SECTION 23 08 00

COMMISSIONING OF HVAC SYSTEMS

PART 1 - GENERAL

1.01 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.

B. The OPR and BOD documentation are included by reference for information only.

1.02 SUMMARY

A. This section includes commissioning process requirements for HVAC&R systems, assemblies, and equipment.

B. Related Sections:

1. Division 01 Section "General Commissioning Requirements" for general commissioning process requirements.

1.03 DESCRIPTION

A. Refer to Division 01 Section “General Commissioning Requirements” for the description of commissioning.

1.04 DEFINITIONS

A. Refer to Division 01 Section “General Commissioning Requirements” for definitions.

1.05 SUBMITTALS

A. Refer to Division 01 Section “General Commissioning Requirements” for CxA’s role.

B. Refer to Division 01 Section “Submittals” for specific requirements. In addition, provide the following:

C. Certificates of readiness

D. Certificates of completion of installation, prestart, and startup activities.

E. O&M manuals

F. Test reports

1.06 QUALITY ASSURANCE

A. Test Equipment Calibration Requirements: HVAC Contractors will comply with test manufacturer’s calibration procedures and intervals. Recalibrate test instruments immediately after instruments have been repaired resulting from being dropped or damaged. Affix calibration tags to test instruments. Furnish calibration records to CxA upon request.

1.07 COORDINATION

A. Refer to Division 01 Section “General Commissioning Requirements” for requirements pertaining to coordination during the commissioning process.

PART 2 - PRODUCTS

2.01 TEST EQUIPMENT

A. All standard testing equipment required to perform startup, initial checkout and functional performance testing shall be provided by the Contractor for the equipment being tested. For example, the mechanical contractor of Division 23 shall ultimately be responsible for all standard testing equipment for the HVAC&R system and controls system in Division 23, except for equipment specific to and used by TAB in their commissioning responsibilities.

B. Special equipment, tools and instruments (specific to a piece of equipment and only available from vendor) required for testing shall be included in the base bid price to the Owner and left on site, except for stand-alone data logging equipment that may be used by the CxA.

C. Proprietary test equipment and software required by any equipment manufacturer for programming and/or start-up, whether specified or not, shall be provided by the manufacturer of the equipment. Manufacturer shall provide the test equipment, demonstrate its use, and assist in the commissioning process as needed. Proprietary test equipment (and software) shall become the property of the Owner upon completion of the commissioning process.

D. All testing equipment shall be of sufficient quality and accuracy to test and/or measure system performance with the tolerances specified in the Specifications. If not otherwise noted, the following minimum requirements apply: Temperature sensors and digital thermometers shall have a certified calibration within the past year to an accuracy of 0.5°F and a resolution of + or - 0.1°F. Pressure sensors shall have an accuracy of + or - 2.0% of the value range being measured (not full range of meter) and have been calibrated within the last year.

PART 3 - EXECUTION

3.01 GENERAL DOCUMENTATION REQUIREMENTS

A. With assistance from the installing contractors, the CxA will prepare Pre-Functional Checklists for all commissioned components, equipment, and systems

B. Red-lined Drawings: The contractor will verify all equipment, systems, instrumentation, wiring and components are shown correctly on red-lined drawings. Preliminary red-lined drawings must be made available to the Commissioning Team for use prior to the start of Functional Performance Testing. Changes, as a result of Functional Testing, must be incorporated into the final as-built drawings, which will be created from the red-lined drawings. The contracted party, as defined in the Contract Documents will create the as-built drawings.

C. Operation and Maintenance Data: Contractor will provide a copy of O&M literature within 45 days of each submittal acceptance for use during the commissioning process for all commissioned equipment and systems. The CxA will review the O&M literature once for conformance to project requirements. The CxA will receive a copy of the final approved O&M literature once corrections have been made by the HVAC Contractor.

D. Demonstration and Training: Contractor will provide demonstration and training as required by the specifications. A complete training plan and schedule must be submitted by the contractor to the CxA four weeks (4) prior to any training. A training agenda for each training session must be submitted to the CxA one (1) week prior the training session

3.02 HVAC CONTRACTOR'S RESPONSIBILITIES

A. Perform commissioning functional test procedures at the direction of the CxA. This includes but is not limited to the controls contractor verifying with the CxA that all sequences of operations are functioning properly.

B. Attend construction phase controls coordination meetings.

C. Attend testing, adjusting, and balancing review and coordination meetings.

D. Participate in HVAC&R systems, assemblies, equipment, and component maintenance orientation and inspection as directed by the CxA.

E. Provide information requested by the CxA for final commissioning documentation. This may include but is not limited to pipe pressure tests, duct leakage tests and flushing / cleaning reports.

F. Include requirements for submittal data, operation and maintenance data, and training in each purchase order or sub-contract written.

G. Prepare preliminary schedule for Mechanical system orientations and inspections, operation and maintenance manual submissions, training sessions, pipe and duct system testing, flushing and cleaning, equipment start-up, testing and balancing and task completion for owner. Distribute preliminary schedule to commissioning team members.

