

SECTION 23 05 93 - TESTING, ADJUSTING, AND BALANCING FOR HVAC**PART 1 - GENERAL**

1.01 SUMMARY

- A. Section Includes:
 - 1. Balancing Air Systems:
 - a. Constant-volume air systems.
 - b. Variable-air-volume systems.
 - 2. Balancing Hydronic Piping Systems:
 - a. Constant-flow hydronic systems.
 - b. Variable-flow hydronic systems.

1.02 DEFINITIONS

- A. AABC: Associated Air Balance Council.
- B. NEBB: National Environmental Balancing Bureau.
- C. TAB: Testing, adjusting, and balancing.
- D. TABB: Testing, Adjusting, and Balancing Bureau.
- E. TAB Specialist: An independent entity meeting qualifications to perform TAB work.
- F. TDH: Total dynamic head.

1.03 ACTION SUBMITTALS

- A. LEED Submittals:
 - 1. Air-Balance Report for Prerequisite IEQ 1: Documentation indicating that work complies with ASHRAE 62.1, Section 7.2.2 - "Air Balancing."
 - 2. TAB Report for Prerequisite EA 2: Documentation indicating that work complies with ASHRAE/IESNA 90.1, Section 6.7.2.3 - "System Balancing."

1.04 INFORMATIONAL SUBMITTALS

- A. Certified TAB reports.

1.05 QUALITY ASSURANCE

- A. TAB Specialists Qualifications: Certified by AABC or NEBB.
 - 1. TAB Field Supervisor: Employee of the TAB specialist and certified by AABC or NEBB.
 - 2. TAB Technician: Employee of the TAB specialist and certified by AABC or NEBB as a TAB technician.
- B. Instrumentation Type, Quantity, Accuracy, and Calibration: Comply with requirements in ASHRAE 111, Section 4, "Instrumentation."
- C. ASHRAE Compliance: Applicable requirements in ASHRAE 62.1, Section 7.2.2 - "Air Balancing."
- D. ASHRAE/IESNA Compliance: Applicable requirements in ASHRAE/IESNA 90.1, Section 6.7.2.3 - "System Balancing."

PART 2 - PRODUCTS (Not Applicable)**PART 3 - EXECUTION**

3.01 EXAMINATION

- A. Examine the Contract Documents to become familiar with Project requirements and to discover conditions in systems designs that may preclude proper TAB of systems and equipment.
- B. Examine installed systems for balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers. Verify that locations of these balancing devices are applicable for intended purpose and are accessible.
- C. Examine the approved submittals for HVAC systems and equipment.
- D. Examine 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 ceiling plenums and underfloor air plenums used for supply, return, or relief air to verify that they are properly separated from adjacent areas. Verify that penetrations in plenum walls are sealed and fire-stopped if required.
- F. Examine equipment performance data including fan and pump curves.
 - 1. 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.
 - 2. Calculate system-effect factors to reduce performance ratings of HVAC equipment when installed under conditions different from the conditions used to rate equipment performance. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," or in SMACNA's "HVAC Systems - Duct Design." Compare results with the design data and installed conditions.
- G. Examine system and equipment installations and verify that field quality-control testing, cleaning, and adjusting specified in individual Sections have been performed.
- H. Examine test reports specified in individual system and equipment Sections.
- I. Examine HVAC equipment and verify that bearings are greased, belts are aligned and tight, filters are clean, and equipment with functioning controls is ready for operation.
- J. Examine terminal units, such as variable-air-volume boxes, and verify that they are accessible and their controls are connected and functioning.
- K. Examine strainers. Verify that startup screens have been replaced by permanent screens with indicated perforations.
- L. Examine control valves for proper installation for their intended function of throttling, diverting, or mixing fluid flows.
- M. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- N. Examine system pumps to ensure absence of entrained air in the suction piping.
- O. Examine operating safety interlocks and controls on HVAC equipment.
- P. Report deficiencies discovered before and during performance of TAB procedures. Observe and record system reactions to changes in conditions. Record default set points if different from indicated values.

