

**SECTION 23 05 93**  
**TESTING, ADJUSTING, AND BALANCING FOR HVAC**

**PART 1 - GENERAL****1.1 DESCRIPTION**

- A. Testing, adjusting, and balancing (TAB) of heating, ventilating and air conditioning (HVAC) systems. TAB includes the following:
1. Planning systematic TAB procedures.
  2. Design Review Report.
  3. Systems Inspection report.
  4. Systems Readiness Report.
  5. Balancing air and water distribution systems; adjustment of air terminal unit to provide design performance; and testing performance of equipment and automatic controls.
  6. Vibration and sound measurements.
  7. Recording and reporting results.
- B. Definitions:
1. Basic TAB used in this Section: Chapter 37, "Testing, Adjusting and Balancing" of 2007 ASHRAE Handbook, "HVAC Applications".
  2. TAB: Testing, Adjusting and Balancing; the process of checking and adjusting HVAC systems to meet design objectives.
  3. AABC: Associated Air Balance Council.
  4. NEBB: National Environmental Balancing Bureau.
  5. Air Systems: Includes all supply air systems.
  6. Flow rate tolerance: The allowable percentage variation, minus to plus, of actual flow rate from values (design) in the contract documents.

**1.2 RELATED WORK**

- A. Section 23 05 11, COMMON WORK RESULTS FOR HVAC: General Mechanical Requirements.
- B. Section 23 05 12 GENERAL MOTOR REQUIREMENTS FOR HVAC EQUIPMENT
- C. Section 23 05 41, NOISE AND VIBRATION CONTROL FOR HVAC PIPING AND EQUIPMENT: Noise and Vibration Requirements.
- D. Section 23 07 11, HVAC AND PLUMBING INSULATION: Piping and Equipment Insulation.
- E. Section 23 36 00, AIR TERMINAL UNITS: Terminal Units Performance.

**1.3 QUALITY ASSURANCE**

- A. Refer to Articles, Quality Assurance and Submittals, in Section 23 05 11, COMMON WORK RESULTS FOR HVAC.

## B. Qualifications:

1. TAB Agency: The TAB agency shall be a subcontractor of the General Contractor and shall report to and be paid by the General Contractor.
2. The TAB agency shall be either a certified member of AABC or certified by the NEBB to perform TAB service for HVAC, water balancing and vibrations and sound testing of equipment. The certification shall be maintained for the entire duration of duties specified herein. If, for any reason, the agency loses subject certification during this period, the General Contractor shall immediately notify the COTR and submit another TAB firm for approval. Any agency that has been the subject of disciplinary action by either the AABC or the NEBB within the five years preceding Contract Award shall not be eligible to perform any work related to the TAB. All work performed in this Section and in other related Sections by the TAB agency shall be considered invalid if the TAB agency loses its certification prior to Contract completion, and the successor agency's review shows unsatisfactory work performed by the predecessor agency.
3. TAB Specialist: The TAB specialist shall be either a member of AABC or an experienced technician of the Agency certified by NEBB. The certification shall be maintained for the entire duration of duties specified herein. If, for any reason, the Specialist loses subject certification during this period, the General Contractor shall immediately notify the COTR and submit another TAB Specialist for approval. Any individual that has been the subject of disciplinary action by either the AABC or the NEBB within the five years preceding Contract Award shall not be eligible to perform any duties related to the HVAC systems, including TAB. All work specified in this Section and in other related Sections performed by the TAB specialist shall be considered invalid if the TAB Specialist loses its certification prior to Contract completion and must be performed by an approved successor.
4. TAB Specialist shall be identified by the General Contractor within 60 days after the notice to proceed. The TAB specialist will be coordinating, scheduling and reporting all TAB work and related activities and will provide necessary information as required by the COTR. The responsibilities would specifically include:

