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USACE / NAVFAC / AFCEC / NASA UFGS-23 08 00.00 10 (January 2008)  
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Preparing Activity: USACE Superseding  
UFGS-23 08 00.00 10 (April 2006)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated July 2013

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01/08

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### SECTION 23 08 00.00 10

#### COMMISSIONING OF HVAC SYSTEMS 01/08

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NOTE: This guide specification covers the requirements for commissioning of HVAC systems.

Adhere to [UFC 1-300-02](#) Unified Facilities Guide Specifications (UFGS) Format Standard when editing this guide specification or preparing new project specification sections. Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable items(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments, suggestions and recommended changes for this guide specification are welcome and should be submitted as a [Criteria Change Request \(CCR\)](#).

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## PART 1 GENERAL

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NOTE: Use of this specification is mandatory for all projects. A properly functioning HVAC system assures a comfortable, healthy and productive environment for the user. The "Design Agent's Representative" will be a member of the HVAC design team, i.e. from the AE or Engineering Division. The "Design Agent's Representative" will actively participate in the process, including review of all submittals contained herein.

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### 1.1 REFERENCES

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NOTE: This paragraph is used to list the publications cited in the text of the guide

specification. The publications are referred to in the text by basic designation only and listed in this paragraph by organization, designation, date, and title.

Use the Reference Wizard's Check Reference feature when you add a RID outside of the Section's Reference Article to automatically place the reference in the Reference Article. Also use the Reference Wizard's Check Reference feature to update the issue dates.

References not used in the text will automatically be deleted from this section of the project specification when you choose to reconcile references in the publish print process.

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The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

ASSOCIATED AIR BALANCE COUNCIL (AABC)

ACG Commissioning Guideline (2005) Commissioning Guideline

NATIONAL ENVIRONMENTAL BALANCING BUREAU (NEBB)

NEBB Commissioning Standard (2009) Procedural Standards for Whole Building Systems Commissioning of New Construction; 3rd Edition

SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION (SMACNA)

SMACNA 1429 (1994) HVAC Systems Commissioning Manual, 1st Edition

U.S. GREEN BUILDING COUNCIL (USGBC)

LEED NC (2009) Leadership in Energy and Environmental Design(tm) New Construction Rating System

## 1.2 DEFINITIONS

In some instances, terminology differs between the Contract and the Commissioning Standard primarily because the intent of this Section is to use the industry standards specified, along with additional requirements listed herein to produce optimal results. The following table of similar terms is provided for clarification only. Contract requirements take precedent over the corresponding ACG, NEBB, or TABB requirements where differences exist.

| SIMILAR TERMS            |                                   |   |   |
|--------------------------|-----------------------------------|---|---|
| Contract Term            | ACG                               | NEBB  | TABB                                    |
| Commissioning Standard   | ACG Commissioning Guideline       | Procedural Standards for Building Systems Commissioning | SMACNA HVAC Commissioning Guidelines    |
| Commissioning Specialist | ACG Certified Commissioning Agent | NEBB Qualified Commissioning Administrator              | TABB Certified Commissioning Supervisor |

### 1.3 SYSTEM DESCRIPTION

#### 1.3.1 General

Perform Commissioning in accordance with the requirements of the standard under which the Commissioning Firm's qualifications are approved, i.e., **ACG Commissioning Guideline**, **NEBB Commissioning Standard**, or **SMACNA 1429** unless otherwise stated herein. Consider mandatory all recommendations and suggested practices contained in the Commissioning Standard. Use the Commissioning Standard for all aspects of Commissioning, including qualifications for the Commissioning Firm and Specialist and calibration of Commissioning instruments. Where the instrument manufacturer calibration recommendations are more stringent than those listed in the Commissioning Standard, the manufacturer's recommendations shall be adhered to. All quality assurance provisions of the Commissioning Standard such as performance guarantees shall be part of this contract. For systems or system components not covered in the Commissioning Standard, Commissioning procedures shall be developed by the Commissioning Specialist. Where new procedures, requirements, etc., applicable to the Contract requirements have been published or adopted by the body responsible for the Commissioning Standard used (ACG, NEBB, or TABB), the requirements and recommendations contained in these procedures and requirements shall be considered mandatory.

#### 1.3.2 Energy

Formal **LEED NC** certification is not required; however, the Contractor is required to provide documentation that meets the **LEED NC** Energy & Atmosphere (EA) Prerequisite 1, Fundamental Commissioning. For New Construction and Major Revisions provide, also, documentation that meets EA Credit 3; Enhanced Commissioning. Provide documentation for as many LEED credits as possible to support LEED Silver certification of the project.

### 1.4 SUBMITTALS

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**NOTE: Review submittal description (SD) definitions in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project.**

**The Guide Specification technical editors have designated those items that require Government approval, due to their complexity or criticality,**

with a "G." Generally, other submittal items can be reviewed by the Contractor's Quality Control System. Only add a "G" to an item, if the submittal is sufficiently important or complex in context of the project.

For submittals requiring Government approval on Army projects, a code of up to three characters within the submittal tags may be used following the "G" designation to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy, Air Force, and NASA projects.

Choose the first bracketed item for Navy, Air Force and NASA projects, or choose the second bracketed item for Army projects.

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Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for [Contractor Quality Control approval.] [information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

#### SD-02 Shop Drawings

Commissioning Plan[; G,][; G, [\_\_\_\_]]

#### SD-03 Product Data

Pre-Functional Performance Test Checklists[; G,][; G, [\_\_\_\_]]  
Functional Performance Tests[; G,][; G, [\_\_\_\_]]

#### SD-06 Test Reports

Commissioning Report[; G][; G, [\_\_\_\_]]

#### SD-07 Certificates

Commissioning Firm[; G][; G, [\_\_\_\_]]  
Commissioning Specialist[; G][; G, [\_\_\_\_]]

### 1.5 QUALITY ASSURANCE

#### 1.5.1 Commissioning Firm

Submit certification of the proposed Commissioning Firm's qualifications to perform the duties specified herein and in other related Sections, no later than 21 days after the Notice to Proceed. Include in the documentation the date that the Certification was initially granted and the date when the current Certification expires. The firm is either a member of ACG or certified by the NEBB or the TABB and certified in all categories and

functions where measurements or performance are specified on the plans and specifications. Any lapses in Certification of the proposed Commissioning Firm or disciplinary action taken by ACG, NEBB, or TABB against the proposed Commissioning Firm shall be described in detail. The certification shall be maintained for the entire duration of duties specified herein. If, for any reason, the firm loses subject certification during this period, immediately notify the Contracting Officer and submit another Commissioning Firm for approval. Any firm that has been the subject of disciplinary action by the ACG, the NEBB, or the TABB within the five years preceding Contract Award is not eligible to perform any duties related to the HVAC systems, including Commissioning. All work specified in this Section and in other related Sections to be performed by the Commissioning Firm shall be considered invalid if the Commissioning Firm loses its certification prior to Contract completion and must be performed by an approved successor. These Commissioning services are to assist the prime Contractor in performing the quality oversight for which it is responsible. The Commissioning Firm shall be a subcontractor of the prime Contractor and shall be financially and corporately independent of all other subContractors. The Commissioning Firm shall report to and be paid by the prime Contractor.

#### 1.5.2 Commissioning Specialist

##### 1.5.2.1 General

Submit certification of the proposed Commissioning Specialist's qualifications to perform the duties specified herein and in other related Sections, no later than 21 days after the Notice to Proceed. The documentation shall include the date that the Certification was initially granted and the date when the current Certification expires. The Commissioning Specialist shall be an ACG Certified Commissioning Agent, a NEBB Qualified Commissioning Administrator, or a TABB Certified Commissioning Supervisor and shall be an employee of the approved Commissioning Firm. Any lapses in Certification of the proposed Commissioning Specialist or disciplinary action taken by ACG, NEBB, or TABB against the proposed Commissioning Specialist shall be described in detail. The certification shall be maintained for the entire duration of duties specified herein. If, for any reason, the Commissioning Specialist loses subject certification during this period, immediately notify the Contracting Officer and submit another Commissioning Specialist for approval. Any individual that has been the subject of disciplinary action by the ACG, the NEBB, or the TABB within the five years preceding Contract Award is not eligible to perform any duties related to the HVAC systems, including Commissioning. All work specified in this Section and in other related Sections performed by the Commissioning Specialist shall be considered invalid if the Commissioning Specialist loses certification prior to Contract completion and must be performed by the approved successor.

##### 1.5.2.2 Responsibilities

Perform all Commissioning work specified herein and in related sections under the direct guidance of the Commissioning Specialist. The Commissioning Specialist shall prepare, no later than 28 days after the approval of the Commissioning Specialist, the [Commissioning Plan](#) which will be a comprehensive schedule and will include all submittal requirements for procedures, notifications, reports and the Commissioning Report. After approval of the Commissioning Plan, revise the Contract NAS schedule to reflect the schedule requirements in the Commissioning Plan.

## 1.6 SEQUENCING AND SCHEDULING

Begin the work described in this Section only after all work required in related Sections has been successfully completed, and all test and inspection reports and operation and maintenance manuals required in these Sections have been submitted and approved. Pre-Functional Performance Test Checklists shall be performed at appropriate times during the construction phase of the Contract.

## PART 2 PRODUCTS

Not Used

## PART 3 EXECUTION

### 3.1 COMMISSIONING TEAM AND TEST FORMS AND CHECKLISTS

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**NOTE:** The "Design Agent's Representative" will be included as a member of the commissioning team for the pre-commissioning checklists and will participate in the functional performance tests.

The checklists provided are to be used as guides for the preparation of project checklists. The appropriate checklist should be included in the project specification for each HVAC equipment component. The designer will add additional checklists for equipment or systems not included in this guide specification or modify the checklists where necessary for specific project requirements. If, for example, a system needs to be tested with certain internal load, each appropriate checklist should be modified to include this requirement along with specifics on how load should be generated.

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Designate Contractor team members to participate in the Pre- Functional Performance Test Checklists and the Functional Performance Tests specified herein. In addition, the Government team members will include a representative of the Contracting Officer, the Design Agent's Representative, and the Using Agency's Representative. The team members shall be as follows:

| Designation | Function  |
|-------------|---|
| A           | Contractor's Commissioning Specialist                           |
| M           | Contractor's Mechanical Representative                          |
| E           | Contractor's Electrical Representative                          |
| T           | Contractor's Testing, Adjusting, and Balancing (TAB) Specialist |
| C           | Contractor's Controls Representative                            |

| Designation | Function                             |
|-------------|--------------------------------------|
| D           | Design Agency Representative         |
| O           | Contracting Officer's Representative |
| U           | Using Agency's Representative        |

Appendices A and B shall be completed by the commissioning team. Acceptance by each commissioning team member of each Pre- Functional Performance Test Checklist item shall be indicated by initials and date unless an "X" is shown indicating that participation by that individual is not required. Acceptance by each commissioning team member of each functional performance test item shall be indicated by signature and date.

