



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0016

JOHN ELIAS BALDACCI
GOVERNOR

DAVID A. COLE
COMMISSIONER

April 18, 2008
Subject: **Bethel**
Pin No.014448.10
Amendment No. 2

Dear Sir/Ms:

Please make the following change to the Bid Document:

IN THE SPECIFICATIONS:

1. **ADD** Specification Section 15990 TESTING, ADJUSTING, AND BALANCING (attached, 15 pages), **IN ITS ENTIRETY.**

Consider this change and information prior to submitting your bid on **April 23, 2008.**

Sincerely,

A handwritten signature in cursive script that reads "Scott Bickford for".

Scott Bickford
Contracts & Specifications Engineer



PRINTED ON RECYCLED PAPER

SECTION 15990 - TESTING, ADJUSTING, AND BALANCING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. If the Contractor discovers any ambiguity, error, omission, conflict, or discrepancy, General Conditions Section 101.3.6 Priority of conflicting Contract Documents shall control.
 - 1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.
 - 2. State of Maine Department of Transportation, "Standard Specifications," Revision December 2002, and any revisions thereto, apply to this Section.

1.2 SUMMARY

- A. This Section includes testing, adjusting, and balancing HVAC systems to produce design objectives, including the following:
 - 1. Balancing airflow and water flow within distribution systems, including submains, branches, and terminals, to indicated quantities according to specified tolerances.
 - 2. Adjusting total HVAC systems to provide indicated quantities.
 - 3. Measuring electrical performance of HVAC equipment.
 - 4. Setting quantitative performance of HVAC equipment.
 - 5. Verifying that automatic control devices are functioning properly.
 - 6. Measuring sound and vibration.
 - 7. Reporting results of the activities and procedures specified in this Section.
- B. Related Sections include the following:
 - 1. Testing and adjusting requirements unique to particular systems and equipment are included in the Sections that specify those systems and equipment.
 - 2. Field quality-control testing to verify that workmanship quality for system and equipment installation is specified in system and equipment Sections.

1.3 DEFINITIONS

- A. Adjust: To regulate fluid flow rate and air patterns at the terminal equipment, such as to reduce fan speed or adjust a damper.
- B. Balance: To proportion flows within the distribution system, including sub-mains, branches, and terminals, according to design quantities.
- C. Draft: A current of air, when referring to localized effect caused by one or more factors of high air velocity, low ambient temperature, or direction of airflow, whereby more heat is withdrawn from a person's skin than is normally dissipated.

TESTING, ADJUSTING, AND BALANCING

15990 - 1

- D. Procedure: An approach to and execution of a sequence of work operations to yield repeatable results.
- E. Report Forms: Test data sheets for recording test data in logical order.
- F. Static Head: The pressure due to the weight of the fluid above the point of measurement. In a closed system, static head is equal on both sides of the pump.
- G. Suction Head: The height of fluid surface above the centerline of the pump on the suction side.
- H. System Effect: A phenomenon that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system.
- I. System Effect Factors: Allowances used to calculate a reduction of the performance ratings of a fan when installed under conditions different from those presented when the fan was performance tested.
- J. Terminal: A point where the controlled medium, such as fluid or energy, enters or leaves the distribution system.
- K. Test: A procedure to determine quantitative performance of a system or equipment.
- L. Testing, Adjusting, and Balancing Agent: The entity responsible for performing and reporting the testing, adjusting, and balancing procedures.
- M. AABC: Associated Air Balance Council.
- N. AMCA: Air Movement and Control Association.
- O. CTI: Cooling Tower Institute.
- P. NEBB: National Environmental Balancing Bureau.
- Q. SMACNA: Sheet Metal and Air Conditioning Contractors' National Association.

1.4 SUBMITTALS

- A. Qualification Data: Within 30 days from Contractor's Notice to Proceed, submit 2 copies of evidence that TAB firm and this Project's TAB team members meet the qualifications specified in "Quality Assurance" Article.
- B. Testing, Adjusting, and Balancing Reports: Submit 2 copies of reports prepared, as specified in this Section.
- C. Sample Report Forms: Submit 2 sets of sample testing, adjusting, and balancing report forms.
- D. Warranty: Submit 2 copies of special warranty specified in the "Warranty" Article below.