- a. Shall directly supervise all TAB work.
  - b. Shall sign the TAB reports that bear the seal of the TAB standard. The reports shall be accompanied by report forms and schematic drawings required by the TAB standard, AABC or NEBB.
  - c. Would follow all TAB work through its satisfactory completion.
  - d. Shall provide final markings of settings of all HVAC adjustment devices.
  - e. Permanently mark location of duct test ports.
5. All TAB technicians performing actual TAB work shall be experienced and must have done satisfactory work on a minimum of 3 projects comparable in size and complexity to this project. Qualifications must be certified by the TAB agency in writing. The lead technician shall be certified by AABC or NEBB
- C. Test Equipment Criteria: The instrumentation shall meet the accuracy/calibration requirements established by AABC National Standards or by NEBB Procedural Standards for Testing, Adjusting and Balancing of Environmental Systems and instrument manufacturer. Provide calibration history of the instruments to be used for test and balance purpose.
- D. Tab Criteria:
1. One or more of the applicable AABC, NEBB or SMACNA publications, supplemented by ASHRAE Handbook "HVAC Applications" Chapter 36, and requirements stated herein shall be the basis for planning, procedures, and reports.
  2. Flow rate tolerance: Following tolerances are allowed. For tolerances not mentioned herein follow ASHRAE Handbook "HVAC Applications", Chapter 36, as a guideline. Air Filter resistance during tests, artificially imposed if necessary, shall be at least 100 percent of manufacturer recommended change over pressure drop values for pre-filters and after-filters.
    - a. Air terminal units (retrofit kit): Minus 10 percent to plus 10 percent.
  3. Systems shall be adjusted for energy efficient operation as described in PART 3.
  4. Typical TAB procedures and results shall be demonstrated to the COTR for three terminal units, randomly selected by the COTR as follows:
    - a. When field TAB work begins.

- b. During each partial final inspection and the final inspection for the project if requested by VA.

#### **1.4 SUBMITTALS**

- A. Submit in accordance with Section 01 33 23, SHOP DRAWINGS, PRODUCT DATA, and SAMPLES.
- B. Submit names and qualifications of TAB agency and TAB specialists within 60 days after the notice to proceed. Submit information on three recently completed projects and a list of proposed test equipment.
- C. For use by the COTR staff, submit one complete set of applicable AABC or NEBB publications that will be the basis of TAB work.
- D. Submit Following for Review and Approval:
1. Design Review Report within 90 days for conventional design projects after the system layout on air and water side is completed by the Contractor.
  2. Systems inspection report on equipment and installation for conformance with design.
  3. Systems Readiness Report.
  4. Intermediate and Final TAB reports covering flow balance and adjustments, performance tests, vibration tests and sound tests.
  5. Include in final reports uncorrected installation deficiencies noted during TAB and applicable explanatory comments on test results that differ from design requirements.
- E. Prior to request for Final or Partial Final inspection, submit completed Test and Balance report for the area.

#### **1.5 APPLICABLE PUBLICATIONS**

- A. The following publications form a part of this specification to the extent indicated by the reference thereto. In text the publications are referenced to by the acronym of the organization.
- B. American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc. (ASHRAE):
- 2007 .....HVAC Applications ASHRAE Handbook, Chapter 37,  
Testing, Adjusting, and Balancing and Chapter  
47, Sound and Vibration Control
- C. Associated Air Balance Council (AABC):
- 2002.....AABC National Standards for Total System  
Balance

## D. National Environmental Balancing Bureau (NEBB):

7<sup>th</sup> Edition 2005 .....Procedural Standards for Testing, Adjusting,  
Balancing of Environmental Systems

2nd Edition 2006 .....Procedural Standards for the Measurement of  
Sound and Vibration

E. Sheet Metal and Air Conditioning Contractors National Association  
(SMACNA):

Latest Edition.....HVAC SYSTEMS Testing, Adjusting and Balancing

**PART 2 - PRODUCTS****2.1 PLUGS**

Provide plastic plugs to seal holes drilled in ductwork for test  
purposes.