### 3.2 TESTS

Perform the pre-functional performance test checklists and functional performance tests in a manner that essentially duplicates the checking, testing, and inspection methods established in the related Sections. Where checking, testing, and inspection methods are not specified in other Sections, establish methods which will provide the information required. Testing and verification required by this section shall be performed during the Commissioning phase. Requirements in related Sections are independent from the requirements of this Section and shall not be used to satisfy any of the requirements specified in this Section. Provide all materials, services, and labor required to perform the pre- functional performance tests checks and functional performance tests. A functional performance test shall be aborted if any system deficiency prevents the successful completion of the test or if any participating non-Government commissioning team member of which participation is specified is not present for the test.

#### 3.2.1 Pre-Functional Performance Test Checklists

Perform Pre-Functional Performance Test Checklists, for the items indicated in Appendix A, at least 28 days prior to the start of Pre-Functional Performance Test Checks.. Correct and re-inspect deficiencies discovered during these checks in accordance with the applicable contract requirements. Submit the schedule for the test checks at least 14 days prior to the start of Pre-Functional Performance Test Checks.

#### 3.2.2 Functional Performance Tests

Submit test procedures at least 28 days prior to the start of Functional Performance Tests. Submit the schedule for the tests at least 14 days prior to the start of Functional Performance Tests. Perform Functional Performance Tests for the items indicated in Appendix B. Begin Functional Performance Tests only after all Pre-Functional Performance Test Checklists have been successfully completed. Tests shall prove all modes of the sequences of operation, and shall verify all other relevant contract requirements. Begin Tests with equipment or components and progress through subsystems to complete systems. Upon failure of any Functional Performance Test item, correct all deficiencies in accordance with the applicable contract requirements. The item shall then be retested until it has been completed with no errors.



### 3.3 COMMISSIONING REPORT

Submit the Commissioning Report, no later than 14 days after completion of Functional Performance Tests, consisting of completed Pre- Functional Performance Test Checklists and completed Functional Performance Tests organized by system and by subsystem and submitted as one package. The Commissioning Report shall also include all HVAC systems test reports, inspection reports (Preparatory, Initial and Follow-up inspections), start-up reports, TAB report, TAB verification report, Controls start-up test reports and Controls Performance Verification Test (PVT) report. The results of failed tests shall be included along with a description of the corrective action taken.

APPENDIX A

PRE-FUNCTIONAL PERFORMANCE TEST CHECKLISTS

Pre-Functional Performance Test Checklist - Multizone Air Handling Unit

For Air Handling Unit: [\_\_\_\_\_]

| Checklist Item   | A   | M   | E | T   | C | O   |
|--|-----|-----|---|-----|---|-----|
| Installation   |     |     |   |     |   |     |
| a. Inspection and access doors are operable and sealed.  | ___ | ___ | X | ___ | X | ___ |
| b. Condensate drainage is unobstructed.<br>(Visually verify pan drains completely by pouring a cup of water into drain pan.) | ___ | ___ | X | X   | X | ___ |
| c. Fan belt adjusted.  | ___ | ___ | X | ___ | X | ___ |

| Electrical   | A   | M | E   | T   | C | O     |
|--|-----|---|-----|-----|---|-------|
| a. Power available to unit disconnect.   | ___ | X | ___ | X   | X | ___   |
| b. Power available to unit control panel.  | ___ | X | ___ | X   | X | ___   |
| c. Proper motor rotation verified.   | ___ | X | ___ | ___ | X | ___   |
| d. Verify that power disconnect is located within sight of the unit it controls. | ___ | X | ___ | X   | X | ___   |
| [e. Power available to electric heating coil.                                    | ___ | X | ___ | X   | X | ___ ] |

| Coils   | A   | M   | E | T | C | O     |
|---|-----|-----|---|---|---|-------|
| [a. Chilled water piping properly connected.        | ___ | ___ | X | X | X | ___ ] |
| [a. Refrigerant piping properly connected.          | ___ | ___ | X | X | X | ___ ] |
| [b. Hot water piping properly connected.            | ___ | ___ | X | X | X | ___ ] |
| [b. Steam and condensate piping properly connected. | ___ | ___ | X | X | X | ___ ] |

| Controls  | A   | M | E | T | C   | O   |
|---|-----|---|---|---|-----|-----|
| a. Control valves/actuators properly installed. | ___ | X | X | X | ___ | ___ |
| b. Control valves/actuators operable.           | ___ | X | X | X | ___ | ___ |
| c. O/A dampers/actuators properly installed.    | ___ | X | X | X | ___ | ___ |
| d. O/A dampers/actuators operable.              | ___ | X | X | X | ___ | ___ |

Pre-Functional Performance Test Checklist - Multizone Air Handling Unit  
(cont)

A M E T C O

|  |     |     |   |     |     |     |
|--|-----|-----|---|-----|-----|-----|
| e. Zone dampers/actuators properly installed & dampers leak checked. | ___ | X   | X | X   | ___ | ___ |
| f. Zone dampers/actuators operable.                                  | ___ | X   | X | X   | ___ | ___ |
| Testing, Adjusting, and Balancing (TAB)                              | A   | M   | E | T   | C   | O   |
| a. Construction filters removed and replaced.                        | ___ | ___ | X | ___ | X   | ___ |
| b. TAB report approved.  | ___ | ___ | X | X   | ___ | X   |

Pre-Functional Performance Test Checklist - Variable Volume Air Handling Unit

For Air Handling Unit: [\_\_\_\_\_]

| Checklist Item  | A   | M   | E   | T   | C | O    |
|---|-----|-----|-----|-----|---|------|
| Installation  |     |     |     |     |   |      |
| a. Inspection and access doors are operable and sealed.   | ___ | ___ | X   | ___ | X | ___  |
| b. Condensate drainage is unobstructed.<br>(Visually verify drainage by pouring a cup of water into drain pan.) | ___ | ___ | X   | X   | X | ___  |
| c. Fan belt adjusted.   | ___ | ___ | X   | ___ | X | ___  |
| Electrical  |     |     |     |     |   |      |
| a. Power available to unit disconnect.  | ___ | X   | ___ | X   | X | ___  |
| b. Power available to unit control panel.   | ___ | X   | ___ | X   | X | ___  |
| c. Proper motor rotation verified.  | ___ | X   | ___ | ___ | X | ___  |
| d. Verify that power disconnect is located within sight of the unit it controls.                                | ___ | X   | ___ | X   | X | ___  |
| [e. Power available to electric heating coil.   | ___ | X   | ___ | X   | X | ___] |
| Coils   |     |     |     |     |   |      |
| [a. Chilled water piping properly connected.  | ___ | ___ | X   | X   | X | ___] |
| [a. Refrigerant piping properly connected.  | ___ | ___ | X   | X   | X | ___] |
| [b. Hot water piping properly connected.  | ___ | ___ | X   | X   | X | ___] |
| [b. Steam and condensate piping properly connected.   | ___ | ___ | X   | X   | X | ___] |

Pre-Functional Performance Test Checklist - Variable Volume Air Handling Unit

| Controls  | A   | M   | E | T   | C   | O   |
|---|-----|-----|---|-----|-----|-----|
| a. Control valves/actuators properly installed.   | ___ | X   | X | X   | ___ | ___ |
| b. Control valves/actuators operable.   | ___ | X   | X | X   | ___ | ___ |
| c. Dampers/actuators properly installed.  | ___ | X   | X | X   | ___ | ___ |
| d. Dampers/actuators operable.  | ___ | X   | X | X   | ___ | ___ |
| e. Verify proper location, installation and calibration of duct static pressure sensor. | ___ | X   | X | X   | ___ | ___ |
| f. Fan air volume controller operable.  | ___ | X   | X | X   | ___ | ___ |
| g. Air handler controls system operational.   | ___ | X   | X | X   | ___ | ___ |
| Testing, Adjusting, and Balancing (TAB)   | A   | M   | E | T   | C   | O   |
| a. Construction filters removed and replaced.   | ___ | ___ | X | ___ | ___ | ___ |
| b. TAB report approved.   | ___ | X   | X | ___ | X   | ___ |

Pre-Functional Performance Test Checklist - VAV Terminal

For VAV Terminal: [\_\_\_\_\_]

| Checklist Item  | A   | M   | E   | T   | C   | O    |
|---|-----|-----|-----|-----|-----|------|
| Installation  |     |     |     |     |     |      |
| [a. Reheat coil connected to hot water pipe.            | ___ | ___ | X   | ___ | X   | ___] |
| [b. Electric reheat coil connected to local disconnect. | ___ | X   | ___ | ___ | X   | ___] |
| Controls  |     |     |     |     |     |      |
| a. Cooling only VAV terminal controls set.              | ___ | X   | X   | X   | ___ | ___  |
| b. Cooling only VAV controls verified.                  | ___ | X   | X   | X   | ___ | ___  |
| c. Reheat VAV terminal controls set.                    | ___ | X   | X   | X   | ___ | ___  |
| d. Reheat terminal/coil controls verified.              | ___ | X   | X   | X   | ___ | ___  |
| Testing, Adjusting, and Balancing (TAB)                 |     |     |     |     |     |      |
| a. TAB report approved.                                 | ___ | ___ | X   | ___ | X   | ___  |

Pre-Functional Performance Test Checklist - DX Air Cooled Condensing Unit  
 For Condensing Unit: [\_\_\_\_\_]

| Checklist Item  | A   | M   | E   | T   | C   | O   |
|---|-----|-----|-----|-----|-----|-----|
| Installation  |     |     |     |     |     |     |
| a. Check condenser fans for proper rotation.                                    | ___ | ___ | X   | ___ | X   | ___ |
| Electrical  | A   | M   | E   | T   | C   | O   |
| a. Power available to unit disconnect.  | ___ | X   | ___ | X   | X   | ___ |
| b. Power available to unit control panel.                                       | ___ | X   | ___ | X   | ___ | ___ |
| c. Verify that power disconnect is located within sight of the unit it controls | ___ | X   | ___ | X   | ___ | ___ |
| Controls  | A   | M   | E   | T   | C   | O   |
| a. Unit safety/protection devices tested.                                       | ___ | ___ | X   | X   | ___ | ___ |
| b. Control system and interlocks installed.                                     | ___ | ___ | X   | X   | ___ | ___ |
| c. Control system and interlocks operational.                                   | ___ | ___ | X   | X   | ___ | ___ |



Pre-Functional Performance Test Checklist - Pumps

For Pump: [\_\_\_\_\_]

Checklist Item

A M E T C O

Installation

a. Piping system installed.