TESTING, ADJUSTING, AND BALANCING

15990 - 2

1.5 QUALITY ASSURANCE

- A. TAB Firm Qualifications: Perform all work in accordance with AABC, TABB, or NEBB procedures.
- B. Agent Qualifications: Engage a testing, adjusting, and balancing agent certified by either AABC or NEBB, or as otherwise pre-approved by the Engineer. Approval shall consider the firm's ability to demonstrate a minimum of five years of experience in the successful execution of Testing, Adjusting, and Balancing, in similar facilities with similar systems in the State of Maine.
- C. Testing, Adjusting, and Balancing Reports: Use AABC, SMACNA, OR NEBB standard forms.
- D. Instrumentation Type, Quantity, and Accuracy: As described in AABC or NEBB national standards.
- E. Instrumentation Calibration: Calibrate instruments at least every 6 months or more frequently if required by the instrument manufacturer.

1.6 PROJECT CONDITIONS

- A. Partial Owner Occupancy: The Owner may occupy completed areas of the building before Substantial Completion. Cooperate with the Owner during testing, adjusting, and balancing operations to minimize conflicts with the Owner's operations.

1.7 COORDINATION

- A. Coordinate the efforts of factory-authorized service representatives for systems and equipment, HVAC controls installers, and other mechanics to operate HVAC systems and equipment to support and assist testing, adjusting, and balancing activities.
- B. Notice: Provide 7 days' advance notice for each test. Include scheduled test dates and times.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine approved submittal data of HVAC systems and equipment.
- B. Examine project record documents described in Division 1 Section "Project Record Documents."

TESTING, ADJUSTING, AND BALANCING

15990 - 3

- C. Examine Architect's and Engineer's 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.
- D. Examine equipment performance data, including fan and pump curves. 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. Calculate system effect factors to reduce the performance ratings of HVAC equipment when installed under conditions different from those presented when the equipment was performance tested at the factory. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," Sections 7 through 10; or in SMACNA's "HVAC Systems--Duct Design," Sections 5 and 6. Compare this data with the design data and installed conditions.
- E. Examine system and equipment installations to verify that they are complete and that testing, cleaning, adjusting, and commissioning specified in individual Specification Sections have been performed.
- F. Examine system and equipment test reports.
- G. Examine HVAC system and equipment installations to verify that indicated balancing devices are properly installed, and their locations are accessible and appropriate for effective balancing and for efficient system and equipment operation.
- H. Examine systems for functional deficiencies that cannot be corrected by adjusting and balancing.
- I. Examine air-handling equipment to ensure clean filters have been installed, bearings are greased, belts are aligned and tight, and equipment with functioning controls is ready for operation.
- J. Examine terminal units, such as variable-air-volume boxes and mixing boxes, to verify that they are accessible and their controls are connected and functioning.
- K. Examine strainers for clean screens and proper perforations.
- L. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- M. Examine equipment for installation and for properly operating safety interlocks and controls.
- N. Examine automatic temperature system components to verify the following:
 1. Dampers, valves, and other controlled devices operate by the intended controller.
 2. Dampers and valves are in the position indicated by the controller.
 3. Integrity of all valves and dampers for free and full operation and for tightness of fully closed and fully open positions.
 4. Automatic modulating and shutoff valves are properly connected.
 5. Thermostats/temperature sensors are located to avoid adverse effects of sunlight, drafts, and cold walls.

TESTING, ADJUSTING, AND BALANCING

15990 - 4

6. Sensors are located to sense only the intended conditions.
 7. Sequence of operation for control modes is according to the Contract Documents.
 8. Controller set points are set at design values. Observe and record system reactions to changes in conditions. Record default set points if different from design values.
 9. Interlocked systems are operating.
- O. Report deficiencies discovered before and during performance of testing, adjusting, and balancing procedures.

3.2 PREPARATION

- A. Prepare a testing, adjusting, and balancing plan that includes strategies and step-by-step procedures.
- B. Complete system readiness checks and prepare system readiness reports. Verify the following:
1. Permanent electrical power wiring is complete.
 2. Hydronic systems are filled, clean, and free of air.
 3. Automatic temperature-control systems are operational.
 4. Equipment and duct access doors are securely closed.
 5. Isolating and balancing valves are open and control valves are operational.
 6. Ceilings are installed in critical areas where air-pattern adjustments are required and access to balancing devices is provided.
 7. Windows and doors can be closed so design conditions for system operations can be met.

