verify temperature control system operation;
- D. Provide assistance to Division 23 and Division 26 Contractor and project Architect in system commissioning process. Identify all system variances of greater than 10% and make required measurements, adjustments, etc. to bring systems into compliance to satisfaction of project Architect.
- E. THE TEST AND BALANCE CONTRACTOR SHALL BE RESPONSIBLE FOR CHECKING OUT AND REPORTING EACH SEQUENCE OF HEATING, COOLING AND CONTROL INTERLOCK OPERATION FOR THE EQUIPMENT REFERENCED ABOVE.

1.4 DEFINITIONS

- A. Systems testing, adjusting, and balancing is the process of checking and adjusting all the building environmental systems to produce the design objectives. It includes:
 - 1. The balance of air distribution;
 - 2. Adjustment of total system to provide design quantities;
 - 3. Electrical measurement;
 - 4. Verification of performance of all equipment and automatic controls;

- B. Test: To determine quantitative performance of equipment.
- C. Adjust: To regulate the specified fluid flow rate and air patterns at the terminal equipment (e.g., reduce fan speed, throttling).
- D. Balance: To proportion flows within the distribution system (submains, branches, and terminals) according to specified design quantities.
- E. Procedure: Standardized approach and execution of sequence of work operations to yield reproducible results.
- F. Report forms: Test data sheets arranged for collecting test data in logical order for submission and review. These data should also form the permanent record to be used as the basis for required future testing, adjusting, and balancing.
- G. Terminal: The point where the controlled fluid enters or leaves the distribution system. These are supply inlets on water terminals, supply outlets on air terminals, return outlets on water terminals, and exhaust or return inlets on air terminals such as registers, grilles, diffusers, louvers, and hoods.
- H. Main: Duct or pipe containing the system's major or entire fluid flow.
- I. Submain: Duct or pipe containing part of the systems' capacity and serving two or more branch mains.
- J. Branch main: Duct or pipe serving two or more terminals.
- K. Branch: Duct or pipe serving a single terminal.

1.5 SUBMITTALS

- A. Agency Data:
 - 1. Submit proof that the proposed testing, adjusting, and balancing agency meets the qualifications specified below.
- B. Engineer and Technicians Data:
 - 1. Submit proof that the Test and Balance Engineer assigned to supervise the procedures, and the technicians proposed to perform the procedures meet the qualifications specified below.
- C. Procedures and Agenda: Submit a synopsis of the testing, adjusting, and balancing procedures and agenda proposed to be used for this project.
- D. Maintenance Data: Submit maintenance and operating data that include how to test, adjust, and balance the building systems. Include this information in maintenance data specified in Division 01 and Section 230020.
- E. Sample Forms: Submit sample forms, if other than those standard forms prepared by the AABC or NEBB are proposed.
- F. Certified Reports: Submit testing, adjusting, and balancing reports bearing the seal and signature of the Test and Balance Engineer. The reports shall be certified proof that the systems have been tested, adjusted, and balanced in accordance with the referenced standards; are an accurate representation of how the systems have been installed; are a true representation of how the systems are operating at the completion of the testing, adjusting, and balancing procedures; and are an accurate record of all final quantities measured, to establish normal operating values of the systems. Follow the procedures and format specified below:
 - 1. Draft reports: Upon completion of testing, adjusting, and balancing procedures, prepare draft reports on the approved forms. Draft reports may be hand written, but must be complete, factual, accurate, and legible. Organize and format draft reports in the same manner specified for the final reports. Submit 2 complete sets of draft reports. Only 1 complete set of draft reports will be returned.
 - 2. Final Report: Upon verification and approval of draft reports, prepare final reports, type written, and organized and formatted as specified below. Submit 2 complete sets of final reports.
 - 3. Report Format: Report forms shall be those standard forms prepared by the referenced standard for each respective item and system to be tested, adjusted, and balanced. Bind report forms complete with schematic systems diagrams and other data in reinforced, vinyl, three-ring binders. Provide binding edge labels with the project identification and a title descriptive of the contents. Divide the contents of the binder into the below listed divisions, separated by divider tabs:
 - 4. General Information and Summary
 - a. Air Systems
 - b. Temperature Control Systems
 - c. Special Systems

5. Report Contents: Provide the following minimum information, forms and data:
 - a. General Information and Summary: Inside cover sheet to identify testing, adjusting, and balancing agency, Contractor, Owner, Architect, Engineer, and Project. Include addresses and contact names and telephone numbers. Also include a certification sheet containing the seal and name address, telephone number, and signature of the Certified Test and Balance Engineer. Include in this division a listing of the instrumentations used for the procedures along with the proof of calibration.
 - b. The remainder of the report shall contain the appropriate forms containing as a minimum, the information indicated on the standard report forms prepared by the AABC and NEBB, for each respective item and system. Prepare a schematic diagram for each item of equipment and system to accompany each respective report form.
 6. Provide electronic (PDF) copies of all documentation included in the Final Report.
- G. Calibration Reports: Submit proof that all required instrumentation has been calibrated to tolerances specified in the referenced standards, within a period of six months prior to starting the project.
- H. At the front of the Report, the TAB Contractor shall provide a summary sheet identifying system operational variances problems, etc. recommended corrective measures that in the opinion of the TAB Contractor should be enacted by the Mechanical Contractor prior to retesting. Submit to project Architect as work progresses with resolution documented for inclusion in final report.