**2.2 INSULATION REPAIR MATERIAL**

See Section 23 07 11, HVAC AND PLUMBING INSULATION Provide for repair  
of insulation removed or damaged for TAB work.

**PART 3 - EXECUTION****3.1 GENERAL**

- A. Refer to TAB Criteria in Article, Quality Assurance.
- B. Obtain applicable contract documents and copies of approved submittals  
for HVAC equipment and automatic control systems.

**3.2 DESIGN REVIEW REPORT**

The TAB Specialist shall review the Contract Plans and specifications  
and advise the COTR of any design deficiencies that would prevent the  
HVAC systems from effectively operating in accordance with the sequence  
of operation specified or prevent the effective and accurate TAB of the  
system. The TAB Specialist shall provide a report individually listing  
each deficiency and the corresponding proposed corrective action  
necessary for proper system operation.

**3.3 SYSTEMS INSPECTION REPORT**

- A. Inspect equipment and installation for conformance with design.
- B. The inspection and report is to be done after air distribution  
equipment is on site and duct installation has begun, but well in  
advance of performance testing and balancing work. The purpose of the  
inspection is to identify and report deviations from design and ensure  
that systems will be ready for TAB at the appropriate time.
- C. Reports: Follow check list format developed by AABC, NEBB or SMACNA,  
supplemented by narrative comments, with emphasis on air terminal

units. Check for conformance with submittals. Check air terminal unit installation including their duct sizes and connections.

### **3.4 SYSTEM READINESS REPORT**

- A. Inspect each System to ensure that it is complete including installation and operation of controls. Submit report to COTR in standard format and forms prepared and or approved by the TAB Agent.
- B. Verify that all items such as ductwork, piping, ports, terminals, connectors, etc., that is required for TAB are installed. Provide a report to the COTR.

### **3.6 TAB REPORTS**

- A. Submit an intermediate report for 50 percent of systems and equipment tested and balanced to establish satisfactory test results.
- B. The TAB contractor shall provide raw data immediately in writing to the COTR if there is a problem in achieving intended results before submitting a formal report.
- C. If over 20 percent of readings in the intermediate report fall outside the acceptable range, the TAB report shall be considered invalid and all contract TAB work shall be repeated and re-submitted for approval at no additional cost to the owner.
- D. Do not proceed with the remaining systems until intermediate report is approved by the COTR.

### **3.7 TAB PROCEDURES**

- A. Tab shall be performed in accordance with the requirement of the Standard under which TAB agency is certified by either AABC or NEBB.
- B. General: During TAB all related system components shall be in full operation. Motor loads and equipment vibration shall be checked and corrected as necessary before proceeding with TAB. Set controls and/or block off parts of distribution systems to simulate design operation of variable volume air or water systems for test and balance work.
- C. Coordinate TAB procedures with existing systems and any phased construction completion requirements for the project. Provide TAB reports for each phase of the project prior to partial final inspections of each phase of the project. Return existing areas outside the work area to pre constructed conditions.
- D. Allow 60 days time in construction schedule for TAB and submission of all reports for an organized and timely correction of deficiencies.
- E. Air Balance and Equipment Test: Include all air terminal units.

1. Test and balance systems in all specified modes of operation, including variable volume, economizer, and fire emergency modes. Verify that dampers and other controls function properly.
2. Variable air volume (VAV) systems:
  - a. Section 23 36 00, AIR TERMINAL UNITS, specifies that maximum and minimum flow rates for air terminal units (ATU) be factory set. Check and readjust ATU flow rates if necessary. Balance air distribution from ATU on full cooling maximum scheduled cubic meters per minute (cubic feet per minute). Reset room thermostats and check ATU operation from maximum to minimum cooling, to the heating mode, and back to cooling. Record and report the heating coil leaving air temperature when the ATU is in the maximum heating mode.
  - c. Adjust operating pressure control setpoint to maintain the design flow to each space with the lowest setpoint.
- F. Water Balance: Include chilled water control valves, bypass valves, circuit setters:
  1. Coordinate control valves and circuit setters flow balancing with existing schedule sheets and VA requirements.
  2. Adjust flow rates for equipment.