3.3 GENERAL TESTING AND BALANCING PROCEDURES

- A. Perform testing and balancing procedures on each system according to the procedures contained in AABC, NEBB, or SMACNA standards and this Section.
- B. Cut insulation, ducts, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary to allow adequate performance of procedures. After testing and balancing, close probe holes and patch insulation with new materials identical to those removed. Restore vapor barrier and finish according to the insulation Specifications for this Project.
- C. Mark equipment settings with paint or other suitable, permanent identification material, including damper-control positions, valve indicators, fan-speed-control levers, and similar controls and devices, to show final settings.

3.4 FUNDAMENTAL AIR SYSTEMS' BALANCING PROCEDURES

- A. Prepare test reports for both fans and outlets. Obtain manufacturer's outlet factors and recommended testing procedures. Crosscheck the summation of required outlet volumes with required fan volumes.
- B. Prepare schematic diagrams of systems' "as-built" duct layouts.

TESTING, ADJUSTING, AND BALANCING

15990 - 5

- 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 the airflow patterns from the outside-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.

3.5 CONSTANT-VOLUME AIR SYSTEMS' BALANCING PROCEDURES

- A. The procedures in this Article apply to constant-volume supply-, return-, and exhaust-air systems. Additional procedures are required for variable-air-volume and process exhaust-air systems. These additional procedures are specified in other articles in this Section.
- B. Adjust fans to deliver total design airflows within the maximum allowable rpm listed by the fan manufacturer.
 - 1. Measure fan static pressures to determine actual static pressure as follows:
 - a. Measure outlet static pressure as far downstream from the fan as practicable and upstream from restrictions in ducts such as elbows and transitions.
 - b. Measure static pressure directly at the fan outlet or through the flexible connection.
 - c. Measure inlet static pressure of single-inlet fans in the inlet duct as near the fan as possible, upstream from flexible connection and downstream from duct restrictions.
 - d. Measure inlet static pressure of double-inlet fans through the wall of the plenum that houses the fan.
 - 2. Measure static pressure across each air-handling unit component.
 - a. Simulate dirty filter operation and record the point at which maintenance personnel must change filters.
 - 3. Measure static pressures entering and leaving other devices such as sound traps, heat recovery equipment, and air washers under final balanced conditions.
 - 4. Compare design data with installed conditions to determine variations in design static pressures versus actual static pressures. Compare actual system effect factors with calculated system effect factors to identify where variations occur. Recommend corrective action to align design and actual conditions.

5. Adjust fan speed higher or lower than design with the approval of the Architect. Make required adjustments to pulley sizes, motor sizes, and electrical connections to accommodate fan-speed changes.
 6. 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 no overload will occur. Measure amperage in full cooling, full heating, and economizer modes to determine the maximum required brake horsepower.
- C. Adjust volume dampers for main duct, sub-main ducts, and major branch ducts to design airflows within specified tolerances.
1. Measure static pressure at a point downstream from the balancing damper and adjust volume dampers until the proper static pressure is achieved.
 - a. Where sufficient space in sub-mains and branch ducts is unavailable for Pitot-tube traverse measurements, measure airflow at terminal outlets and inlets and calculate the total airflow for that zone.
 2. Re-measure each sub-main and branch duct, after all have been adjusted. Continue to adjust sub-mains and branch ducts to design airflows within specified tolerances.
- D. Measure terminal outlets and inlets (R, G's, and D's) without making adjustments.
1. Measure terminal outlets using a direct-reading hood or the outlet manufacturer's written instructions and calculating factors.
- E. Adjust terminal outlets and inlets for each space to design airflows within specified tolerances of design values. Make adjustments using volume dampers rather than extractors and the dampers at the air terminals.
1. Adjust each outlet in the same room or space to within specified tolerances of design quantities without generating noise levels above the limitations prescribed by the Contract Documents.
 2. Adjust patterns of adjustable outlets for proper distribution without drafts.