1.6 QUALITY ASSURANCE

- A. Test and Balance Engineer's Qualifications: A Professional Engineer (independent consultant), registered in the State in which the services are to be performed, and having testing, adjusting, and balancing experience on projects with testing and balancing requirements similar to those required for this project.
- B. Pre-Balancing Conference: Prior to beginning of the testing, adjusting, and balancing procedures, schedule and conduct a conference with the Architect and representatives of installers of the mechanical systems. The objective of the conference is final coordination and verification of system operation and readiness for testing, adjusting, and balancing.

1.7 PROJECT CONDITIONS

- A. Systems Operation: Systems shall be fully operational prior to beginning procedures.

1.8 SEQUENCING AND SCHEDULING

- A. Test, adjust and balance air conditioning systems during summer season and heating systems during winter season, including at least a period of operation at outside conditions within 5 deg F wet bulb temperature of maximum summer design condition, and within 10 deg F dry bulb temperature of minimum winter design condition. Take final temperature readings during seasonal operation.

PART 2 - PRODUCTS (NOT APPLICABLE)

PART 3 - EXECUTION

3.1 PRELIMINARY PROCEDURES FOR AIR SYSTEM BALANCING

- A. Before operating the system, perform these steps:
 1. Obtain design drawings and specifications and become thoroughly acquainted with the design intent.
 2. Obtain copies of approved shop drawings of all air handling equipment, outlets (supply, return, and exhaust) and temperature control diagrams.
 3. Compare design to installed equipment and field installations.
 4. Walk the system from the system air handling equipment to terminal units to determine variations of installation from design.
 5. Check filters for cleanliness.
 6. Check dampers (both volume and fire) for correct and locked position, and temperature control for completeness of installation before starting fans.

7. Prepare report test sheets for both fans and outlets. Obtain manufacturer's outlet factors and recommended procedures for testing. Prepare a summation of required outlet volumes to permit a crosscheck with required fan volumes.
8. Determine best locations in main and branch ductwork for most accurate duct traverses.
9. Place outlet dampers in the full open position.
10. Prepare schematic diagrams of system "as-built" ductwork and piping layouts to facilitate reporting.
11. Lubricate all motors and bearings.
12. Check fan belt tension.
13. Check fan rotation.

3.2 MEASUREMENTS

- A. Provide all required instrumentation to obtain proper measurements, calibrated to the tolerances specified in the referenced standards. Instruments shall be properly maintained and protected against damage.
- B. Provide instruments meeting the specifications of the referenced standards.
- C. Use only those instruments which have the maximum field measuring accuracy and are best suited to the function being measured.
- D. Apply instrument as recommended by the manufacturer.
- E. Use instruments with minimum scale and maximum subdivisions and with scale ranges proper for the value being measured.
- F. When averaging values, take a sufficient quantity of readings which will result in a repeatability error of less than 5 percent. When measuring a single point, repeat readings until 2 consecutive identical values are obtained.
- G. Take all reading with the eye at the level of the indicated value to prevent parallax.
- H. Use pulsation dampeners where necessary to eliminate error involved in estimating average of rapidly fluctuation readings.
- I. Take measurements in the system where best suited to the task.

3.3 PERFORMING TESTING, ADJUSTING, AND BALANCING

- A. Perform testing and balancing procedures on each system identified, in accordance with the detailed procedures outlined in the referenced standards.
- B. Cut insulation, ductwork, and piping for installation of test probes to the minimum extent necessary to allow adequate performance of procedures.
- C. Patch insulation, ductwork, and housings, using materials identical to those removed.
- D. Seal ducts and piping, and test for and repair leaks.
- E. Seal insulation to re-establish integrity of the vapor barrier.
- F. Mark equipment settings, including damper control positions, valve indicators, fan speed control levers, and similar controls and devices, to show final settings. Mark with paint or other suitable, permanent identification materials.
- G. Retest, adjust, and balance systems subsequent to significant system modifications, and resubmit test results.

3.4 RECORD AND REPORT DATA

- A. Record all data obtained during testing, adjusting, and balancing in accordance with, and on the forms recommended by the referenced standards, and as approved on the sample report forms.
- B. Prepare report of recommendations for correcting unsatisfactory mechanical performances when system cannot be successfully balanced.

- C. Prepare a summary sheet of noted variances in excess of $\pm 10\%$ of design value. Include all such variances, recommended resolutions and ultimate result in Appendix "A" to TAB Final Report.

3.5 DEMONSTRATION

A. Training:

1. Train the Owner's maintenance personnel on troubleshooting procedures and testing, adjusting, and balancing procedures. Review with the Owner's personnel, the information contained in the Operating and Maintenance Data specified in Division 01 and 230020.
2. Schedule training with Owner through the Architect with at least 7 days prior notice.

END OF SECTION 23 05 93