\_\_\_ \_\_\_ X X X \_\_\_

Electrical

A M E T C O

a. Power available to pump disconnect.

\_\_\_ X \_\_\_ X X \_\_\_

b. Pump rotation verified.

\_\_\_ X \_\_\_ X X \_\_\_

c. Control system interlocks functional.

\_\_\_ X \_\_\_ X \_\_\_ \_\_\_

Testing, Adjusting, and Balancing (TAB)

A M E T C O

a. Pressure/temperature gauges installed.

\_\_\_ \_\_\_ X \_\_\_ X \_\_\_

b. TAB Report approved.

\_\_\_ \_\_\_ X \_\_\_ X \_\_\_

Pre-Functional Performance Test Checklist - Packaged Air Cooled Chiller

For Chiller: [\_\_\_\_\_]

Checklist Item

A M E T C O

Installation

a. Chiller properly piped.

\_\_\_ \_\_\_ X \_\_\_ \_\_\_ \_\_\_

Electrical

A M E T C O

a. Power available to unit disconnect.

\_\_\_ X \_\_\_ X \_\_\_ \_\_\_

b. Power available to unit control panel.

\_\_\_ X \_\_\_ X \_\_\_ \_\_\_

c. Separate power is supplied to electric heating tape.

\_\_\_ X \_\_\_ X \_\_\_ \_\_\_

d. Verify that power disconnect is located within sight of the unit it controls.

\_\_\_ X \_\_\_ X \_\_\_ \_\_\_

Controls

A M E T C O

a. Factory startup and checkout complete.

\_\_\_ \_\_\_ X X \_\_\_ \_\_\_

b. Chiller safety/protection devices tested.

\_\_\_ \_\_\_ X X \_\_\_ \_\_\_

c. Chilled water flow switch installed.

\_\_\_ \_\_\_ X X \_\_\_ \_\_\_

d. Chilled water flow switch tested.

\_\_\_ \_\_\_ X X \_\_\_ \_\_\_

e. Chilled water pump interlock installed.

\_\_\_ \_\_\_ X X X \_\_\_

f. Chilled water pump interlock tested.

\_\_\_ \_\_\_ \_\_\_ X

# Pre-Functional Performance Test Checklist - Centrifugal Chiller

For Chiller: [\_\_\_\_\_]

## Checklist Item

| Installation   | A   | M   | E   | T   | C   | O    |
|--|-----|-----|-----|-----|-----|------|
| a. Chilled water connections properly piped.                                     | ___ | ___ | X   | ___ | ___ | ___  |
| b. Condenser water connections properly piped                                    | ___ | ___ | X   | ___ | ___ | ___  |
| c. Refrigerant leak detector installed.  | ___ | ___ | ___ | ___ | ___ | ___  |
| [d. Oxygen sensor installed and tested.  | ___ | ___ | ___ | ___ | ___ | ___] |
| e. Mechanical room ventilation installed as specified.                           | ___ | ___ | ___ | ___ | ___ | ___  |
| Electrical   | A   | M   | E   | T   | C   | O    |
| a. Power available to unit starter.  | ___ | X   | ___ | X   | ___ | ___  |
| b. Power available to unit control panel.  | ___ | X   | ___ | X   | ___ | ___  |
| c. Verify that power disconnect is located within sight of the unit it controls. | ___ | X   | ___ | X   | ___ | ___  |
| Controls   | A   | M   | E   | T   | C   | O    |
| a. Factory startup and checkout complete.  | ___ | ___ | X   | X   | ___ | ___  |
| b. Chiller safety/protection devices tested.                                     | ___ | ___ | ___ | X   | ___ | ___  |
| c. Chilled water flow switch installed and tested.                               | ___ | ___ | X   | X   | ___ | ___  |
| e. Chilled water pump interlock installed and tested.                            | ___ | ___ | ___ | X   | ___ | ___  |
| g. Condenser water flow switch installed and tested.                             | ___ | ___ | ___ | X   | ___ | ___  |
| i. Condenser water pump interlock installed and tested.                          | ___ | ___ | ___ | X   | ___ | ___  |

# Pre-Functional Performance Test Checklist - Cooling Tower

For Cooling Tower: [\_\_\_\_\_]

## Checklist Item

| Installation                                | A   | M   | E   | T   | C   | O   |
|---|-----|-----|-----|-----|-----|-----|
| a. Cooling tower properly piped.            | ___ | ___ | X   | X   | ___ | ___ |
| b. Cooling tower fan drive adjusted.        | ___ | ___ | ___ | ___ | X   | ___ |
| c. Cooling tower makeup water supply piped. | ___ | ___ | X   | X   | ___ | ___ |
| d. Verify makeup control valve shutoff.     | ___ | ___ | X   | ___ | X   | ___ |
| e. Fan lubricated and blade pitch adjusted. | ___ | ___ | X   | ___ | X   | ___ |

| Electrical   | A   | M   | E   | T | C   | O   |
|--|-----|-----|-----|---|-----|-----|
| a. Power available to tower disconnect.  | ___ | X   | ___ | X | ___ | ___ |
| b. Power available to electric sump heater.                                      | ___ | X   | ___ | X | ___ | ___ |
| c. Control system interlocks functional.   | ___ | ___ | ___ | X | ___ | ___ |
| d. Motor and fan rotation checked.   | ___ | X   | ___ | X | ___ | ___ |
| e. Verify that power disconnect is located within sight of the unit is controls. | ___ | X   | ___ | X | ___ | ___ |

| Piping  | A   | M   | E   | T   | C   | O   |
|---|-----|-----|-----|-----|-----|-----|
| a. Condenser water treatment functional.  | ___ | ___ | X   | X   | X   | ___ |
| b. All required temperature sensing wells, pressure ports and flow sensors have been installed for performance tests. | ___ | ___ | ___ | ___ | ___ | ___ |

| Testing, Adjusting, and Balancing (TAB) | A   | M   | E | T   | C | O   |
|---|-----|-----|---|-----|---|-----|
| a. TAB report approved.                 | ___ | ___ | X | ___ | X | ___ |

Pre-Functional Performance Test Checklist - Hot Water Boiler

For Boiler: [\_\_\_\_\_]

Checklist Item

|  |     |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|-----|
| Installation   | A   | M   | E   | T   | C   | O   |
| a. Boiler hot water piping installed.  | ___ | ___ | X   | ___ | ___ | ___ |
| b. Boiler makeup water piping installed.   | ___ | ___ | X   | ___ | ___ | ___ |
| c. Boiler fuel oil piping installed.   | ___ | ___ | X   | X   | X   | ___ |
| d. Boiler gas piping installed.  | ___ | ___ | X   | X   | X   | ___ |
| Startup  | A   | M   | E   | T   | C   | O   |
| a. Boiler safety/protection devices, including high temperature burner shut-off, low water cutoff, flame failure, pre- and post-purge, have been tested. | ___ | ___ | ___ | X   | ___ | ___ |
| b. Verify that PRV rating conforms to boiler rating.   | ___ | ___ | ___ | X   | ___ | ___ |
| c. Boiler water treatment system functional.   | ___ | ___ | X   | X   | ___ | ___ |
| d. Boiler startup and checkout complete.   | ___ | ___ | X   | X   | ___ | ___ |
| e. Combustion efficiency demonstrated.   | ___ | ___ | X   | ___ | X   | ___ |
| Electrical   | A   | M   | E   | T   | C   | O   |
| a. Verify that power disconnect is located within sight of the unit served.  | ___ | X   | ___ | X   | ___ | ___ |
| Controls   | A   | M   | E   | T   | C   | O   |
| a. Hot water pump interlock installed and tested.  | ___ | ___ | ___ | X   | ___ | ___ |
| b. Hot water proof-of-flow switch installed and tested   | ___ | ___ | X   | X   | ___ | ___ |
| c. Hot water heating controls operational.   | ___ | ___ | X   | X   | ___ | ___ |
| Testing, Adjusting, and Balancing (TAB)  | A   | M   | E   | T   | C   | O   |
| a. TAB report approved.  | ___ | ___ | X   | ___ | X   | ___ |

Pre-Functional Performance Test Checklist - Steam Boiler

For Boiler: [\_\_\_\_\_]

Checklist Item

| Installation                             | A   | M   | E | T   | C | O   |
|--|-----|-----|---|-----|---|-----|
| a. Boiler steam piping installed.        | ___ | ___ | X | X   | X | ___ |
| b. Boiler makeup water piping installed. | ___ | ___ | X | ___ | X | ___ |
| c. Boiler fuel oil piping installed.     | ___ | ___ | X | X   | X | ___ |
| d. Boiler gas piping installed.          | ___ | ___ | X | X   | X | ___ |

| Startup   | A   | M   | E   | T   | C   | O   |
|---|-----|-----|-----|-----|-----|-----|
| a. Boiler safety/protection devices, including high temperature burner shut-off, low water cutoff, flame failure, pre and post purge, have been tested. | ___ | ___ | ___ | X   | ___ | ___ |
| b. Verify that PRV rating conforms to boiler rating.  | ___ | ___ | ___ | X   | ___ | ___ |
| c. Boiler feed water system operational.  | ___ | ___ | ___ | X   | ___ | ___ |
| d. Boiler water treatment system functional.  | ___ | ___ | X   | X   | X   | ___ |
| e. Boiler startup and checkout complete.  | ___ | ___ | ___ | X   | ___ | ___ |
| f. All steam traps operational.   | ___ | ___ | X   | X   | X   | ___ |
| g. All condensate return pumps operational.   | ___ | ___ | ___ | ___ | X   | ___ |
| h. Combustion efficiency demonstrated.  | ___ | ___ | X   | ___ | X   | ___ |

| Electrical  | A   | M | E   | T | C   | O   |
|---|-----|---|-----|---|-----|-----|
| a. Verify that power disconnect is located within sight of the unit served. | ___ | X | ___ | X | ___ | ___ |

| Testing, Adjusting, and Balancing (TAB) | A   | M   | E | T   | C | O   |
|---|-----|-----|---|-----|---|-----|
| a. TAB report approved.                 | ___ | ___ | X | ___ | X | ___ |

