

SECTION 019115 - HVAC COMMISSIONING REQUIREMENTS

PART 1 - GENERAL

1.1. RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2. SUMMARY

- A. This Section includes requirements for commissioning the HVAC system and its subsystems and equipment. This Section supplements the general requirements specified in Division 01 Section "General Commissioning Requirements."
- B. Related Sections include the following:
 - 1. Division 01 Section "General Commissioning Requirements" for general requirements for commissioning processes that apply to this Section.
- C. The following systems and/or equipment shall be commissioned (**if applicable**):
 - 1. Split system DX units with natural gas heat.
 - 2. Infrared heaters
 - 3. Carbon monoxide exhaust air system
 - 4. Ductless unit serving the furniture storage room
 - 5. HVAC controls and sequences of operation
 - 6. Automatic temperature control system
 - 7. Duct detectors (split system units 2,000 cfm and larger)

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1.3. DEFINITIONS

- A. Engineer: Includes the Engineer identified in the Contract for Construction between Owner and Contractor, plus consultant/design professionals responsible for design of HVAC, electrical, communications, controls for HVAC systems, and other related systems.
- B. CxA: Commissioning Authority.
- C. Systems, Subsystems, and Equipment: Where these terms are used together or separately, they shall mean "as-built" systems, subsystems, and equipment.
- D. TAB: Testing, Adjusting, and Balancing.

1.4. CONTRACTOR'S RESPONSIBILITIES

- A. The following responsibilities are in addition to those specified in Division 01 Section "General Commissioning Requirements."
- B. Contractor:
 - 1. Attend procedures meeting for TAB Work.
 - 2. Certify that TAB Work is complete.
 - 3. Assist performing functional performance tests.
- C. Mechanical Contractor:
 - 1. Attend TAB verification testing.
 - 2. Provide measuring instruments and logging devices to record test data, and data acquisition equipment to record data for the complete range of testing for the required test period.
 - 3. Assist in performing functional performance tests.
- D. HVAC Instrumentation and Control Contractor: With the CxA, review control designs for compliance with the Contract Documents, controllability with respect to actual equipment to be installed, and recommend adjustments to control designs and sequence of operation descriptions. Assist with performing functional performance tests.

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E. TAB Subcontractor:

1. Contract Documents Review: With the CxA, review the Contract Documents before developing TAB procedures.
 - a. Verify the following:
 - i. Accessibility of equipment and components required for TAB Work.
 - ii. Adequate number and placement of duct balancing dampers to allow proper balancing while minimizing sound levels in occupied spaces.
 - iii. Adequate number and placement of balancing valves to allow proper balancing and recording of water flow.
 - iv. Adequate number and placement of test ports and test instrumentation to allow reading and compilation of system and equipment performance data needed to conduct both TAB and commissioning testing.
 - v. Air and water flow rates have been specified and compared to central equipment output capacities.
 - b. Identify discontinuities and omissions in the Contract Documents.
 - c. This review of the Contract Documents by the TAB Subcontractor satisfies requirements for a design review report.
 - d. Assist in performing functional performance tests.

F. Electrical Contractor:

1. With the Mechanical Contractor, coordinate installations and connections between and among electrical and HVAC systems, subsystems, and equipment.
2. Attend TAB verification testing.

1.5. COMMISSIONING DOCUMENTATION

- A. The following are in addition to documentation specified in Division 01 Section "General Commissioning Requirements."
- B. Test Checklists: CxA with assistance of Contractor shall develop test checklists for HVAC systems, subsystems, and equipment, including interfaces and interlocks with other systems. CxA shall prepare separate checklists for each mode of operation and provide space to indicate whether the mode under test responded as required. In addition to the requirements specified in Division 01 Section "General Commissioning Requirements," checklists shall include, but not be limited to, the following:
 1. Calibration of sensors and sensor function.
 2. Testing conditions under which test was conducted, including (as applicable) ambient conditions, set points, override conditions, and status and operating conditions that impact the results of test.

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3. Control sequences for HVAC systems.
4. Strength of control signal for each set point at specified conditions.
5. Responses to control signals at specified conditions.
6. Sequence of response(s) to control signals at specified conditions.
7. Electrical demand or power input at specified conditions.
8. Power quality and related measurements.
9. Expected performance of systems, subsystems, and equipment at each step of test.
10. Narrative description of observed performance of systems, subsystems, and equipment. Notation to indicate whether the observed performance at each step meets the expected results.
11. Interaction of auxiliary equipment.
12. Issues log.