3.02 PREPARATION

- A. Prepare a TAB plan that includes strategies and step-by-step procedures for balancing the systems.
- B. Perform system-readiness checks of HVAC systems and equipment to verify system readiness for

TAB work. Include, at a minimum, the following:

1. Airside:
 - a. Duct systems are complete with terminals installed.
 - b. Volume, smoke, and fire dampers are open and functional.
 - c. Clean filters are installed.
 - d. Fans are operating, free of vibration, and rotating in correct direction.
 - e. Variable-frequency controllers' startup is complete, and safeties are verified.
 - f. Automatic temperature-control systems are operational.
 - g. Ceilings are installed.
 - h. Windows and doors are installed.
 - i. Suitable access to balancing devices and equipment is provided.
2. Hydronics:
 - a. Verify leakage and pressure tests on water distribution systems have been satisfactorily completed.
 - b. Piping is complete with terminals installed.
 - c. Water treatment is complete.
 - d. Systems are flushed, filled, and air purged.
 - e. Strainers are pulled and cleaned.
 - f. Control valves are functioning per the sequence of operation.
 - g. Shutoff and balance valves have been verified to be 100 percent open.
 - h. Pumps are started, and proper rotation is verified.
 - i. Pump gage connections are installed directly at pump inlet and outlet flanges or in discharge and suction pipe prior to valves or strainers.
 - j. Variable-frequency controllers' startup is complete and safeties are verified.
 - k. Suitable access to balancing devices and equipment is provided.

3.03 GENERAL PROCEDURES FOR TESTING AND BALANCING

- A. Perform testing and balancing procedures on each system according to the procedures contained in AABC's "National Standards for Total System Balance" ASHRAE 111, NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems" or SMACNA's "HVAC Systems - Testing, Adjusting, and Balancing" and in this Section.
- B. Cut insulation, ducts, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary for TAB procedures.
 1. After testing and balancing, patch probe holes in ducts with same material and thickness as used to construct ducts.
 2. After testing and balancing, install test ports and duct access doors that comply with requirements in Section 233700 "Air Duct Accessories."
 3. Install and join new insulation that matches removed materials. Restore insulation, coverings, vapor barrier, and finish according to Section 230700 "Duct Insulation," Section 230700 "HVAC Equipment Insulation," and Section 230700 "HVAC Piping Insulation."
- C. Mark equipment and balancing devices, including damper-control positions, valve position indicators, fan-speed-control levers, and similar controls and devices, with paint or other suitable, permanent identification material to show final settings.
- D. Take and report testing and balancing measurements in inch-pound (IP) units.

3.04 GENERAL PROCEDURES FOR BALANCING AIR SYSTEMS

- A. Prepare test reports for both fans and outlets. Obtain manufacturer's outlet factors and recommended testing procedures. Cross-check 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 airflow patterns from the outdoor-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.
- L. Verify that air duct system is sealed as specified in Section 233113 "Metal Ducts."
- M. The contractor shall allow for (2) passes for each heating and cooling season.
- N. Allow for one sheave change for 50% of the HVAC systems to be tested and adjusted. Replacement sheave shall be furnished and installed by the mechanical contractor. Sheave shall be adjusted by the TBA contractor.