Pre-Functional Performance Test Checklist - Steam/Hot Water Converter

For Converter: [\_\_\_\_\_]

Checklist Item

| Installation   | A   | M   | E   | T   | C   | O   |
|--|-----|-----|-----|-----|-----|-----|
| a. Converter steam piping installed.                         | ___ | ___ | X   | ___ | X   | ___ |
| b. Hot water piping installed.                               | ___ | ___ | X   | ___ | ___ | ___ |
| c. Makeup water piping installed.                            | ___ | ___ | X   | X   | X   | ___ |
| d. Vacuum breaker installed on shell of shell and tube unit. | ___ | ___ | X   | X   | X   | ___ |
| Startup  | A   | M   | E   | T   | C   | O   |
| a. All steam traps operational.                              | ___ | ___ | X   | X   | X   | ___ |
| b. All condensate return pumps operational.                  | ___ | ___ | ___ | X   | ___ | ___ |
| c. Converter safety/protection devices tested.               | ___ | ___ | X   | X   | X   | ___ |
| d. Converter startup and checkout complete.                  | ___ | ___ | X   | X   | X   | ___ |
| Controls   | A   | M   | E   | T   | C   | O   |
| a. Control valves/actuators properly installed.              | ___ | ___ | X   | ___ | ___ | ___ |
| b. Control valves/actuators operable.                        | ___ | ___ | X   | ___ | ___ | ___ |

Pre-Functional Performance Test Checklist - Fan Coil Unit

For Fan Coil Unit: [\_\_\_\_\_]

Checklist Item

|  |     |     |     |     |     |      |
|--|-----|-----|-----|-----|-----|------|
| Installation   | A   | M   | E   | T   | C   | O    |
| a. Access doors/removable panels are operable and sealed.                        | ___ | ___ | X   | ___ | X   | ___  |
| b. Condensate drainage is unobstructed.  | ___ | ___ | X   | X   | X   | ___  |
| c. Fan belt adjusted.  | ___ | ___ | X   | ___ | X   | ___  |
| Electrical   | A   | M   | E   | T   | C   | O    |
| a. Power available to unit disconnect.   | ___ | ___ | ___ | X   | ___ | ___  |
| b. Power available to unit control panel.  | ___ | ___ | ___ | X   | ___ | ___  |
| c. Proper motor rotation verified.   | ___ | ___ | ___ | ___ | X   | ___  |
| d. Verify that power disconnect is located within sight of the unit it controls. | ___ | ___ | ___ | X   | ___ | ___  |
| [e. Power available to electric heating coil.                                    | ___ | ___ | ___ | X   | X   | ___] |
| Coils  | A   | M   | E   | T   | C   | O    |
| [a. Dual temperature piping properly connected.                                  | ___ | ___ | X   | ___ | ___ | ___] |
| [b. Chilled water piping properly connected.                                     | ___ | ___ | X   | X   | X   | ___] |
| [c. Hot water piping properly connected.   | ___ | ___ | X   | ___ | ___ | ___] |
| Controls   | A   | M   | E   | T   | C   | O    |
| a. Control valves/actuators properly installed.                                  | ___ | ___ | X   | ___ | ___ | ___  |
| b. Control valves/actuators operable.  | ___ | ___ | X   | X   | ___ | ___  |
| c. Verify proper location and installation of thermostat.                        | ___ | ___ | X   | ___ | ___ | ___  |
| Testing, Adjusting, and Balancing (TAB)  | A   | M   | E   | T   | C   | O    |
| a. TAB Report approved.  | ___ | ___ | X   | ___ | X   | ___  |



Pre-Functional Performance Test Checklist - Unit Heater

For Unit Heater: [\_\_\_\_\_]

Checklist Item

|   |     |     |   |     |     |      |
|---|-----|-----|---|-----|-----|------|
| Installation  | A   | M   | E | T   | C   | O    |
| [a. Hot water piping properly connected.            | ___ | ___ | X | ___ | ___ | ___] |
| [a. Steam and condensate piping properly connected. | ___ | ___ | X | X   | X   | ___] |

|  |     |     |     |   |     |     |
|--|-----|-----|-----|---|-----|-----|
| Electrical   | A   | M   | E   | T | C   | O   |
| a. Power available to unit disconnect.   | ___ | ___ | ___ | X | ___ | ___ |
| b. Proper motor rotation verified.   | ___ | ___ | ___ | X | X   | ___ |
| c. Verify that power disconnect is located within sight of the unit it controls. | ___ | ___ | ___ | X | ___ | ___ |
| d. Power available to electric heating coil.                                     | ___ | ___ | ___ | X | ___ | ___ |

|   |     |     |   |     |     |     |
|---|-----|-----|---|-----|-----|-----|
| Controls  | A   | M   | E | T   | C   | O   |
| a. Control valves properly installed.                     | ___ | ___ | X | ___ | ___ | ___ |
| b. Control valves operable.                               | ___ | ___ | X | X   | ___ | ___ |
| c. Verify proper location and installation of thermostat. | ___ | ___ | X | ___ | ___ | ___ |

|   |     |     |   |     |   |     |
|---|-----|-----|---|-----|---|-----|
| Testing, Adjusting, and Balancing (TAB) | A   | M   | E | T   | C | O   |
| a. TAB Report approved.                 | ___ | ___ | X | ___ | X | ___ |

Pre-Functional Performance Test Checklist - Exhaust Fan

For Exhaust Fan: [\_\_\_\_\_]

Checklist Item

|                       |     |     |   |     |   |     |
|-----------------------|-----|-----|---|-----|---|-----|
| Installation          | A   | M   | E | T   | C | O   |
| a. Fan belt adjusted. | ___ | ___ | X | ___ | X | ___ |

|  |     |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|-----|
| Electrical   | A   | M   | E   | T   | C   | O   |
| a. Power available to fan disconnect.  | ___ | ___ | ___ | X   | ___ | ___ |
| b. Proper motor rotation verified.   | ___ | ___ | ___ | ___ | X   | ___ |
| c. Verify that power disconnect is located within sight of the unit it controls. | ___ | ___ | ___ | X   | ___ | ___ |

|   |     |     |     |     |     |     |
|---|-----|-----|-----|-----|-----|-----|
| Controls  | A   | M   | E   | T   | C   | O   |
| a. Control interlocks properly installed.                 | ___ | ___ | ___ | X   | ___ | ___ |
| b. Control interlocks operable.                           | ___ | ___ | ___ | X   | ___ | ___ |
| c. Dampers/actuators properly installed.                  | ___ | ___ | X   | ___ | ___ | ___ |
| d. Dampers/actuators operable.                            | ___ | ___ | X   | ___ | ___ | ___ |
| e. Verify proper location and installation of thermostat. | ___ | ___ | X   | ___ | ___ | ___ |

|   |     |     |   |     |   |     |
|---|-----|-----|---|-----|---|-----|
| Testing, Adjusting, and Balancing (TAB) | A   | M   | E | T   | C | O   |
| a. TAB Report approved.                 | ___ | ___ | X | ___ | X | ___ |

Pre-Functional Performance Test Checklist - Computer Room Unit

For Computer Room Unit: [\_\_\_\_\_]

Checklist Item

| Installation   | A   | M   | E   | T   | C   | O    |
|--|-----|-----|-----|-----|-----|------|
| a. Access doors are operable and sealed.   | ___ | ___ | X   | ___ | X   | ___  |
| b. Condensate drainage is unobstructed and routed to floor drain.                | ___ | ___ | X   | X   | X   | ___  |
| c. Fan belt adjusted.  | ___ | ___ | X   | ___ | X   | ___  |
| Electrical   | A   | M   | E   | T   | C   | O    |
| a. Power available to unit disconnect.   | ___ | X   | ___ | X   | X   | ___  |
| b. Proper motor rotation verified.   | ___ | X   | ___ | ___ | X   | ___  |
| c. Proper motor rotation verified.   | ___ | X   | ___ | ___ | X   | ___  |
| d. Verify that power disconnect is located within sight of the unit it controls. | ___ | X   | ___ | X   | ___ | ___  |
| [e. Power available to reheat coils.   | ___ | X   | ___ | ___ | X   | ___] |
| Coils/Humidifier   | A   | M   | E   | T   | C   | O    |
| [a. Chilled water piping properly connected.                                     | ___ | ___ | X   | ___ | ___ | ___] |
| [a. Refrigerant piping properly connected.                                       | ___ | ___ | X   | X   | X   | ___] |
| [b. Hot water piping properly connected.   | ___ | ___ | X   | ___ | ___ | ___] |
| [b. Steam piping properly connected.   | ___ | ___ | X   | X   | X   | ___] |
| [c. Humidifier makeup water connected.   | ___ | ___ | X   | X   | X   | ___] |
| Controls   | A   | M   | E   | T   | C   | O    |
| a. Control valves operable.  | ___ | ___ | X   | X   | ___ | ___  |
| b. Unit control system operable and verified.                                    | ___ | ___ | ___ | X   | ___ | ___  |
| c. Verify proper location and installation of thermostat.                        | ___ | ___ | X   | ___ | ___ | ___  |
| Testing, Adjusting, and Balancing (TAB)  | A   | M   | E   | T   | C   | O    |
| a. TAB Report submitted.   | ___ | ___ | X   | ___ | X   | ___  |



# Pre-Functional Performance Test Checklist - HVAC System Controls

For HVAC System: [\_\_\_\_\_]

## Checklist Item

| Installation  | A   | M   | E | T | C   | O   |
|---|-----|-----|---|---|-----|-----|
| a. Layout of control panel matches drawings.                                      | ___ | ___ | X | X | ___ | ___ |
| b. Framed instructions mounted in or near control panel.                          | ___ | ___ | X | X | ___ | ___ |
| c. Components properly labeled (on inside and outside of panel).                  | ___ | ___ | X | X | ___ | ___ |
| d. Control components piped and/or wired to each labeled terminal strip.          | ___ | ___ | X | X | ___ | ___ |
| e. EMCS connection made to each labeled terminal strip as shown.                  | ___ | ___ | X | X | ___ | ___ |
| f. Control wiring and tubing labeled at all terminations, splices, and junctions. | ___ | ___ | X | X | ___ | ___ |

## Main Power and Control Air

|  |     |     |     |   |     |     |
|--|-----|-----|-----|---|-----|-----|
| a. 120 volt AC power available to panel.                   | ___ | ___ | ___ | X | ___ | ___ |
| b. 138 kPa gauge20 psig compressed air available to panel. | ___ | ___ | X   | X | ___ | ___ |