3.6 FUNDAMENTAL PROCEDURES FOR HYDRONIC SYSTEMS

- A. Prepare test reports with pertinent design data and number in sequence starting at pump to end of system. Check the sum of branch-circuit flows against approved pump flow rate. Correct variations that exceed plus or minus 5 percent.
- B. Prepare schematic diagrams of systems' "as-built" piping layouts.
- C. Prepare hydronic systems for testing and balancing according to the following, in addition to the general preparation procedures specified above:
 1. Open all manual valves for maximum flow.
 2. Check expansion tank liquid level.
 3. Check makeup-water-station pressure gage for adequate pressure for highest vent.
 4. Check flow-control valves for specified sequence of operation and set at design flow.
 5. Set differential-pressure control valves at the specified differential pressure. Do not set at fully closed position when pump is positive-displacement type, unless several terminal valves are kept open.

TESTING, ADJUSTING, AND BALANCING

15990 - 7

6. Set system controls so automatic valves are wide open to heat exchangers.
7. Check pump-motor load. If motor is overloaded, throttle main flow-balancing device so motor nameplate rating is not exceeded.
8. Check air vents for a forceful liquid flow exiting from vents when manually operated.

3.7 HYDRONIC SYSTEMS' BALANCING PROCEDURES

- A. Determine water flow at pumps. Use the following procedures, except for positive-displacement pumps:
 1. Verify impeller size by operating the pump with the discharge valve closed. Verify with the pump manufacturer that this will not damage pump. Read pressure differential across the pump. Convert pressure to head and correct for differences in gage heights. Note the point on the manufacturer's pump curve at zero flow and confirm that the pump has the intended impeller size.
 2. Check system resistance. With all valves open, read pressure differential across the pump and mark the pump manufacturer's head-capacity curve. Adjust pump discharge valve until design water flow is achieved.
 3. Verify pump-motor brake horsepower. Calculate the intended brake horsepower for the system based on the pump manufacturer's performance data. Compare calculated brake horsepower with nameplate data on the pump motor. Report conditions where actual amperage exceeds motor nameplate amperage.
 4. Report flow rates that are not within plus or minus 5 percent of design.
- B. Set calibrated balancing valves, if installed, at calculated pre-settings.
- C. Measure flow at all stations and adjust, where necessary, to obtain first balance.
 1. System components that have Cv rating or an accurately cataloged flow-pressure-drop relationship may be used as a flow-indicating device.
- D. Measure flow at main balancing station and set main balancing device to achieve flow that is 5 percent greater than design flow.
- E. Adjust balancing stations to within specified tolerances of design flow rate as follows:
 1. Determine the balancing station with the highest percentage over design flow.
 2. Adjust each station in turn, beginning with the station with the highest percentage over design flow and proceeding to the station with the lowest percentage over design flow.
 3. Record settings and mark balancing devices.
- F. Measure pump flow rate and make final measurements of pump amperage, voltage, rpm, pump heads, and systems' pressures and temperatures, including outdoor-air temperature.
- G. Measure the differential-pressure control valve settings existing at the conclusions of balancing.

3.8 MOTORS

- A. Motors, 1/2 HP and Larger: Test at final balanced conditions and record the following data:

TESTING, ADJUSTING, AND BALANCING

15990 - 8

1. Manufacturer, model, and serial numbers.
2. Motor horsepower rating.
3. Motor rpm.
4. Efficiency rating if high-efficiency motor.
5. Nameplate and measured voltage, each phase.
6. Nameplate and measured amperage, each phase.
7. Starter thermal-protection-element rating.

- B. Motors Driven by Variable-Frequency Controllers: Test for proper operation at speeds varying from minimum to maximum. Test the manual bypass for the controller to prove proper operation. Record observations, including controller manufacturer, model and serial numbers, and nameplate data.

3.9 BOILERS

- A. Measure entering- and leaving-water temperatures and water flow.

3.10 HEAT-TRANSFER COILS

- A. Water Coils: Measure the following data for each coil:
1. Entering- and leaving-water temperatures.
 2. Water flow rate.
 3. Water pressure drop.
 4. Dry-bulb temperatures of entering and leaving air.
 5. Wet-bulb temperatures of entering and leaving air for cooling coils designed for less than 7500 cfm.
 6. Airflow.
 7. Air pressure drop.

3.11 TEMPERATURE TESTING

- A. During testing, adjusting, and balancing, report need for adjustment in temperature regulation within the automatic temperature-control system.
- B. Measure indoor wet- and dry-bulb temperatures every other hour for a period of 2 successive 8-hour days, in each separately controlled zone, to prove correctness of final temperature settings. Measure when the building or zone is occupied.
- C. Measure outside-air, wet- and dry-bulb temperatures.