3.05 PROCEDURES FOR CONSTANT-VOLUME AIR SYSTEMS

- A. Adjust fans to deliver total indicated airflows within the maximum allowable fan speed listed by fan manufacturer.
 - 1. Measure total airflow.
 - a. Set outside-air, return-air, and relief-air dampers for proper position that simulates minimum outdoor-air conditions.
 - b. Where duct conditions allow, measure airflow by Pitot-tube traverse. If necessary, perform multiple Pitot-tube traverses to obtain total airflow.
 - c. Where duct conditions are not suitable for Pitot-tube traverse measurements, a coil traverse may be acceptable.
 - d. If a reliable Pitot-tube traverse or coil traverse is not possible, measure airflow at terminals and calculate the total airflow.
 - 2. Measure fan static pressures as follows:
 - a. Measure static pressure directly at the fan outlet or through the flexible connection.
 - b. Measure static pressure directly at the fan inlet or through the flexible connection.
 - c. Measure static pressure across each component that makes up the air-handling system.
 - d. Report artificial loading of filters at the time static pressures are measured.
 - 3. Review Record Documents to determine variations in design static pressures versus actual static pressures. Calculate actual system-effect factors. Recommend adjustments to accommodate actual conditions.
 - 4. Obtain approval from [Architect] [Owner] [Construction Manager] [commissioning authority] for adjustment of fan speed higher or lower than indicated speed. Comply with requirements in HVAC Sections for air-handling units for adjustment of fans, belts, and pulley sizes to achieve indicated air-handling-unit performance.
 - 5. Do not make fan-speed adjustments that result in motor overload. Consult equipment manufacturers about fan-speed safety factors. Modulate dampers and measure fan-motor amperage to ensure that no overload occurs. Measure amperage in full-cooling, full-heating, economizer, and any other operating mode to determine the maximum required brake horsepower.
- B. Adjust volume dampers for main duct, submain ducts, and major branch ducts to indicated airflows.
 - 1. Measure airflow of submain and branch ducts.
 - 2. Adjust submain and branch duct volume dampers for specified airflow.
 - 3. Re-measure each submain and branch duct after all have been adjusted.
- C. Adjust air inlets and outlets for each space to indicated airflows.

1. Set airflow patterns of adjustable outlets for proper distribution without drafts.
2. Measure inlets and outlets airflow.
3. Adjust each inlet and outlet for specified airflow.
4. Re-measure each inlet and outlet after they have been adjusted.

3.06 DUCTWORK LEAKAGE TESTING

- A. Installed ductwork shall be tested prior to installation of access doors, take-offs, etc.
- B. All leak testing shall be witnessed by the engineer or representative of the engineer. The contractor shall give the engineer 72 hours' notice prior to testing. Any testing not witnessed by the engineer or his/her representative shall be considered invalid and will be redone.
- C. The testing shall be performed as follows:
 1. Perform testing in accordance with HVAC Air Duct Leakage Test Manual.
 2. Use a certified orifice tube for measuring the leakage.
 3. Determine section of system to be tested and blank off.
 4. Determine the percentage of the system being tested.
 5. Using that percentage, determine the allowable leakage (cfm) for that section being tested.
 6. Pressurize to operating pressure and repair any significant or audible leaks.
 7. Repressurize the measure leakage.
 8. Repeat steps 6 and 7 until the leakage measured is less than the allowable defined in step 5.

NOTE: It is recommended that the first 100'-300' of ductwork installed be tested to insure the quality of the workmanship at an early stage.

3.07 GENERAL PROCEDURES FOR HYDRONIC SYSTEMS

- A. Prepare test reports for pumps, coils, and heat exchangers. Obtain approved submittals and manufacturer-recommended testing procedures. Crosscheck the summation of required coil and heat exchanger flow rates with pump design flow rate.
- B. Prepare schematic diagrams of systems' "as-built" piping layouts.
- C. In addition to requirements in "Preparation" Article, prepare hydronic systems for testing and balancing as follows:
 1. Check liquid level in expansion tank.
 2. Check highest vent for adequate pressure.
 3. Check flow-control valves for proper position.
 4. Locate start-stop and disconnect switches, electrical interlocks, and motor starters.
 5. Verify that motor starters are equipped with properly sized thermal protection.
 6. Check that air has been purged from the system.
- D. The contractor shall allow for (2) passes for each system and each terminal unit.

3.08 PROCEDURES FOR VARIABLE-FLOW HYDRONIC SYSTEMS

- A. Balance systems with automatic two- and three-way control valves by setting systems at maximum flow through heat-exchange terminals and proceed as specified above for hydronic systems.
- B. Adjust the variable-flow hydronic system as follows:
 1. Verify that the differential-pressure sensor is located as indicated.
 2. Determine whether there is diversity in the system.
- C. For systems with no diversity:
 1. Adjust pumps to deliver total design gpm.
 - a. Measure total water flow.
 2. Position valves for full flow through coils.
 3. Measure flow by main flow meter, if installed.

