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. Duct Air Leakage test report.
   5. Systems Readiness Report.
   6. Balancing air and water distribution systems; adjustment of total system to provide design performance; and testing performance of equipment and automatic controls.
   7. Vibration and sound measurements.
   8. Recording and reporting results.

B. Definitions:
   1. Basic TAB used in this Section: Chapter 38, "Testing, Adjusting and Balancing" of 2011 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 outside air, supply air, return air, exhaust air and relief 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 01 33 23, SHOP DRAWINGS, PRODUCT DATA, and SAMPLES.

B. Section 23 05 11, COMMON WORK RESULTS FOR HVAC.

C. SECTION 23 31 00, HVAC DUCTS AND CASINGS G. 1.3 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: 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 Resident Engineer 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 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.

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 38, 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 2011 ASHRAE Handbook "HVAC Applications", Chapter 38, 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 (maximum values): Minus 2 percent to plus l0 percent.
   b. Exhaust hoods/cabinets: 0 percent to plus l0 percent.
   c. Minimum outside air: 0 percent to plus 10 percent.
   d. Individual room air outlets and inlets, and air flow rates not mentioned above: Minus 5 percent to plus l0 percent except if the

air to a space is 100 CFM or less the tolerance would be minus 5 to plus 5 percent.

e. Chilled water coils: Minus 0 percent to plus 5 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 Resident Engineer for one air distribution system (including all fans, three terminal units, three rooms randomly selected by the Resident Engineer) 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 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. 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. Duct Air Leakage Test Report.
   4. Systems Readiness Report.
   5. Intermediate and Final TAB reports covering flow balance and adjustments, performance tests, vibration tests and sound tests.
   6. 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):

2011 .....HVAC Applications ASHRAE Handbook, Chapter 38, Testing, Adjusting, and Balancing and Chapter 48, Sound and Vibration Control

C. Associated Air Balance Council (AABC):

2002.....AABC National Standards for Total System Balance

D. National Environmental Balancing Bureau (NEBB):

7th Edition 2005 .....Procedural Standards for Testing, Adjusting, Balancing of Environmental Systems

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

3rd Edition 2009 .....Procedural Standards for Whole Building Systems Commissioning of New Construction

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

3rd 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.

2.2 INSULATION REPAIR MATERIAL

See Section 23 07 11, HVAC and BOILER PLANT 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 Resident Engineer 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 handling units and fans. Check for conformance with submittals. Verify that diffuser and register sizes are correct. Check air terminal unit installation including their duct sizes and routing.

3.4 DUCT AIR LEAKAGE TEST REPORT

TAB Agency shall perform the leakage test as outlined in "Duct leakage Tests and Repairs" in Section 23 31 00, HVAC DUCTS and CASINGS for TAB agency’s role and responsibilities in witnessing, recording and reporting of deficiencies.

3.5 SYSTEM READINESS 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.

B. Inspect each System to ensure that it is complete including installation and operation of controls. Submit report to RE in standard format and forms prepared and or approved by the Commissioning Agent.

C. Verify that all items such as ductwork piping, ports, terminals, connectors, etc., that is required for TAB are installed. Provide a report to the Resident Engineer.

3.6 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.

3.7 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. Fan and pump rotation, 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.

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 terminal units, room diffusers/outlets/inlets,

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.
   a. Adjust operating pressure control setpoint to maintain the design flow to each space with the lowest setpoint.
3. Record final measurements for air handling equipment performance data sheets.

3.8 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.

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