H. Update schedule as required throughout the construction period.

I. Assist the CxA in all verification and functional performance tests. While the CxA is onsite the contractor does not need to be with the CxA throughout the entire day but only needs to be available if assistance is needed (such as turning a piece of equipment on). The exception is that the controls contractor is expected to verify all sequences of operation with the CxA.

J. Provide measuring instruments and logging devices to record test data, and provide data acquisition equipment to record data for the complete range of testing for the required test period.

K. Gather operation and maintenance literature on all equipment, and assemble in binders as required by the specifications. Submit to CxA 45 days after submittal acceptance.

L. Coordinate with the CxA to provide 48-hour advance notice so that the witnessing of equipment and system start-up and testing can begin.

M. Notify the CxA a minimum of two weeks in advance of the time for start of the testing and balancing work. Attend the initial testing and balancing meeting for review of the official testing and balancing procedures.

N. Participate in, and schedule vendors and contractors to participate in the training sessions.

O. Provide written notification to the CM/GC and CxA Authority that the following work has been completed in accordance with the contract documents, and that the equipment, systems, and sub-system are operating as required.

P. The equipment supplier shall document the performance of his equipment.

Q. Provide a complete set of red-lined drawings to the CxA prior to the start of Functional Performance Testing.

R. Test, Adjust and Balance Contractor

1. Attend initial commissioning coordination meeting scheduled by the Commissioning Authority.
2. Submit the site specific testing and balancing plan to the CxA and AE for review and acceptance.
3. Attend the testing and balancing review meeting scheduled by the CxA. Be prepared to discuss the procedures that shall be followed in testing, adjusting, and balancing the HVAC&R system.
4. At the completion of the testing and balancing work, and the submittal of the final testing and balancing report, notify the HVAC&R contractor and the CM/GC.
5. At the completion of testing and balancing work, and the submittal of the final testing and balancing report, notify the HVAC&R Contractor and the CM/GC.
6. Participate in verification of the testing and balancing report, which will consist of repeating measurements contained in the testing and balancing reports. Assist in diagnostic purposes when directed.

S. Equipment Suppliers

1. Provide all requested submittal data, including detailed start-up procedures and specific responsibilities of the Owner, to keep warranties in force.
2. Assist in equipment testing per agreements with contractors.
3. Provide information requested by CxA regarding equipment sequence of operation and testing procedures.

T. Refer to Division 01 Section “General Commissioning Requirements” for additional contractor responsibilities.

3.03 CxA'S RESPONSIBILITIES

A. Refer to Division 01 Section “General Commissioning Requirements” for CxA’s Responsibilities.

3.04 TESTING PREPARATION

A. Certify in writing to the CxA that HVAC&R systems, subsystems, and equipment have been installed, calibrated, and started and are operating according to the Contract Documents.

B. Certify in writing to the CxA that HVAC&R instrumentation and control systems have been completed and calibrated, that they are operating according to the Contract Documents, and that pretest set points have been recorded.

C. Certify in writing that testing, adjusting, and balancing procedures have been completed and that testing, adjusting, and balancing reports have been submitted, discrepancies corrected, and corrective work approved.

D. Place 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).

E. Inspect and verify the position of each device and interlock identified on checklists.

F. Check safety cutouts, alarms, and interlocks with smoke control and life-safety systems during each mode of operation.

G. Testing Instrumentation: Install measuring instruments and logging devices to record test data as directed by the CxA.

3.05 TESTING, ADJUSTING AND BALANCING VERIFICATION

A. Prior to performance of Testing, Adjusting and Balancing work, provide copies of reports, sample forms, checklists, and certificates to the CxA.

B. Notify the CxA at least ten (10) days in advance of testing and balancing Work, and provide access for the CxA to witness testing and balancing Work.

C. Provide technicians, instrumentation, and tools to verify testing and balancing of HVAC&R systems at the direction of the CxA.

1. The CxA will notify testing and balancing subcontractor ten (10) days in advance of the date of field verification. Notice will not include data points to be verified.
2. The testing and balancing subcontractor shall use the same instruments (by model and serial number) that were used when original data were collected.
3. Failure of an item includes, other than sound, a deviation of more than 10 percent. Failure of more than 10 percent of selected items shall result in rejection of final testing, adjusting, and balancing report. For sound pressure readings, a deviation of 3 dB shall result in rejection of final testing. Variations in background noise must be considered.
4. Remedy the deficiency and notify the CxA so verification of failed portions can be performed.

3.06 GENERAL TESTING REQUIREMENTS

A. Provide technicians, instrumentation, and tools to perform commissioning test at the direction of the CxA.

B. Scope of HVAC&R testing shall include entire HVAC&R installation, from central equipment for heat generation and refrigeration through distribution systems to each conditioned space. Testing shall include measuring capacities and effectiveness of operational and control functions.

