

**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.
- 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. Hydronic Systems: Includes heating hot water.
  - 6. Air Systems: Includes all outside air, supply air, return air, exhaust air and relief air systems.
  - 7. Flow rate tolerance: The allowable percentage variation, minus to plus, of actual flow rate from values (design) in the contract documents.

**1.2 QUALITY ASSURANCE**

- A. Refer to Articles, Quality Assurance and Submittals, in Section 23 05 11, COMMON WORK RESULTS FOR HVAC, Section 23 05 10, COMMON WORK RESULTS FOR BOILER PLANTS and STEAM GENERATION, and Section 23 08 00, COMMISSIONING OF HVAC SYSTEMS.
- 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 Resident Engineer 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 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 Resident Engineer. 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.
  4. 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.

- a. Air terminal units (maximum values): Minus 2 percent to plus 10 percent.
  - b. Individual room air outlets and inlets, and air flow rates not mentioned above: Minus 5 percent to plus 10 percent except if the air to a space is 100 CFM or less the tolerance would be minus 5 to plus 5 percent.
3. Systems shall be adjusted for energy efficient operation as described in PART 3.

### 1.3 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 Resident Engineer 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. Systems Readiness Report.
  2. Final TAB reports covering flow balance and adjustments.
  3. 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.

### 1.4 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

3<sup>rd</sup> Edition 2009 .....Procedural Standards for Whole Building Systems  
Commissioning of New Construction

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

3<sup>rd</sup> Edition 2002 .....HVAC SYSTEMS Testing, Adjusting and Balancing

**PART 2 - PRODUCTS**

**2.1 PLUGS**

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

**PART 3 - EXECUTION**

**3.1 GENERAL**

A. Refer to TAB Criteria in Article, Quality Assurance.

**3.2 EXISTING SYSTEM REPORT**

A. The TAB Contractor shall measure existing air and water flow rates  
associated with existing systems utilized to serve renovated areas as  
indicated on drawings. Submit report of findings to resident engineer.

**3.3 TAB REPORTS**

- A. The TAB contractor shall provide raw data immediately in writing to the  
Resident Engineer if there is a problem in achieving intended results  
before submitting a formal report.
- B. 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.

**3.4 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. Coordinate TAB procedures with existing systems and any phased  
construction completion requirements for the project. Provide TAB  
reports for pre construction air and water flow rate and for each phase  
of the project. Return air and water flow rates to pre constructed  
conditions.

- C. Air Balance and Equipment Test: Include terminal units, room diffusers/outlets/inlets.
- D. Water Balance and Equipment Test: Include radiant ceiling panels.
  - 1. Record final measurements for hydronic equipment on performance data sheets.

### **3.5 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 Resident Engineer.

### **3.6 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.

### **3.7 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.

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