1.6. SUBMITTALS

- A. The following submittals are in addition to those specified in Division 01 Section "General Commissioning Requirements."
- B. Testing Procedures: CxA shall submit detailed testing plan, procedures, and checklists for each series of tests. Submittals shall include samples of data reporting sheets that will be part of the reports.
- C. Certificate of Readiness: CxA shall compile certificates of readiness from Contractor certifying that systems, subsystems, equipment, and associated controls are ready for testing.
- D. Certificate of Completion of Installation, Prestart, and Startup: CxA shall certify that installation, prestart, and startup activities have been completed. Certification shall include completed checklists provided by TAB Subcontractor.
- E. Test and Inspection Reports: CxA shall submit test and inspection reports to the Construction Manager, the Engineer, and the Design Engineers.
- F. Corrective Action Documents: CxA shall submit corrective action documents to the Construction Manager, the Engineer, and the Design Engineers.
- G. Certified TAB Reports: CxA shall submit verified, certified TAB reports.

1.7. ALTERNATES

- A. Refer to Division 01 Section, "Alternates" for description of work under this section affected by alternates.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1. TESTING PREPARATION

A. Prerequisites for Testing:

1. Certify that HVAC systems, subsystems, and equipment have been completed, calibrated, and started; are operating according to the Contract Documents; and that Certificates of Readiness are signed and submitted.
2. Certify that HVAC instrumentation and control systems have been completed and calibrated; are operating according to the Contract Documents; and that pretest set points have been recorded.
3. Certify that TAB procedures have been completed, and that TAB reports have been submitted, discrepancies corrected, and corrective work approved.
4. Test systems and intersystem performance after approval of test checklists for systems, subsystems, and equipment.
5. Set systems, subsystems, and equipment into operating mode to be tested (e.g., normal shutdown, normal auto position, normal manual position, unoccupied cycle, emergency power, and alarm conditions).
6. Verify each operating cycle after it has been running for a specified period and is operating in a steady-state condition.
7. Inspect and verify the position of each device and interlock identified on checklists. Sign off each item as acceptable, or failed. Repeat this test for each operating cycle that applies to system being tested.
8. Check safety cutouts, alarms, and interlocks with duct detectors and life-safety systems during each mode of operation.
9. Annotate checklist or data sheet when a deficiency is observed.
10. Verify equipment interface with monitoring and control system and TAB criteria; include the following (**if applicable**):
 - a. All pump status alarms, pump operation, flow rates, and controls.
 - b. All temperature alarms.
 - c. Boiler temperatures, flow rates, low water cut-off interlock, flame failure interlocks, and amperage.
 - d. Building pressurization and room differential pressures.
 - e. Differential bypass valves and transmitters.
 - f. Ductless heat pumps and air conditioning units with air flow rates, fluid flow rates, and temperatures.
 - g. Electric heating equipment volts, amps, and temperature rise.
 - h. Fan coil unit air/water flow rates and temperatures.
 - i. Finned tube radiation operation and control.
 - j. Fluid flow rates and temperature for all water cooled equipment.
 - k. Heat pipe temperatures and frost protection.
 - l. Minimum outdoor-air intake in each operational mode and at minimum and maximum airflows.
 - m. Minimum outdoor-air intake in each operational mode and at minimum and maximum airflows.
 - n. Operation/Accuracy of air and fluid flow measuring stations at various flow rates.
 - o. Pump flow rates, pressure and amperage at each operating mode.
 - p. Sequences of operation of all HVAC equipment.