## Testing, Adjusting, and Balancing (TAB)

| Testing, Adjusting, and Balancing (TAB) | A   | M   | E | T   | C | O   |
|---|-----|-----|---|-----|---|-----|
| a. TAB Report submitted.                | ___ | ___ | X | ___ | X | ___ |

Pre-Functional Performance Test Checklist - Single Zone Air Handling Unit

For Air Handling Unit: [\_\_\_\_\_]

Checklist Item

|  |     |     |     |     |     |      |
|--|-----|-----|-----|-----|-----|------|
| Installation   | A   | M   | E   | T   | C   | O    |
| a. Inspection and access doors are operable and sealed.                          | ___ | ___ | X   | ___ | X   | ___  |
| b. Condensate drainage is unobstructed.  | ___ | ___ | X   | X   | X   | ___  |
| c. Fan belt adjusted.  | ___ | ___ | X   | ___ | X   | ___  |
| Electrical   | A   | M   | E   | T   | C   | O    |
| a. Power available to unit disconnect.   | ___ | ___ | ___ | X   | X   | ___  |
| b. Power available to unit control panel.  | ___ | ___ | ___ | X   | ___ | ___  |
| c. Proper motor rotation verified.   | ___ | ___ | ___ | ___ | X   | ___  |
| d. Verify that power disconnect is located within sight of the unit it controls. | ___ | ___ | ___ | X   | ___ | ___  |
| e. Power available to electric heating coil.                                     | ___ | ___ | ___ | X   | ___ | ___  |
| Coils  | A   | M   | E   | T   | C   | O    |
| [a. Chilled water piping properly connected.                                     | ___ | ___ | X   | ___ | ___ | ___] |
| [a. Refrigerant piping properly connected.                                       | ___ | ___ | X   | X   | X   | ___] |
| [c. Hot water piping properly connected.   | ___ | ___ | X   | ___ | ___ | ___] |
| [c. Steam and condensate piping properly connected.                              | ___ | ___ | X   | X   | X   | ___] |
| Controls   | A   | M   | E   | T   | C   | O    |
| a. Control valves/actuators properly installed.                                  | ___ | ___ | X   | ___ | ___ | ___  |
| b. Control valves/actuators operable.  | ___ | ___ | X   | ___ | ___ | ___  |
| c. Dampers/actuators properly installed.   | ___ | ___ | X   | ___ | ___ | ___  |
| d. Dampers/actuators operable.   | ___ | ___ | X   | ___ | ___ | ___  |
| e. Verify proper location and installation of thermostat.                        | ___ | ___ | X   | ___ | ___ | ___  |
| Testing, Adjusting, and Balancing (TAB)  | A   | M   | E   | T   | C   | O    |

a. TAB Report approved.

\_\_\_ \_\_\_ X \_\_\_ X \_\_\_

Pre-Functional Performance Test Checklist - Energy Recovery System

For Energy Recovery System: [\_\_\_\_\_]

Checklist Item

Installation

A   M   E   T   C   O

a. Recovery system piping installed.

\_\_\_ \_\_\_ X \_\_\_ X \_\_\_

Startup

A   M   E   T   C   O

a. Startup and checkout complete.

\_\_\_ \_\_\_ X X X \_\_\_

Controls

A   M   E   T   C   O

a. Control valves/actuators properly installed.

\_\_\_ \_\_\_ X \_\_\_ \_\_\_ \_\_\_

b. Control valves/actuators operable.

\_\_\_ \_\_\_ X \_\_\_ \_\_\_ \_\_\_



- End of Appendix A -

APPENDIX B

FUNCTIONAL PERFORMANCE TESTS CHECKLISTS

**Functional Performance Test - Pump [      ]**

NOTE: Prior to performing this test, for closed loop systems ensure that the system is pressurized and the make-up water system is operational, or for open loop systems ensure that the sumps are filled to the proper level.

1. Activate pump start using control system commands.

a. Verify correct operation in:

HAND \_\_\_\_\_ OFF \_\_\_\_\_ AUTO \_\_\_\_\_

b. Verify pressure drop across strainer:

Strainer inlet pressure \_\_\_\_\_ kPa gauge psig

Strainer outlet pressure \_\_\_\_\_ kPa gauge psig

c. Verify pump inlet/outlet pressure reading, compare to Testing, Adjusting, and Balancing (TAB) Report and pump design conditions.

|   | DESIGN | TAB   | ACTUAL |
|---|--------|-------|--------|
| Pump inlet pressure kPa gauge <span style="color:blue">psig</span>  | _____  | _____ | _____  |
| Pump outlet pressure kPa gauge <span style="color:blue">psig</span> | _____  | _____ | _____  |

d. Operate pump at shutoff and at 100 percent of designed flow when all components are in full flow. Plot test readings on pump curve and compare results against readings taken from flow measuring devices.

|   | SHUTOFF | 100 percent |
|---|---------|-------------|
| Pump inlet pressure kPa gauge <span style="color:blue">psig</span>  | _____   | _____       |
| Pump outlet pressure kPa gauge <span style="color:blue">psig</span> | _____   | _____       |
| Pump flow rate L/ <span style="color:blue">sgpm</span>              | _____   | _____       |

  

|                                   | SETPOINT |
|-----------------------------------|----------|
| Differential Pressure Transmitter | _____    |

**Functional Performance Test (cont) - Pump [      ]**

e. For variable speed pumps, operate pump at shutoff (shutoff to be done in manual on variable speed drive at the minimum rpm that the system is being controlled at) and at minimum flow or when all components are in full by-pass. Plot test readings on pump curve and compare results against readings taken from flow measuring devices.

|                                   |          |             |
|-----------------------------------|----------|-------------|
|                                   | SHUTOFF  | 100 percent |
| Pump inlet pressure kPa gauge     | _____    | _____       |
| Pump outlet pressure kPa gauge    | _____    | _____       |
| Pump flow rate L/s                | _____    | _____       |
|                                   | SETPOINT |             |
| Differential Pressure Transmitter | _____    |             |

2. Measure motor amperage each phase and voltage phase to phase and phase to ground for both the full flow and the minimum flow conditions. Compare amperage to nameplate FLA.

a. Full flow:

|                  |       |               |               |
|------------------|-------|---------------|---------------|
| Nameplate FLA    | _____ |               |               |
| Amperage Phase 1 | _____ | Phase 2 _____ | Phase 3 _____ |
| Voltage Ph1-Ph2  | _____ | Ph1-Ph3 _____ | Ph2-Ph3 _____ |
| Voltage Ph1-gnd  | _____ | Ph2-gnd _____ | Ph3-gnd _____ |

b. Minimum flow:

|                  |       |               |               |
|------------------|-------|---------------|---------------|
| Amperage Phase 1 | _____ | Phase 2 _____ | Phase 3 _____ |
| Voltage Ph1-Ph2  | _____ | Ph1-Ph3 _____ | Ph2-Ph3 _____ |
| Voltage Ph1-gnd  | _____ | Ph2-gnd _____ | Ph3-gnd _____ |

3. Note unusual vibration, noise, etc.

---

---

**Functional Performance Test (cont) - Pump [      ]**

4. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

|  |       |
|--|-------|
| Contractor's Commissioning Specialist  | _____ |
| Contractor's Mechanical Representative | _____ |
| Contractor's Electrical Representative | _____ |
| Contractor's TAB Representative        | _____ |
| Contractor's Controls Representative   | _____ |
| Contracting Officer's Representative   | _____ |
| Design Agency Representative           | _____ |
| Using Agency's Representative          | _____ |

**Functional Performance Test - Centrifugal Chiller [      ]**

Note: If water-cooled chiller perform in conjunction with Cooling Tower test.

1. Demonstrate operation of chilled water system in accordance with specifications including the following: Start building air handler to provide load for chiller. Activate controls system chiller start sequence as follows:

- a. Time of day startup program initiates chiller start: \_\_\_\_\_
- b. Record outdoor air temperature: \_\_\_\_\_
- c. Start condenser water pump and establish condenser water flow. Verify chiller condenser water proof-of-flow switch operation. \_\_\_\_\_
- d. Start chilled water pump and establish chilled water flow. Verify chiller chilled water proof-of-flow switch operation. \_\_\_\_\_
- e. Verify control system energizes chiller start sequence. \_\_\_\_\_
- f. Verify chiller senses chilled water temperature above set point and control system activates chiller start. \_\_\_\_\_
- g. Verify functioning of "soft start" sequence. \_\_\_\_\_
- h. Record data in 2, 3 and 4 below on fully load chiller.
- i. Shut off air handling equipment to remove load on chilled water system. Verify chiller shutdown sequence is initiated and accomplished after load is removed. \_\_\_\_\_
- j. Restart air-handling equipment one minute after chiller shut down. Verify condenser water pump, cooling tower, and chiller restart sequence. \_\_\_\_\_

2. Verify chiller inlet/outlet pressure and flow reading, compare to Testing, Adjusting, and Balancing (TAB) Report, chiller design conditions, and chiller manufacturer's performance data.

|                                   | DESIGN | TAB REPORT | ACTUAL |
|-----------------------------------|--------|------------|--------|
| Chiller inlet pressure kPa gauge  | _____  | _____      | _____  |
| Chiller outlet pressure kPa gauge | _____  | _____      | _____  |
| Chiller flow L/sec                | _____  | _____      | _____  |

3. Measure chiller amperage each phase and voltage phase to phase and phase to ground for both the fully loaded condition.

|          |               |               |               | Motor F/L AMPS |
|----------|---------------|---------------|---------------|----------------|
| Amperage | Phase 1 _____ | Phase 2 _____ | Phase 3 _____ | _____          |
| Voltage  | Ph1-Ph2 _____ | Ph1-Ph3 _____ | Ph2-Ph3 _____ |                |

Voltage    Ph1-gnd \_\_\_\_\_    Ph2-gnd\_\_\_\_\_    Ph3-gnd\_\_\_\_\_

**Functional Performance Test (cont) - Centrifugal Chiller [      ]**

4.      a. Record the following information:      Design

|  |     |    |       |
|--|-----|----|-------|
| Outdoor air temperature _____            | deg | CF | _____ |
| Ambient dry bulb temperature _____       | deg | CF | _____ |
| Entering chilled water temperature _____ | deg | CF | _____ |
| Leaving chilled water temperature _____  | deg | CF | _____ |

b. Calculate chiller load at ambient conditions and compare to chiller rated capacity from manufacturer's literature.    Calculated \_\_\_\_\_ **KWsTon**  
Rated \_\_\_\_\_ **KWsTon**.