4. If main flow meter is not installed, determine flow by pump TDH or exchanger pressure drop.
 - a. Measure pump TDH as follows:
 - 1) Measure discharge pressure directly at the pump outlet flange or in discharge pipe prior to any valves.
 - 2) Measure inlet pressure directly at the pump inlet flange or in suction pipe prior to any valves or strainers.
 - 3) Convert pressure to head and correct for differences in gage heights.
 - 4) Verify pump impeller size by measuring the TDH with the discharge valve closed. Note the point on manufacturer's pump curve at zero flow and verify that the pump has the intended impeller size.
 - 5) With valves open, read pump TDH. Adjust pump discharge valve until design water flow is achieved.
 - b. Monitor motor performance during procedures and do not operate motor in an overloaded condition.
 5. Adjust flow measuring devices installed in mains and branches to design water flows.
 - a. Measure flow in main and branch pipes.
 - b. Adjust main and branch balance valves for design flow.
 - c. Re-measure each main and branch after all have been adjusted.
 6. Adjust flow-measuring devices installed at terminals for each space to design water flows.
 - a. Measure flow at terminals.
 - b. Adjust each terminal to design flow.
 - c. Re-measure each terminal after it is adjusted.
 - d. Position control valves to bypass the coil and adjust the bypass valve to maintain design flow.
 - e. Perform temperature tests after flows have been balanced.
 7. For systems with pressure-independent valves at terminals:
 - a. Measure differential pressure and verify that it is within manufacturer's specified range.
 - b. Perform temperature tests after flows have been verified.
 8. For systems without pressure-independent valves or flow-measuring devices at terminals:
 - a. Measure and balance coils by either coil pressure drop or temperature method.
 - b. If balanced by coil pressure drop, perform temperature tests after flows have been verified.
 9. Prior to verifying final system conditions, determine the system differential-pressure set point.
 10. If the pump discharge valve was used to set total system flow with variable-frequency controller at 60 Hz, at completion open discharge valve 100 percent and allow variable-frequency controller to control system differential-pressure set point. Record pump data under both conditions.
 11. Mark final settings and verify that all memory stops have been set.
 12. Verify final system conditions as follows:
 - a. Re-measure and confirm that total water flow is within design.
 - b. Re-measure final pumps' operating data, TDH, volts, amps, and static profile.
 - c. Mark final settings.
 13. Verify that memory stops have been set.
- D. For systems with diversity:
1. Determine diversity factor.
 2. Simulate system diversity by closing required number of control valves, as approved by the design engineer.
 3. Adjust pumps to deliver total design gpm.
 - a. Measure total water flow.
 - 1) Position valves for full flow through coils.
 - 2) Measure flow by main flow meter, if installed.

- 3) If main flow meter is not installed, determine flow by pump TDH or exchanger pressure drop.
- b. Measure pump TDH as follows:
 - 1) Measure discharge pressure directly at the pump outlet flange or in discharge pipe prior to any valves.
 - 2) Measure inlet pressure directly at the pump inlet flange or in suction pipe prior to any valves or strainers.
 - 3) Convert pressure to head and correct for differences in gage heights.
 - 4) Verify pump impeller size by measuring the TDH with the discharge valve closed. Note the point on manufacturer's pump curve at zero flow and verify that the pump has the intended impeller size.
 - 5) With valves open, read pump TDH. Adjust pump discharge valve until design water flow is achieved.
- c. Monitor motor performance during procedures and do not operate motor in an overloaded condition.
4. Adjust flow-measuring devices installed in mains and branches to design water flows.
 - a. Measure flow in main and branch pipes.
 - b. Adjust main and branch balance valves for design flow.
 - c. Re-measure each main and branch after all have been adjusted.
5. Adjust flow-measuring devices installed at terminals for each space to design water flows.
 - a. Measure flow at terminals.
 - b. Adjust each terminal to design flow.
 - c. Re-measure each terminal after it is adjusted.
 - d. Position control valves to bypass the coil and adjust the bypass valve to maintain design flow.
 - e. Perform temperature tests after flows have been balanced.
6. For systems with pressure-independent valves at terminals:
 - a. Measure differential pressure and verify that it is within manufacturer's specified range.
 - b. Perform temperature tests after flows have been verified.
7. For systems without pressure-independent valves or flow-measuring devices at terminals:
 - a. Measure and balance coils by either coil pressure drop or temperature method.
 - b. If balanced by coil pressure drop, perform temperature tests after flows have been verified.
8. Open control valves that were shut. Close a sufficient number of control valves that were previously open to maintain diversity, and balance terminals that were just opened.
9. Prior to verifying final system conditions, determine system differential-pressure set point.
10. If the pump discharge valve was used to set total system flow with variable-frequency controller at 60 Hz, at completion open discharge valve 100 percent and allow variable-frequency controller to control system differential-pressure set point. Record pump data under both conditions.
11. Mark final settings and verify that memory stops have been set.
12. Verify final system conditions as follows:
 - a. Re-measure and confirm that total water flow is within design.
 - b. Re-measure final pumps' operating data, TDH, volts, amps, and static profile.
 - c. Mark final settings.
13. Verify that memory stops have been set.