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- q. Set point and operation of “high temperature” alarms.
 - r. Split system condensing units.
 - s. Supply and return air flow rates for all HVAC equipment.
 - t. Supply and return flow rates for constant volume systems in each operational mode.
 - u. Test all flow switches including operation and alarms.
 - v. Test freeze protection pumps.
 - w. Test operation and interlocks of all combination smoke/fire dampers.
 - x. Total exhaust airflow and total outdoor-air intake.
 - y. Unit heaters operation and control.
 - z. Variable speed drive parameters at each operated mode.
11. Verify proper responses of monitoring and control system controllers and sensors to include the following:
- a. For each controller or sensor, record the indicated monitoring and control system reading and the test instrument reading. If initial test indicates that the test reading is outside of the control range of the installed device, check calibration of the installed device and adjust as required. Retest malfunctioning devices and record results on checklist or data sheet.
 - b. Report deficiencies and prepare an issues log entry.
12. Verify that HVAC equipment field quality-control testing has been completed and approved. CxA shall direct, witness, and document field quality-control tests, inspections, and startup.
- B. Testing Instrumentation: Install measuring instruments and logging devices to record test data for the required test period. Instrumentation shall monitor and record full range of operating conditions and shall allow for calculation of total capacity of system for each mode of operation. For individual room cooling tests, provide temporary heaters to impose a cooling load. Operational modes include the following:
- 1. Heating/Cooling Mode.
 - 2. Occupied and unoccupied.
 - 3. Warm up and cool down.
 - 4. Fluid flow rates and temperatures for all water cooled equipment.
 - 5. Life-safety and safety systems.
 - 6. Duct detectors.
 - 7. Fire safety.
 - 8. Temporary upset of system operation.
 - 9. Partial occupancy conditions.
 - 10. Special cycles.
 - 11. ERV supply/exhaust air flow at partial CO2 levels.
 - 12. Lead/lag/standby modes of operation where redundant equipment is indicated.
 - 13. All alarms.
 - 14. Flow switch shut-down and alarm.
 - 15. Condensate overflow safety switch shut-down and alarm.

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16. Condensate pump operation.
17. Test operation and accuracy of air/fluid flow measuring stations.

3.2. TAB VERIFICATION

- A. TAB Subcontractor shall coordinate with CxA and shall copy CxA with required reports, sample forms, checklists, and certificates.
- B. Contractor, HVAC Contractor, and CxA shall witness TAB Work.
- C. TAB Preparation:
 1. TAB Subcontractor shall provide CxA with data required for "Pre-Field TAB Engineering Reports."
 - a. CxA shall use this data to certify that prestart and startup activities have been completed for systems, subsystems, and equipment installation.
- D. Verification of Final TAB Report:
 1. CxA shall select, at random, 10 percent of report for field verification.
 2. CxA shall notify TAB Subcontractor 10 days in advance of the date of field verification; however, notice shall not include data points to be verified. The TAB Subcontractor shall use the same instruments (by model and serial number) that were used when original data were collected.
 3. Failure of an item is defined as follows:
 - a. For all readings a deviation of more than 10 percent.
 4. Failure of more than 10 percent of selected items shall result in rejection of final TAB report.
- E. If deficiencies are identified during verification testing, CxA shall notify the HVAC Contractor and Engineer, and shall take action to remedy the deficiency. Engineer shall review final tabulated checklists and data sheets to determine if verification is complete and that system is operating according to the Contract Documents.
- F. CxA shall certify that TAB Work has been successfully completed.

3.3. TESTING

- A. Test systems and intersystem performance after test checklists for systems, subsystems, and equipment have been approved.
- B. Contractors and subcontractors must pre-inspect and pre-test all equipment and systems prior to requesting functional performance testing by the CxA. All pre-start/start-up checklists and functional performance test forms must be completed and submitted to

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Engineer prior to scheduling formal functional performance testing.

- C. Perform tests using design conditions whenever possible.
 - 1. Simulate conditions by imposing an artificial load when it is not practical to test under design conditions and when written approval for simulated conditions is received from CxA. Before simulating conditions, calibrate testing instruments. Set and document simulated conditions and methods of simulation. After tests, return settings to normal operating conditions.
 - 2. Alter set points when simulating conditions is not practical and when written approval is received from CxA.
 - 3. Alter sensor values with a signal generator when design or simulating conditions and altering set points are not practical. Do not use sensor to act as signal generator to simulate conditions or override values.

- D. Scope of HVAC Contractor Testing:
 - 1. Testing scope shall include entire HVAC installation, from central equipment for heat generation and refrigeration through distribution systems to each conditioned space. It shall include measuring capacities and effectiveness of operational and control functions.
 - 2. Test all operating modes, interlocks, control responses, responses to abnormal or emergency conditions, and verify proper response of building automation system controllers and sensors.