5.      Unusual vibration, noise, etc.

\_\_\_\_\_

\_\_\_\_\_

6.      Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

|  |       |
|--|-------|
| Contractor's Commissioning Specialist  | _____ |
| Contractor's Mechanical Representative | _____ |
| Contractor's Electrical Representative | _____ |
| Contractor's TAB Representative        | _____ |
| Contractor's Controls Representative   | _____ |
| Contracting Officer's Representative   | _____ |
| Design Agency Representative           | _____ |
| Using Agency's Representative          | _____ |



**Functional Performance Test - Cooling Tower [      ]**

1. Demonstrate operation of the cooling tower in accordance with specification and the following:

a. Activate cooling tower fan start using control system command. This should first start condenser water pump, establish flow, delay fan start, as specified, to equalize flow in distribution basin and sump. Verify fan start after timed delay. \_\_\_\_\_

b. After chiller startup, control system should modulate bypass valve and two-speed fan motor to maintain condenser water set point. Verify function of bypass valve under varying loads. \_\_\_\_\_

c. Verify cooling tower interlock with chiller. \_\_\_\_\_

d. Verify makeup water float valve is functioning. \_\_\_\_\_

e. Activate chemical treatment feed valve, verify makeup of chemical treatment system, pump, and controls. \_\_\_\_\_

f. Record the following:

Entering water temperature      \_\_\_\_\_ deg CF  
Leaving water temperature:      \_\_\_\_\_ deg CF  
Measured water flow:      \_\_\_\_\_ L/s gpm  
Entering air wet bulb temperature: \_\_\_\_\_ deg CF

2. Compare results with test results from cooling tower specification test.

3.

a. Stop all building cooling equipment so that cooling tower pumps stop. Observe tower for at least 15 minutes and verify no overflow occurs \_\_\_\_\_.

b. Start cooling tower pumps in hand and observe pumps for air binding/cavitation , none allowed \_\_\_\_\_.

4.Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

Contractor's Commissioning Specialist \_\_\_\_\_

Contractor's Mechanical Representative \_\_\_\_\_

Contractor's Electrical Representative \_\_\_\_\_

Contractor's TAB Representative \_\_\_\_\_

Contractor's Controls Representative \_\_\_\_\_

Contracting Officer's Representative \_\_\_\_\_

Design Agency Representative \_\_\_\_\_

Using Agency's Representative \_\_\_\_\_



## Functional Performance Test Checklist - VAV Terminals

The Contracting officer will select VAV terminals to be spot-checked during the functional performance test. The number of terminals selected shall not exceed 10 percent.

1. Functional Performance Test: Contractor shall demonstrate operation of selected VAV boxes in accordance with specifications including the following:

a. Cooling only VAV boxes:

(1) Verify VAV box response to room temperature set point adjustment. Turn thermostat to 3 degrees C 5 degrees F below ambient and measure maximum airflow. Turn thermostat to 3 degrees C 5 degrees F above ambient and measure minimum airflow.

|              | Setting | Measured | Design |        |
|--------------|---------|----------|--------|--------|
| Maximum flow | [ ]     | [ ]      | [ ]    | L/scfm |
| Minimum flow | [ ]     | [ ]      | [ ]    | L/scfm |

b. Cooling with reheat VAV boxes:

(1) Verify VAV box response to room temperature set point adjustment. Turn thermostat to 3 degrees C 5 degrees F above ambient and measure maximum airflow. Turn thermostat to 3 degrees C 5 degrees F below ambient and measure minimum airflow.

|              | Setting | Measured | Design |        |
|--------------|---------|----------|--------|--------|
| Maximum flow | [ ]     | [ ]      | [ ]    | L/scfm |
| Minimum flow | [ ]     | [ ]      | [ ]    | L/scfm |

(2) Verify reheat coil operation range (full closed to full open) by turning room thermostat 3 degrees C 5 degrees F above ambient \_\_\_\_\_.

With heating water system and boiler in operation providing design supply hot water temperature record the following:

Design HW supply temperature \_\_\_\_\_ deg CF  
Actual HW supply temperature \_\_\_\_\_ deg CF  
AHU supply air temperature \_\_\_\_\_ deg CF  
VAV supply air temperature \_\_\_\_\_ deg CF  
Calculate coil capacity and compare to design:  
Design \_\_\_\_\_ WBTU/hr Actual \_\_\_\_\_ WBTU/hr

## Functional Performance Test Checklist (cont)- VAV Terminals

### c. Parallel Fan powered VAV boxes:

(1) Verify VAV box responses to call for heating via set point adjustment. Change from cooling set point to heating set point. Verify cooling damper closes to minimum position, blower fan energizes according to sequence of operation, and upon further drop in space temperature, heating coil activation. \_\_\_\_\_

With heating water system in operation providing design supply hot water temperature record the following:

Design HW supply temperature \_\_\_\_\_ deg CF  
Actual HW supply temperature \_\_\_\_\_ deg CF  
AHU supply air temperature \_\_\_\_\_ deg CF  
VAV supply air temperature \_\_\_\_\_ deg CF  
Calculate coil capacity and compare to design:  
Design \_\_\_\_\_ WBTU/hr Actual \_\_\_\_\_ WBTU/hr

(2) Check primary air damper maximum/minimum flow settings and compare to actual measured flows.

|              | Setting | Measured | Design  |        |
|--------------|---------|----------|---------|--------|
| Maximum flow | [_____] | [_____]  | [_____] | L/scfm |
| Minimum flow | [_____] | [_____]  | [_____] | L/scfm |

(3) Check blower fan flow. [\_\_\_\_\_] L/scfm

(4) Verify free operation of fan backdraft damper (insure no primary air is being discharged into plenum space).

---

### d. Series Fan Powered VAV boxes

(1) Ensure VAV fan starts prior to AHU fan

(2) Verify VAV box response to sensor call for heating via set point adjustment. Change from cooling set point to heating set point. Verify cooling damper closes to minimum position and upon further drop in space temperature, heating coil activation. With heating water system and boiler in operation providing design supply hot water temperature record the following:

Design HW supply temperature \_\_\_\_\_ deg CF  
Actual HW supply temperature \_\_\_\_\_ deg CF  
AHU supply air temperature \_\_\_\_\_ deg CF  
VAV supply air temperature \_\_\_\_\_ deg CF  
Calculate coil capacity and compare to design:  
Design \_\_\_\_\_ WBTU/hr Actual \_\_\_\_\_ WBTU/hr

(3) Check primary air damper maximum/minimum flow settings and compare to actual measured flows.

|              | Setting | Measured | Design  |        |
|--------------|---------|----------|---------|--------|
| Maximum flow | [_____] | [_____]  | [_____] | L/scfm |

Minimum flow            [\_\_\_\_\_]        [\_\_\_\_\_]        [\_\_\_\_\_] L/scfm

**Functional Performance Test Checklist (cont) - VAV Terminals**

(4) Verify that minimal primary air is discharging into the plenum space when in full cooling mode.

(5) Verify that no plenum air is being induced from the plenum space into the supply air during full cooling by measuring supply air temperature and comparing to primary air temperature

Primary air temp    \_\_\_\_\_ deg **CF**  
Supply air temp    \_\_\_\_\_ deg **CF**

2. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

|  | Signature and Date |
|--|--------------------|
| Contractor's Commissioning Specialist  | _____              |
| Contractor's Mechanical Representative | _____              |
| Contractor's Electrical Representative | _____              |
| Contractor's TAB Representative        | _____              |
| Contractor's Controls Representative   | _____              |
| Contracting Officer's Representative   | _____              |
| Design Agency Representative           | _____              |
| Using Agency's Representative          | _____              |

## Functional Performance Test Checklist - Variable Volume Air Handling Unit

For Air Handling Unit: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall verify operation of air handling unit in accordance with specification including the following:

a. Ensure that a slight negative pressure exists on inboard side of the outside air dampers throughout the operation of the dampers. Modulate OA, RA, and EA dampers from fully open to fully closed positions\_\_\_\_\_.

b. The following shall be verified [supply fan operating] [supply and return fans operating] mode is initiated:

(1) All dampers in normal position prior to fan start\_\_\_\_\_.

(2) All valves in normal position prior to fan start\_\_\_\_\_.

(3) System safeties allow start if safety conditions are met.\_\_\_\_\_

(4) VAV fan controller shall "soft-start" fan. \_\_\_\_\_

(5) Modulate all VAV boxes to minimum air flow and verify that the static pressure does not exceed the high static pressure shutdown setpoint\_\_\_\_\_.

(6) Return all VAV boxes to auto \_\_\_\_\_.

c. Occupied mode of operation - economizer de-energized.

(1) Outside air damper at minimum position. \_\_\_\_\_

(2) Return air damper open. \_\_\_\_\_

(3) Relief air damper [at minimum position] [closed]. \_\_\_\_\_

(4) Chilled water control valve modulating to maintain leaving air temperature set point. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF

(5) Fan VAV controller receiving signal from duct static pressure sensor and modulating fan to maintain supply duct static pressure set point.  
Setpoint \_\_\_\_\_kpa inches-wg Actual \_\_\_\_\_kpa inches-wg

d. Occupied mode of operation - economizer energized.

(1) Outside air damper modulated to maintain mixed air temperature set point. Setpoint \_\_\_\_\_deg CF, Actual \_\_\_\_\_deg CF, Outside air damper position \_\_\_\_\_ percent.

(2) Relief air damper modulates with outside air damper according to sequence of operation. Relief air damper position\_\_\_\_\_ percent.

(3) Chilled water control valve modulating to maintain leaving air temperature set point. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF

(4) Hot water control valve modulating to maintain leaving air

temperature set point. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF



**Functional Performance Test Checklist (cont) - Variable Volume Air Handling Unit**

(5) Fan VAV controller receives signal from duct static pressure sensor and modulates fan to maintain supply duct static pressure set point. Setpoint **kpainches-wg**\_\_\_\_\_ Actual **kpainches-wg**\_\_\_\_\_

e. Unoccupied mode of operation

(1) Observe fan starts when space temperature calls for heating and/or cooling. \_\_\_\_\_ Note: This does not apply to series boxes.

(2) All dampers in normal position. \_\_\_\_\_

(3) Verify space temperature is maintained as specified in sequence of operation. \_\_\_\_\_

f. The following shall be verified when the [supply fan off] [supply and return fans off] mode is initiated:

(1) All dampers in normal position. \_\_\_\_\_

(2) All valves in normal position. \_\_\_\_\_

(3) Fan de-energizes. \_\_\_\_\_

g. Verify the chilled water coil control valve operation by setting all VAV's to maximum and minimum cooling.