### **3.8 VIBRATION TESTING**

- A. Furnish instruments and perform vibration measurements as specified in Section 23 05 41, NOISE and VIBRATION CONTROL FOR HVAC PIPING and EQUIPMENT. Field vibration balancing is specified in Section 23 05 11, COMMON WORK RESULTS FOR HVAC.
- B. Record initial measurements for each unit of equipment on test forms and submit a report to the COTR. Where vibration readings exceed the allowable tolerance Contractor shall be directed to correct the problem. The TAB agency shall verify that the corrections are done and submit a final report to the COTR.

### **3.9 SOUND TESTING**

- A. Perform and record required sound measurements in accordance with Paragraph, QUALITY ASSURANCE in Section 23 05 41, NOISE and VIBRATION CONTROL FOR HVAC PIPING and EQUIPMENT.
  1. Take readings in rooms, approximately five percent of all rooms. The COTR may designate the specific rooms to be tested.
- B. Take measurements with a calibrated sound level meter and octave band analyzer of the accuracy required by AABC or NEBB.

C. Sound reference levels, formulas and coefficients shall be according to ASHRAE Handbook, "HVAC Applications", Chapter 46, SOUND AND VIBRATION CONTROL.

D. Determine compliance with specifications as follows:

1. When sound pressure levels are specified, including the NC Criteria in Section 23 05 41, NOISE and VIBRATION CONTROL FOR HVAC PIPING and EQUIPMENT:

- a. Reduce the background noise as much as possible by shutting off unrelated audible equipment.
- b. Measure octave band sound pressure levels with specified equipment "off."
- c. Measure octave band sound pressure levels with specified equipment "on."
- d. Use the DIFFERENCE in corresponding readings to determine the sound pressure due to equipment.

DIFFERENCE:	0	1	2	3	4	5 to 9	10 or More
FACTOR:	10	7	4	3	2	1	0

Sound pressure level due to equipment equals sound pressure level with equipment "on" minus FACTOR.

- e. Plot octave bands of sound pressure level due to equipment for typical rooms on a graph which also shows noise criteria (NC) curves.

2. When sound power levels are specified:

- a. Perform steps 1.a. thru 1.d., as above.
- b. For indoor equipment: Determine room attenuating effect, i.e., difference between sound power level and sound pressure level. Determined sound power level will be the sum of sound pressure level due to equipment plus the room attenuating effect.

3. Where sound pressure levels are specified in terms of dB(A), measure sound levels using the "A" scale of meter. Single value readings will be used instead of octave band analysis.

E. Where measured sound levels exceed specified level, the installing contractor or equipment manufacturer shall take remedial action approved by the COTR and the necessary sound tests shall be repeated.

F. Test readings for sound testing could go higher than 15 percent if determination is made by the COTR based on the recorded sound data.



**3.10 MARKING OF SETTINGS**

Following approval of Tab final Report, the setting of all HVAC adjustment devices including valves, splitters and dampers shall be permanently marked by the TAB Specialist so that adjustment can be restored if disturbed at any time. Style and colors used for markings shall be coordinated with the COTR.

**3.11 IDENTIFICATION OF TEST PORTS**

The TAB Specialist shall permanently and legibly identify the location points of duct test ports. If the ductwork has exterior insulation, the identification shall be made on the exterior side of the insulation. All penetrations through ductwork and ductwork insulation shall be sealed to prevent air leaks and maintain integrity of vapor barrier.

**3.12 PHASING**

- A. Phased Projects: Testing and Balancing Work to follow project with areas shall be completed per the project phasing. Upon completion of the project all areas shall have been tested and balanced per the contract documents.
- B. Existing Areas: Systems that serve areas outside of the project scope shall not be adversely affected. Measure existing parameters where shown to document system capacity.

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