C. Test all operating modes, interlocks, control responses, and responses to abnormal or emergency conditions, and verify proper response of building automation system controllers and sensors.

D. The CxA along with the HVAC&R contractor, testing and balancing Subcontractor, and HVAC&R Instrumentation and Control Subcontractor shall prepare detailed testing plans, procedures, and checklists for HVAC&R systems, subsystems, and equipment.

E. Tests will be performed using design conditions whenever possible.

F. Simulated conditions may need to be imposed using an artificial load when it is not practical to test under design conditions. Before simulating conditions, calibrate testing instruments. Provide equipment to simulate loads. Set simulated conditions as directed by the CxA and document simulated conditions and methods of simulation. After tests, return settings to normal operating conditions.

G. The CxA may direct that set points be altered when simulating conditions is not practical.

H. The CxA may direct that sensor values be altered with a signal generator when design or simulating conditions and altering set points are not practical.

I. If tests cannot be completed because of a deficiency outside the scope of the HVAC&R system, document the deficiency and report it to the Owner. After deficiencies are resolved, reschedule tests.

J. If the testing plan indicates specific seasonal testing, complete appropriate initial performance tests and documentation and schedule seasonal tests.

3.07 HVAC&R SYSTEMS, SUBSYSTEMS, AND EQUIPMENT TESTING PROCEDURES

A. Equipment Testing and Acceptance Procedures: Testing requirements are specified in individual Division 23 sections. Provide submittals, test data, inspector record, and certifications to the CxA.

B. HVAC&R Instrumentation and Control System Testing: Field testing plans and testing requirements are specified in Division 23 Sections. Assist the CxA with preparation of testing plans.

C. Pipe system cleaning, flushing, hydrostatic tests, and chemical treatment: Test requirements are specified in Division 23 piping Sections. HVAC&R Contractor shall prepare a pipe system cleaning, flushing, and hydrostatic testing plan. Provide cleaning, flushing, testing, and treating plan and final reports to the CxA. Plan shall include the following:

1. Sequence of testing and testing procedures for each section of pipe 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 pipe system cleaning, flushing, hydrostatic testing, and chemical treatment plan.
2. Description of equipment for flushing operations.
3. Minimum flushing water velocity.
4. Tracking checklist for managing and ensuring that all pipe sections have been cleaned, flushed, hydrostatically tested, and chemically treated.

D. Refrigeration System Testing: Provide technicians, instrumentation, tools, and equipment to test performance of chillers, cooling towers, refrigerant compressors and condensers, heat pumps, and other refrigeration systems. The CxA shall determine the sequence of testing and testing procedures for each equipment item and pipe section to be tested.

E. HVAC&R Distribution System Testing: Provide technicians, instrumentation, tools, and equipment to test performance of air, steam, and hydronic distribution systems; special exhaust; and other distribution systems, including HVAC&R terminal equipment and unitary equipment.

F. Vibration and Sound Tests**:** Provide technicians, instrumentation, tools, and equipment to test performance of vibration isolation and seismic controls.

G. The work included in the commissioning process involves a complete and thorough evaluation of the operation and performance of all components, systems and sub-systems. The following equipment and systems shall be evaluated:

HVAC Systems
Boilers
Chillers
Piping
Heat Exchangers
Pumps and drives
Air handler systems
Roof Top Units
Heating and ventilating units
Induction Units
Displacement terminal units
Unit Ventilators
Cabinet unit heaters
Fan coil units
Unit heaters
Radiant panels
Finned tube radiation
Convectors
Chilled Beams
Exhaust fans
Combustion air units
Split system AC
Make-up air units
Fume hoods
Heat recovery systems
Thermal Solar Systems
Testing, adjusting and balancing spot check
Automated temperature controls and energy management systems
Building Automation and Controls
Interface of these systems with HVAC systems, fire alarm and security systems.

3.08 DEFICIENCIES/NON-CONFORMANCE, COST OF RETESTING, FAILURE DUE TO MANUFACTURER DEFECT

A. Refer to Division 01 Section “General Commissioning Requirements” for requirements pertaining to deficiencies/non-conformance, cost of retesting, or failure due to manufacturer defect.

3.09 APPROVAL

A. Refer to Division 01 Section “General Commissioning Requirements” for approval procedures.

3.10 DEFERRED TESTING

A. Refer to Division 01 Section “General Commissioning Requirements” for requirements pertaining to deferred testing.

3.11 OPERATION AND MAINTENANCE MANUALS

A. The Operation and Maintenance Manuals shall conform to Contract Documents requirements as stated in Division 01.

B. Refer to Division 01 Section “General Commissioning Requirements” for the AE and CxA roles in the Operation and Maintenance Manual contribution, review and approval process.

3.12 TRAINING OF OWNER PERSONNEL

A. Refer to Division 01 Section “General Commissioning Requirements” for requirements pertaining to training.

END OF SECTION