Max Cooling

Supply air temp. \_\_\_\_\_ deg **CF** Verify cooling valve operation\_\_\_\_\_.

Min cooling

Supply air temp. \_\_\_\_\_ deg **CF** Verify cooling valve operation\_\_\_\_\_.

h. Verify safety shut down initiated by low temperature protection thermostat. \_\_\_\_\_

i. Verify occupancy schedule is programmed into time clock/UMCS\_\_\_\_\_.

2. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

Contractor's Commissioning Specialist \_\_\_\_\_

Contractor's Mechanical Representative \_\_\_\_\_

Contractor's Electrical Representative \_\_\_\_\_

Contractor's TAB Representative \_\_\_\_\_

Contractor's Controls Representative \_\_\_\_\_

Design Agency Representative \_\_\_\_\_

Contracting Officer's Representative

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Using Agency's Representative

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## Functional Performance Test Checklist - Single Zone Air Handling Unit

For Air Handling Unit: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall verify operation of air handling unit in accordance with specification including the following:

a. Ensure that a slight negative pressure exists on inboard side of the outside air dampers throughout the operation of the dampers. Modulate OA, RA, and EA dampers from fully open to fully closed positions.

a. The following shall be verified when the [supply fan operating] [supply and return fans operating] mode is initiated:

(1) All dampers in normal position prior to fan start\_\_\_\_\_.

(2) All valves in normal position prior to fan start\_\_\_\_\_.

(3) System safeties allow start if safety conditions are met. \_\_\_\_

b. Occupied mode of operation - economizer de-energized.

(1) Outside air damper at minimum position.\_\_\_\_\_

(2) Return air damper open.\_\_\_\_\_

(3) Relief air damper [at minimum position] [closed].\_\_\_\_\_

(4) Chilled water control valve modulating to maintain space cooling temperature set point. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF

(5) Hot water control valve modulating to maintain space heating temperature set point input from outside air temperature controller. \_\_\_\_\_

c. Occupied mode of operation - economizer energized.

(1) Outside air damper modulated to maintain mixed air temperature set point. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF O/A damper position \_\_\_\_\_ percent Return Air Temperature\_\_\_\_\_deg CF Outside Air Temperature \_\_\_\_\_ deg CF

(2) Relief air damper modulates with outside air damper according to sequence of operation. Relief air damper position \_\_\_\_\_ percent

(3) Chilled water control valve modulating to maintain space cooling temperature set point. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF Return sensor overrides to normal operation.

d. Unoccupied mode of operation.

(1) Observe fan starts when space temperature calls for heating/cooling \_\_\_\_.

(2) All dampers in normal position. \_\_\_\_\_

(3) Verify low limit space temperature is maintained as specified in sequence of operation. \_\_\_\_\_

**Functional Performance Test Checklist (cont) - Single Zone Air Handling Unit**

e. The following shall be verified when the [supply fan off] [supply and return fans off] mode is initiated:

(1) All dampers in normal position. \_\_\_\_\_

(2) All valves in normal position. \_\_\_\_\_

(3) Fan de-energizes. \_\_\_\_\_

f. Verify cooling coil and heating coil operation by varying thermostat set point from cooling set point to heating set point and returning to cooling set point \_\_\_\_\_.

g. Verify safety shut down initiated by low temperature protection thermostat \_\_\_\_\_.

h. Verify occupancy schedule is programmed into time clock/UMCS \_\_\_\_\_.

2. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

|  |       |
|--|-------|
| Contractor's Commissioning Specialist  | _____ |
| Contractor's Mechanical Representative | _____ |
| Contractor's Electrical Representative | _____ |
| Contractor's TAB Representative        | _____ |
| Contractor's Controls Representative   | _____ |
| Design Agency Representative           | _____ |
| Contracting Officer's Representative   | _____ |
| Using Agency's Representative          | _____ |

## Functional Performance Test Checklist - Multi-zone Air Handling Unit

For Air Handling Unit: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall verify operation of air handling unit in accordance with specification including the following:

a. Ensure that a slight negative pressure exists on inboard side of the outside air dampers throughout the operation of the dampers. Modulate OA, RA, and EA dampers from fully open to fully closed positions.

b. The following shall be verified when the supply and return fans operating mode is initiated:

(1) All dampers in normal position. \_\_\_\_\_

(2) All valves in normal position. \_\_\_\_\_

(3) System safeties allow start if safety conditions are met. \_\_\_\_

b. Occupied mode of operation - economizer de-energized.

(1) Outside air damper at minimum position. \_\_\_\_\_

(2) Return air damper open. \_\_\_\_\_

(3) Relief air damper [at minimum position] [closed]. \_\_\_\_\_

(4) Chilled water control valve modulating to maintain cold deck supply air temperature set point. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF

(5) Hot water control valve modulating to maintain hot deck supply air temperature set point input from outside air temperature controller. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF O/A \_\_\_\_\_deg CF

c. Occupied mode of operation - economizer energized. Note outside air and return air temperature sensors may need to be simulated.

(1) Outside air damper modulates to maintain mixed air temperature set point. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF Return Air Temperature \_\_\_\_\_deg CF Outside Air Temperature \_\_\_\_\_deg CF

(2) Relief air damper modulates with outside air damper according to sequence of operation. \_\_\_\_\_

(3) Chilled water control valve modulating to maintain cold deck supply air temperature set point. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF

(4) Hot water control valve modulating to maintain hot deck supply air temperature set point input from outside air temperature controller. Setpoint \_\_\_\_\_deg CF Actual \_\_\_\_\_deg CF O/A \_\_\_\_\_deg CF Return temperature sensors to normal operation.

**Functional Performance Test Checklist (cont) - Multi-zone Air Handling Unit**

d. Unoccupied mode of operation note time clock and space temperature sensor may require simulation.  
(4) Observe fan starts when space temperature calls for heating/cooling.  
(5) All dampers in normal position. \_\_\_\_\_  
(6) Verify low limit space temperature is maintained as specified in sequence of operation. \_\_\_\_\_

e. The following shall be verified when the supply and return fans off mode is initiated:

(1) All dampers in normal position. \_\_\_\_\_

(2) All valves in normal position. \_\_\_\_\_

(3) Fan de-energizes. \_\_\_\_\_

Note: return time clock and space temperature sensors to normal operation.

f. Verify zone damper operation by varying zone thermostat set points from cooling set point to heating set point and returning to cooling set point. \_\_\_\_\_

g. Verify safety shut down initiated by low temperature protection thermostat. \_\_\_\_\_

h. Index room thermostats to full cooling then to full heating. Measure and record cold deck, hot deck, and supply air temperatures and determine damper leakage for a minimum of 2 zones.

Cold deck temperature \_\_\_\_\_ degrees CF

Hot deck temperature \_\_\_\_\_ degrees CF

Zone \_\_\_\_\_

Zone \_\_\_\_\_ Supply Air Temperature at Max Cooling \_\_\_\_\_ deg CF

Zone \_\_\_\_\_ Supply Air Temperature at Max Heating \_\_\_\_\_ deg CF

Zone \_\_\_\_\_ Hot Deck Damper leakage at Max cooling \_\_\_\_\_ 1/SCFM

Zone \_\_\_\_\_ Cold Deck Damper leakage at Max heating \_\_\_\_\_ 1/SCFM

Zone \_\_\_\_\_

Zone \_\_\_\_\_ Supply Air Temperature at Max Cooling \_\_\_\_\_ deg CF

Zone \_\_\_\_\_ Supply Air Temperature at Max Heating \_\_\_\_\_ deg CF

Zone \_\_\_\_\_ Hot Deck Damper leakage at Max cooling \_\_\_\_\_ 1/SCFM

Zone \_\_\_\_\_ Cold Deck Damper leakage at Max heating \_\_\_\_\_ 1/SCFM

i. Verify occupancy schedule is programmed into time clock/UMCS \_\_\_\_\_.

**Functional Performance Test Checklist (cont) - Multi-zone Air Handling Unit**

2. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

Contractor's Commissioning Specialist

\_\_\_\_\_

Contractor's Mechanical Representative

\_\_\_\_\_

Contractor's Electrical Representative

\_\_\_\_\_

Contractor's TAB Representative

\_\_\_\_\_

Contractor's Controls Representative

\_\_\_\_\_

Design Agency Representative

\_\_\_\_\_

Contracting Officer's Representative

\_\_\_\_\_

Using Agency's Representative

\_\_\_\_\_

## Functional Performance Test Checklist - Packaged Air Cooled Chiller

For Chiller: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall demonstrate operation of chilled water system in accordance with specifications including the following: Start building air handler to provide load for chiller. Activate controls system chiller start sequence as follows.

a. Start chilled water pump and establish chilled water flow. Verify chiller-chilled water proof-of-flow switch operation. \_\_\_\_\_  
Record outdoor air temperature. \_\_\_\_\_

b. Verify control system energizes chiller start sequence. \_\_\_\_\_

c. Verify chiller senses chilled water temperature above set point and control system activates chiller start. Setpoint\_\_\_\_\_deg **CF** Actual\_\_\_\_\_deg **CF**

d. Verify functioning of "soft start" sequence. \_\_\_\_\_

e. Verify and record chiller data in accordance with 2, 3 and 4 below on fully loaded chiller.

f. Shut off air handling equipment to remove load on chilled water system. Verify chiller shutdown sequence is initiated and accomplished after load is removed. \_\_\_\_\_

g. Restart air handling equipment one minute after chiller shut down. Verify chiller restart sequence. \_\_\_\_\_

2. Verify chiller inlet/outlet pressure reading, compare to Testing, Adjusting, and Balancing (TAB) Report, chiller design conditions, and chiller manufacturer's performance data.

|                         |             | DESIGN | TAB TEST | ACTUAL |
|-------------------------|-------------|--------|----------|--------|
| Chiller inlet pressure  | (kPa gauge) | _____  | _____    | _____  |
| Chiller inlet pressure  | (psig)      | _____  | _____    | _____  |
| Chiller outlet pressure | (kPa gauge) | _____  | _____    | _____  |
| Chiller outlet pressure | (psig)      | _____  | _____    | _____  |
| Chiller flow            | L/secGPM    | _____  | _____    | _____  |

3. Verify chiller amperage each phase and voltage phase-to-phase and phase-to-ground.

|          |               |               |               | Motor F/L AMPS |
|----------|---------------|---------------|---------------|----------------|
| Amperage | Phase 1 _____ | Phase 2 _____ | Phase 3 _____ | _____          |
| Voltage  | Ph1-Ph2 _____ | Ph1-Ph3 _____ | Ph2-Ph3 _____ |                |
| Voltage  | Ph1-gnd _____ | Ph2-gnd _____ | Ph3-gnd _____ |                |



**Functional Performance Test Checklist (cont) - Packaged Air Cooled Chiller**

4.

a. Record the following information:

|  |                   | Design                  |
|--|-------------------|-------------------------|
| Outdoor air temperature _____            | degrees <b>CF</b> |                         |
| Ambient dry bulb temperature _____       | degrees <b>CF</b> | _____ degrees <b>CF</b> |
| Entering chilled water temperature _____ | degrees <b>CF</b> | _____ degrees <b>CF</b> |
| Leaving chilled water temperature _____  | degrees <b>CF</b> | _____ degrees <b>CF</b> |

b. Calculate chiller load at ambient conditions and compare to chiller rated capacity from manufacturer's literature. Calculated \_\_\_\_\_ **KWsTon**  
Rated \_\_\_\_\_ **KWsTon**.

