



Design Guidelines for Facilities Construction:

DESIGN GUIDELINE DG23-08 Commissioning of HVAC

Part 1 - GENERAL

1.1 SUMMARY

- A. 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.
 - 2. Division 21 Section “Commissioning of Fire Suppression System” for commissioning process activities for Fire Suppression systems, assemblies, equipment, and components.
 - 3. Division 22 Section “Commissioning of Plumbing” for commissioning process activities for Plumbing systems, assemblies, equipment, and components.
 - 4. Division 26 Section “Commissioning of Electrical” for commissioning process activities for Electrical systems, assemblies, equipment, and components.
 - 5. Division 28 Section “Commissioning of Fire Alarm” for commissioning process activities for Fire Alarm systems, assemblies, equipment, and components.

1.2 DEFINITIONS

- A. Commissioning Plan: A document that outlines the organization, schedule, allocation of resources, and documentation requirements of the commissioning process.
- B. CxA: Commissioning Authority.
- C. HVAC&R: Heating, Ventilating, Air Conditioning, and Refrigeration
- D. Systems, Subsystems, Equipment, and Components: Where these terms are used together or separately, they shall mean “as-built” systems, subsystems, equipment, and components.

1.3 CONTRACTOR’S RESPONSIBILITIES

- A. Perform commissioning tests at the direction of the CxA as defined in the Commissioning Plan.
- B. Complete project-specific construction checklists and commissioning process test procedures for actual HVAC&R systems, assemblies, equipment, and components to be furnished and installed as part of the construction contract.
- C. Attend construction phase controls coordination meeting.
- D. Attend testing, adjusting, and balancing review and coordination meeting.
- E. Participate in HVAC&R systems, assemblies, equipment, and component maintenance orientation and inspection as directed by the CxA.
- F. Provide information requested by the CxA for final commissioning documentation.
- G. 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.
- H. Provide training to Owner's personnel on system operations, preventative maintenance, sequence of operations, and general function on systems.

1.4 CxA's RESPONSIBILITIES

- A. Prepare project-specific construction checklists and commissioning process test procedures for actual HVAC&R systems, assemblies, equipment, and components to be furnished and installed as part of the construction contract.
- B. Direct commissioning testing.
- C. Verifying testing, adjusting, and balancing of Work are complete.
- D. Provide test data, inspection reports, and certificates in Systems Manual.

1.5 COMMISSIONING DOCUMENTATION

- A. Provide the following information to the CxA for inclusion in the commissioning plan:
 - 1. Plan for delivery and review of submittals, systems manuals, and other documents and reports.
 - 2. Identification of installed systems, assemblies, equipment, and components including design changes that occurred during the construction phase.
 - 3. Process and schedule for completing construction checklists and manufacturer's prestart and startup checklists for HVAC&R systems, assemblies, equipment, and components to be verified and tested.
 - 4. Certificate of completion certifying that installation, prestart checks, and startup procedures have been completed.
 - 5. Certificate of readiness certifying that HVAC&R systems, subsystems, equipment, and associated controls are ready for testing.
 - 6. Test and inspection reports and certificates.
 - 7. Corrective action documents.

8. Verification of testing, adjusting, and balancing reports.

1.6 INFORMATIONAL SUBMITTALS

- A. Certificates of readiness.
- B. Certificates of completion of installation, prestart, and startup activities.

Part 2 – PRODUCTS (Not Used)

Part 3 - EXECUTION

3.1 TESTING PREPARATION

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

3.2 TESTING VERIFICATION

- A. Prior to performance of testing and balancing Work, provide copies of reports, sample forms, checklists, and certificates to the CxA.
- B. Notify the CxA at least 10 days in advance of testing Work, and provide access for the CxA to witness testing Work.
- C. Provide technicians, instrumentation, and tools to verify testing of HVAC&R systems at the direction of the CxA.
 1. The CxA will notify testing and balancing agency 10 days in advance of the date of field verification. Notice will not include data points to be verified.
 2. The testing and balancing agency 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.

3.3 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 Installer, testing and balancing agency, and HVAC&R Instrumentation and Control Installer 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 Construction Manager, CxA, and 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.

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

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

- B. HVAC&R Instrumentation and Control System Testing: Field testing plans and testing requirements are specified in Division 23 Sections “Instrumentation and Control for HVAC” and “Sequence of Operations for HVAC Controls.” Assist the CxA with preparation of testing plans.
- C. Pipe system cleaning, flushing, hydrostatic tests, and chemical treatment requirements are specified in Division 23 piping Sections. HVAC&R Installer 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 disinfection 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. Energy Supply System Testing: Provide technicians, instrumentation, tools, and equipment to test performance of steam systems and equipment at the direction of the CxA. The CxA shall determine the sequence of 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.

END OF SECTION 23 0800