3.12 TEMPERATURE-CONTROL VERIFICATION

- A. Verify that controllers are calibrated and commissioned.

- B. Check transmitter and controller locations and note conditions that would adversely affect control functions.
- C. Record controller settings and note variances between set points and actual measurements.
- D. Verify operation of limiting controllers (i.e., high- and low-temperature controllers).
- E. Verify free travel and proper operation of control devices such as damper and valve operators.
- F. Verify sequence of operation of control devices. Note air pressures and device positions and correlate with airflow and water-flow measurements. Note the speed of response to input changes.
- G. Confirm interaction of electrically operated switch transducers.
- H. Confirm interaction of interlock and lockout systems.
- I. Verify main control supply-air pressure and observe compressor and dryer operations.
- J. Record voltages of power supply and controller output. Determine if the system operates on a grounded or non-grounded power supply.
- K. Note operation of electric actuators using spring return for proper fail-safe operations.

3.13 TOLERANCES

- A. Set HVAC system airflow and water flow rates within the following tolerances:
 1. Supply, Return, and Exhaust Fans: Plus 5 to plus 10 percent.
 2. Air Outlets and Inlets: 0 to minus 10 percent.
 3. Heating-Water Flow Rate: 0 to minus 10 percent.
 4. Cooling-Water Flow Rate: 0 to minus 5 percent.

3.14 FINAL REPORT

- A. General: Typewritten, or computer printout in letter-quality font, on standard bond paper, in 3-ring binder, tabulated and divided into sections by tested and balanced systems.
- B. Include a certification sheet in front of binder signed by the qualified testing and balancing engineer.
 1. Include a list of the instruments used for procedures, along with proof of calibration.
- C. Final Report Contents: In addition to the 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, but do not include approved Shop Drawings and Product Data.
- D. General Report Data: In addition to the form titles and entries, include the following data in the final report, as applicable:
1. Title page.
 2. Name and address of testing, adjusting, and balancing Agent.
 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 testing, adjusting, and balancing Agent who certifies the report.
 10. Summary of contents, including the following:
 - a. Design versus final performance.
 - b. Notable characteristics of systems.
 - c. Description of system operation sequence if it varies from the Contract Documents.
 11. Nomenclature sheets for each item of equipment.
 12. Data for terminal units, including manufacturer, type size, and fittings.
 13. Notes to explain why certain final data in the body of reports vary from design values.
 14. Test conditions for fans and pump performance forms, including the following:
 - a. Settings for outside-, 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.
- E. System Diagrams: Include schematic layouts of air and hydronic distribution systems. Present with single-line diagrams and include the following:
1. Quantities of outside, 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.
- F. Air-Handling Unit Test Reports: For air-handling units with coils, include the following:
1. Unit Data: Include the following:
 - a. Unit identification.
 - b. Location.
 - c. Make and type.
 - d. Model number and unit size.
 - e. Manufacturer's serial number.

TESTING, ADJUSTING, AND BALANCING

15990 - 11

- f. Unit arrangement and class.
 - g. Discharge arrangement.
 - h. Sheave make, size in inches, and bore.
 - i. Sheave dimensions, center-to-center and amount of adjustments in inches.
 - j. Number of belts, make, and size.
 - k. Number of filters, type, and size.
2. Motor Data: Include the following:
 - a. 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. Sheave dimensions, center-to-center and amount of adjustments in inches.
 3. Test Data: Include design and actual values for the following:
 - 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. Outside airflow in cfm.
 - j. Return airflow in cfm.
 - k. Outside-air damper position.
 - l. Return-air damper position.
 - m. Vortex damper position.
- G. Apparatus-Coil Test Reports: For apparatus coils, include the following:
1. Coil Data: Include the following:
 - a. System identification.
 - b. Location.
 - c. Coil type.
 - d. Number of rows.
 - e. Fin spacing in fins per inch.
 - f. Make and model number.
 - g. Face area in sq. ft..
 - h. Tube size in NPS.
 - i. Tube and fin materials.
 - j. Circuiting arrangement.
 2. Test Data: Include design and actual values for the following:
 - a. Airflow rate in cfm.
 - b. Average face velocity in fpm.
 - c. Air pressure drop in inches wg.
 - d. Outside-air, wet- and dry-bulb temperatures in deg F.
 - e. Return-air, wet- and dry-bulb temperatures in deg F.
 - f. Entering-air, wet- and dry-bulb temperatures in deg F.
 - g. Leaving-air, wet- and dry-bulb temperatures in deg F.