3.09 TOLERANCES

- A. Set HVAC system's airflow rates and water flow rates within the following tolerances:
 1. Supply, Return, and Exhaust Fans and Equipment with Fans: Plus or minus 10 percent.

2. Air Outlets and Inlets: Plus or minus 10 percent.
 3. Heating-Water Flow Rate: Plus or minus 10 percent].
 4. Cooling-Water Flow Rate: Plus or minus 10 percent.
- B. Maintaining pressure relationships as designed shall have priority over the tolerances specified above.

3.10 FINAL REPORT

- A. General: Prepare a certified written report; tabulate and divide the report into separate sections for tested systems and balanced systems.
1. Include a certification sheet at the front of the report's binder, signed and sealed by the certified testing and balancing engineer.
 2. Include a list of instruments used for procedures, along with proof of calibration.
 3. Certify validity and accuracy of field data.
- B. Final Report Contents: In addition to certified field-report data, include the following:
1. Pump curves.
 2. Fan curves.
 3. Manufacturers' test data.
 4. Field test reports prepared by system and equipment installers.
 5. Other information relative to equipment performance; do not include Shop Drawings and Product Data.
- C. General Report Data: In addition to form titles and entries, include the following data:
1. Title page.
 2. Name and address of the TAB specialist.
 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 TAB supervisor who certifies the report.
 10. Table of Contents with the total number of pages defined for each section of the report. Number each page in the report.
 11. Summary of contents including the following:
 - a. Indicated versus final performance.
 - b. Notable characteristics of systems.
 - c. Description of system operation sequence if it varies from the Contract Documents.
 12. Nomenclature sheets for each item of equipment.
 13. Data for terminal units, including manufacturer's name, type, size, and fittings.
 14. Notes to explain why certain final data in the body of reports vary from indicated values.
 15. Test conditions for fans and pump performance forms including the following:
 - a. Settings for outdoor-, return-, and exhaust-air dampers.
 - b. Conditions of filters.
 - c. Cooling coil, wet- and dry-bulb conditions.
 - d. Face and bypass damper settings at coils.
 - e. Fan drive settings including settings and percentage of maximum pitch diameter.
 - f. Inlet vane settings for variable-air-volume systems.
 - g. Settings for supply-air, static-pressure controller.
 - h. Other system operating conditions that affect performance.
- D. System Diagrams: Include schematic layouts of air and hydronic distribution systems. Present each system with single-line diagram and include the following:
1. Quantities of outdoor, supply, return, and exhaust airflows.

2. Water and steam flow rates.
 3. Duct, outlet, and inlet sizes.
 4. Pipe and valve sizes and locations.
 5. Terminal units.
 6. Balancing stations.
 7. Position of balancing devices.
- E. Air-Handling-Unit Test Reports: For air-handling units with coils, include the following:
1. Unit Data:
 - 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. Center-to-center dimensions of sheave and amount of adjustments in inches.
 - j. Number, make, and size of belts.
 - k. Number, type, and size of filters.
 2. Motor Data:
 - a. Motor 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. Center-to-center dimensions of sheave and amount of adjustments in inches.
 3. Test Data (Indicated and Actual Values):
 - 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. Outdoor airflow in cfm.
 - j. Return airflow in cfm.
 - k. Outdoor-air damper position.
 - l. Return-air damper position.
 - m. Vortex damper position.
- F. Air-Terminal-Device Reports:
1. Unit Data:
 - a. System and air-handling unit identification.
 - b. Location and zone.
 - c. Apparatus used for test.
 - d. Area served.
 - e. Make.
 - f. Number from system diagram.
 - g. Type and model number.
 - h. Size.
 - i. Effective area in sq. ft.
 2. Test Data (Indicated and Actual Values):