- E. Detailed Testing Procedures: CxA, with HVAC Contractor, TAB Subcontractor, and HVAC Instrumentation and Control Contractor, shall prepare detailed testing plans, procedures, and checklists for HVAC systems, subsystems, and equipment.

- F. HVAC Instrumentation and Control System Testing:
 - 1. The CxA, HVAC Contractor, Equipment Provider/Manufacturer and the HVAC Instrumentation and Control Contractor shall collaborate to prepare testing plans.
 - 2. CxA shall convene a meeting of appropriate entities to review test report of HVAC instrumentation and control systems.

- G. Energy Supply System Testing: HVAC Contractor shall prepare a testing plan to verify performance of gas systems and equipment. Plan shall include the following:
 - 1. Sequence of testing and testing procedures for each equipment item and pipe section to be tested, identified by pipe zone or sector identification marker. Markers shall be keyed to Drawings for each pipe sector showing the physical location of each designated pipe test section. Drawings keyed to pipe zones or sectors shall be formatted to allow each section of piping to be physically located and identified when referred to in system testing plan.
 - 2. Tracking checklist for managing and ensuring that all pipe sections have been tested.

- H. Heat-Generation System Testing: HVAC Contractor shall prepare a testing plan to verify

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performance of air handling units, heat pumps, condensate receivers, and auxiliary equipment, energy recovery ventilators, unit heaters, radiant heat panels, hydronic unit heaters, welding makeup air units, fan coil units, boilers, and baseboard radiation. Plan shall include the following:

1. Sequence of testing and testing procedures for each item of equipment and section of pipe to be tested, identified by identification marker. Markers shall be keyed to Drawings for each pipe sector showing the physical location of each item of equipment and pipe test section. Drawings shall be formatted to allow each item of equipment and section of piping to be physically located and identified when referred to in the system testing plan.
 2. Tracking checklist for managing and ensuring that all pipe sections have been tested.
- I. Refrigeration Heat Rejection System Testing: HVAC Contractor shall prepare a testing plan to verify performance of condensers, ductless units, and other refrigeration systems. Plan shall include the following:
1. Sequence of testing and testing procedures for each item of equipment and section of pipe to be tested, identified by identification marker. Markers shall be keyed to Drawings showing the physical location of each item of equipment and pipe test section. Drawings shall be formatted to allow each item of equipment and section of piping to be physically located and identified when referred to in the system testing plan.
 2. Tracking checklist for managing and ensuring that all pipe sections have been tested.
- J. HVAC Distribution System Testing: HVAC Contractor shall prepare a testing plan to verify performance of air, air handling units, and hydronic distribution systems, special exhaust systems, and ERV unit supply and exhaust. Include HVAC terminal equipment and unitary equipment. Plan shall include the following:
1. Sequence of testing and testing procedures for each item of equipment and section of pipe to be tested, identified by identification marker. Markers shall be keyed to Drawings showing the physical location of each item of equipment and pipe test section. Drawings shall be formatted to allow each item of equipment and section of piping to be physically located and identified when referred to in the system testing plan.
 2. Tracking checklist for managing and ensuring that all pipe sections have been tested.
 3. Equipment, air flow rates, air temperatures, fluid flow rates, safeties, freeze protection pump operation, and demand controlled ventilation.
- K. Deferred Testing:
1. If tests cannot be completed because of a deficiency outside the scope of the HVAC system, the deficiency shall be documented and reported to Owner. Deficiencies shall be resolved and corrected by appropriate parties and test rescheduled.
 2. If the testing plan indicates specific seasonal testing, appropriate initial performance tests shall be completed and documented and additional tests

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scheduled.

L. Testing Reports:

1. Reports shall include measured data, data sheets, and a comprehensive summary describing the operation of systems at the time of testing.
2. Include data sheets for each controller to verify proper operation of the control system, the system it serves, the service it provides, and its location. For each controller, provide space for recording its readout, the reading at the controller's sensor(s), plus comments. Provide space for testing personnel to sign off on each data sheet.
3. Prepare a preliminary test report. Deficiencies will be evaluated by Engineer, to determine corrective action. Deficiencies shall be corrected and test repeated.

END OF SECTION 019115