TESTING, ADJUSTING, AND BALANCING

15990 - 12

- h. Water flow rate in gpm.
 - i. Water pressure differential in feet of head or psig.
 - j. Entering-water temperature in deg F.
 - k. Leaving-water temperature in deg F.
 - l. Refrigerant expansion valve and refrigerant types.
 - m. Refrigerant suction pressure in psig.
 - n. Refrigerant suction temperature in deg F.
 - o. Inlet steam pressure in psig.
- H. Fan Test Reports: For supply, return, and exhaust fans, include the following:
1. Fan Data: Include the following:
 - a. System identification.
 - b. Location.
 - c. Make and type.
 - d. Model number and size.
 - e. Manufacturer's serial number.
 - f. Arrangement and class.
 - g. Sheave make, size in inches, and bore.
 - h. Sheave dimensions, center-to-center and amount of adjustments in inches.
 2. Motor Data: Include the following:
 - a. 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. Sheave dimensions, center-to-center and amount of adjustments in inches.
 - g. Number of belts, make, and size.
 3. Test Data: Include design and actual values for the following:
 - 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. Suction static pressure in inches wg.
- I. Duct Traverse Reports: Include a diagram with a grid representing the duct cross-section and record the following:
1. Report Data: Include the following:
 - a. System and air-handling unit number.
 - b. Location and zone.
 - c. Traverse air temperature in deg F.
 - d. Duct static pressure in inches wg.
 - e. Duct size in inches.
 - f. Duct area in sq. ft..
 - g. Design airflow rate in cfm.
 - h. Design velocity in fpm.
 - i. Actual airflow rate in cfm.
 - j. Actual average velocity in fpm.
 - k. Barometric pressure in psig.

TESTING, ADJUSTING, AND BALANCING

15990 - 13

- J. Air-Terminal-Device Reports: For terminal units, include the following:
1. Unit Data: Include the following:
 - a. System and air-handling unit identification.
 - b. Location and zone.
 - c. Test apparatus used.
 - d. Area served.
 - e. Air-terminal-device make.
 - f. Air-terminal-device number from system diagram.
 - g. Air-terminal-device type and model number.
 - h. Air-terminal-device size.
 - i. Air-terminal-device effective area in sq. ft..
 2. Test Data: Include design and actual values for the following:
 - 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.
- K. Hydronic terminal units: For [reheat coils], [radiant floor system], [finned tube radiation] and [water coils of terminal units], include the following:
1. Unit Data: Include the following:
 - 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: Include design and actual values for the following:
 - a. Airflow rate in cfm.
 - b. Entering-water temperature in deg F.
 - c. Leaving-water temperature in deg F.
 - d. Water flow in GPM.
 - e. Water pressure drop in feet of head or psig.
- L. Pump Test Reports: For pumps, include the following data. Calculate impeller size by plotting the shutoff head on pump curves.
1. Unit Data: Include the following:
 - a. Unit identification.
 - b. Location.
 - c. Service.
 - d. Make and size.
 - e. Model and serial numbers.
 - 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.

TESTING, ADJUSTING, AND BALANCING

15990 - 14

- 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: Include design and actual values for the following:
- 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.
- M. Boiler Test Reports: For boilers, include the following:
- 1. Unit Data: Include the following:
 - a. Unit identification.
 - b. Location.
 - c. Service.
 - d. Make and type.
 - e. Model and serial numbers.
 - f. Fuel type and input in Btuh.
 - g. Voltage at each connection.
 - h. Amperage for each phase.
 - 2. Test Data: Include design and actual values for the following:
 - a. Flow in gpm.
 - b. Entering-water temperature in deg F.
 - c. Leaving-water temperature in deg F.
- N. Instrument Calibration Reports: For instrument calibration, include the following:
- 1. Report Data: Include the following:
 - a. Instrument type and make.
 - b. Serial number.
 - c. Application.
 - d. Dates of use.
 - e. Dates of calibration.

END OF SECTION 15990