- a. Airflow rate in cfm.
 - b. Air velocity in fpm.
 - c. Preliminary airflow rate as needed in cfm.
 - d. Preliminary velocity as needed in fpm.
 - e. Final airflow rate in cfm.
 - f. Final velocity in fpm.
 - g. Space temperature in deg. F.
- G. System-Coil Reports: For reheat coils and water coils of terminal units, include the following:
- 1. Unit Data:
 - 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 (Indicated and Actual Values):
 - 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.
- H. Pump Test Reports: Calculate impeller size by plotting the shutoff head on pump curves and include the following:
- 1. Unit Data:
 - a. Unit identification.
 - b. Location.
 - c. Service.
 - d. Make and size.
 - e. Model number and serial number.
 - f. Water flow rate in gpm.
 - g. Water pressure differential in feet of head or psig.
 - h. Required net positive suction head in feet of head or psig.
 - i. Pump rpm.
 - j. Impeller diameter in inches.
 - k. Motor make and frame size.
 - l. Motor horsepower and rpm.
 - m. Voltage at each connection.
 - n. Amperage for each phase.
 - o. Full-load amperage and service factor.
 - p. Seal type.
 - 2. Test Data (Indicated and Actual Values):
 - a. Static head in feet of head or psig.
 - b. Pump shutoff pressure in feet of head or psig.
 - c. Actual impeller size in inches.
 - d. Full-open flow rate in gpm.
 - e. Full-open pressure in feet of head or psig.
 - f. Final discharge pressure in feet of head or psig.
 - g. Final suction pressure in feet of head or psig.
 - h. Final total pressure in feet of head or psig.
 - i. Final water flow rate in gpm.
 - j. Voltage at each connection.
 - k. Amperage for each phase.

- I. Instrument Calibration Reports:
 - 1. Report Data:
 - a. Instrument type and make.
 - b. Serial number.
 - c. Application.
 - d. Dates of use.
 - e. Dates of calibration.

3.11 VERIFICATION OF TAB REPORT

- A. The TAB specialist's test and balance engineer shall conduct the inspection in the presence of Construction Manager.
- B. Construction Manager shall randomly select measurements, documented in the final report, to be rechecked. Rechecking shall be limited to either 10 percent of the total measurements recorded or the extent of measurements that can be accomplished in a normal 8-hour business day.
- C. If rechecks yield measurements that differ from the measurements documented in the final report by more than the tolerances allowed, the measurements shall be noted as "FAILED."
- D. If the number of "FAILED" measurements is greater than 10 percent of the total measurements checked during the final inspection, the testing and balancing shall be considered incomplete and shall be rejected.
- E. If TAB work fails, proceed as follows:
 - 1. TAB specialists shall recheck all measurements and make adjustments. Revise the final report and balancing device settings to include all changes; resubmit the final report and request a second final inspection.
 - 2. If the second final inspection also fails, Owner may contract the services of another TAB specialist to complete TAB work according to the Contract Documents and deduct the cost of the services from the original TAB specialist's final payment.
 - 3. If the second verification also fails, Owner may contact AABC Headquarters regarding the AABC National Performance Guaranty.
- F. Prepare test and inspection reports.

3.12 ADDITIONAL TESTS

- A. Within 90 days of completing TAB, perform additional TAB to verify that balanced conditions are being maintained throughout and to correct unusual conditions.
- B. Seasonal Periods: If initial TAB procedures were not performed during near-peak summer and winter conditions, perform additional TAB during near-peak summer and winter conditions.

END OF SECTION