5. Unusual vibration, noise, etc.

---

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6. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

|  |       |
|--|-------|
| Contractor's Commissioning Specialist  | _____ |
| Contractor's Mechanical Representative | _____ |
| Contractor's Electrical Representative | _____ |
| Contractor's TAB Representative        | _____ |
| Contractor's Controls Representative   | _____ |
| Design Agency Representative           | _____ |
| Contracting Officer's Representative   | _____ |
| Using Agency's Representative          | _____ |

**Functional Performance Test Checklist - Air Cooled Condensing Unit**

For Condensing Unit: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall demonstrate operation of refrigeration system in accordance with specifications including the following: Start building air handler to provide load for condensing unit. Activate controls system start sequence as follows.

a. Start air handling unit. Verify control system energizes condensing unit start sequence. \_\_\_\_\_

b. Verify and record data in 2 and 3 below.

c. Shut off air handling equipment to verify condensing unit de-energizes. \_\_\_\_\_

d. Restart air handling equipment one minute after condensing unit shut down. Verify condensing unit restart sequence. \_\_\_\_\_

2. Verify condensing unit amperage each phase and voltage phase to phase and phase to ground.

Motor Full-Load Amps \_\_\_\_\_

Amperage Phase 1 \_\_\_\_\_ Phase 2 \_\_\_\_\_ Phase 3 \_\_\_\_\_

Voltage Ph1-Ph2 \_\_\_\_\_ Ph1-Ph3 \_\_\_\_\_ Ph2-Ph3 \_\_\_\_\_

Voltage Ph1-gnd \_\_\_\_\_ Ph2-gnd \_\_\_\_\_ Ph3-gnd \_\_\_\_\_

3. Record the following information:

|                              |       |               |
|------------------------------|-------|---------------|
| Ambient dry bulb temperature | _____ | degrees CF    |
| Suction pressure             | _____ | kPa gaugepsig |
| Discharge pressure           | _____ | kPa gaugepsig |

4. Unusual vibration, noise, etc.

5. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

Contractor's Commissioning Specialist \_\_\_\_\_

Contractor's Mechanical Representative \_\_\_\_\_

Contractor's Electrical Representative \_\_\_\_\_

Contractor's TAB Representative \_\_\_\_\_

Contractor's Controls Representative \_\_\_\_\_

Design Agency Representative \_\_\_\_\_

Contracting Officer's Representative \_\_\_\_\_

Using Agency's Representative

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## Functional Performance Test Checklist - Hot Water Boiler

For Boiler: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall demonstrate operation of hot water system in accordance with specifications including the following: Start building heating equipment to provide load for boiler. Activate controls system boiler start sequence as follows.

a. Start hot water pump and establish hot water flow. Verify boiler hot water proof-of-flow switch operation. \_\_\_\_\_  
Record outdoor air temperature. \_\_\_\_\_

b. Verify control system energizes boiler start sequence. \_\_\_\_\_

c. Verify boiler senses hot water temperature below set point and control system activates boiler start. Setpoint \_\_\_\_\_ deg **CF**

2. Verify boiler inlet/outlet pressure reading, compare to Test and Balance (TAB) Report, boiler design conditions, and boiler manufacturer's performance data.

|   | DESIGN | SYSTEM TEST | ACTUAL |
|---|--------|-------------|--------|
| Boiler inlet water temperature deg <b>CF</b>              | _____  | _____       | _____  |
| Boiler outlet water temperature deg <b>CF</b>             | _____  | _____       | _____  |
| Boiler outlet pressure <b>kPa gauge</b> <b>psig</b>       | _____  | _____       | _____  |
| Boiler flow rate <b>L/s</b> <b>gpm</b>                    | _____  | _____       | _____  |
| Flue-gas temperature at boiler outlet deg <b>CF</b>       | _____  | _____       | _____  |
| Percent carbon dioxide in flue-gas                        | _____  | _____       | _____  |
| Draft at boiler flue-gas exit <b>kPa</b> <b>inches-wg</b> | _____  | _____       | _____  |
| Stack emission pollutants concentration                   | _____  | _____       | _____  |
| Fuel type   | _____  | _____       | _____  |
| Combustion efficiency                                     | _____  | _____       | _____  |

3. Record the following information:

Ambient dry bulb temperature to determine reset schedule \_\_\_\_\_ degrees **CF**  
Building Entering hot water temperature \_\_\_\_\_ degrees **CF**  
Building Leaving hot water temperature \_\_\_\_\_ degrees **CF**

4. Verify temperatures in item 3 are in accordance with the reset schedule. \_\_\_\_\_

5. Verify proper operation of boiler safeties. \_\_\_\_\_
- a. Low water \_\_\_\_\_
  - b. Water flow \_\_\_\_\_
  - c. Flame failure \_\_\_\_\_
  - d. Pilot failure \_\_\_\_\_
  - e. Pre and Post Purge failure \_\_\_\_\_
  - f. Pressure relief \_\_\_\_\_
  - g. High temperature \_\_\_\_\_

6. Shut off building heating equipment to remove load on hot water system. Verify boiler shutdown sequence is initiated and accomplished after load is removed. \_\_\_\_\_



**Functional Performance Test Checklist (cont) - Hot Water Boiler**

7. Unusual vibration, noise, etc.

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8. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

Contractor's Commissioning Specialist

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Contractor's Mechanical Representative

---

Contractor's Electrical Representative

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Contractor's TAB Representative

---

Contractor's Controls Representative

---

Design Agency Representative

---

Contracting Officer's Representative

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Using Agency's Representative

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### Functional Performance Test Checklist - Steam Boiler

For Boiler: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall demonstrate operation of steam heating system in accordance with specifications including the following: Start building heating equipment to provide load for boiler. Activate controls system boiler start sequence as follows.

a. Start steam heating system. Verify control system energizes boiler start sequence. \_\_\_\_\_  
Record the outdoor air temperature. \_\_\_\_\_

b. Verify boiler senses steam pressure below set point and control system activates boiler start. \_\_\_\_\_

c. Shut off building heating equipment to remove load on steam heating system. Verify boiler shutdown sequence is initiated and accomplished after load is removed. \_\_\_\_\_

d. Verify that water level and makeup water system are operational.

2. Verify boiler inlet/outlet pressure reading, compare to boiler design conditions and manufacturer's performance data.

|  | DESIGN | SYSTEM TEST | ACTUAL |
|--|--------|-------------|--------|
| Boiler inlet feedwater temp deg CF           | _____  | _____       | _____  |
| Boiler outlet pressure kPa gauge             | _____  | _____       | _____  |
| Flue-gas temperature at boiler outlet deg CF | _____  | _____       | _____  |
| Percent carbon dioxide in flue-gas           | _____  | _____       | _____  |
| Draft at boiler flue-gas exit kPa inches-wg  | _____  | _____       | _____  |
| Stack emission pollutants concentration      | _____  | _____       | _____  |
| Fuel type                                    | _____  | _____       | _____  |
| Combustion efficiency                        | _____  | _____       | _____  |

3. Record the following information:

Ambient temperature \_\_\_\_\_ deg CF

4. Verify proper operation of boiler safeties. \_\_\_\_\_

5. Unusual vibration, noise, etc.

6. Visually check refractory for cracks or spalling and refractory and tubes for flame impingement. \_\_\_\_\_

**Functional Performance Test Checklist (cont) - Steam Boiler**

7. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

|  |       |
|--|-------|
| Contractor's Commissioning Specialist  | _____ |
| Contractor's Mechanical Representative | _____ |
| Contractor's Electrical Representative | _____ |
| Contractor's TAB Representative        | _____ |
| Contractor's Controls Representative   | _____ |
| Design Agency Representative           | _____ |
| Contracting Officer's Representative   | _____ |
| Using Agency's Representative          | _____ |



### Functional Performance Test Checklist - Fan Coil Units

The Contracting Officer will select fan coil units to be spot-checked during the functional performance test. The number of terminals shall not exceed 10 percent. Hot water and chilled water systems must be in operation providing design water temperatures.

1. Functional Performance Test: Contractor shall demonstrate operation of selected fan coils in accordance with specifications including the following:

a. Cooling only fan coils:

(1) Verify fan coil unit response to room temp set point adjustment.

1. Check blower fan airflow. \_\_\_\_\_ L/scfm
2. Check cooling coil water flow. \_\_\_\_\_ L/srpm
3. Verify proper operation of cooling water control valve. \_\_\_\_\_
4. Cooling mode inlet air temperature \_\_\_\_\_ deg CF
5. Cooling mode outlet air temperature \_\_\_\_\_ deg CF
6. Calculate coil sensible capacity and compare to design:  
Calculated \_\_\_\_\_ WattsBTU/hr Design \_\_\_\_\_ WattsBTU/hr

b. Cooling/heating fan coils:

(1) Verify fan coil unit response to room temp set point adjustment.

1. Check blower fan airflow. \_\_\_\_\_ L/scfm
2. Check cooling coil water flow. \_\_\_\_\_ L/srpm
3. Verify proper operation of cooling water control valve. \_\_\_\_\_
4. Check cooling mode inlet air temperature. \_\_\_\_\_ deg CF
5. Check cooling mode outlet air temperature. \_\_\_\_\_ deg CF
6. Calculate cooling coil sensible capacity and compare to design:  
7. Calculated \_\_\_\_\_ WattsBTU/hr Design \_\_\_\_\_ WattsBTU/hr
8. Check heating coil water flow. \_\_\_\_\_ L/srpm
9. Verify proper operation of heating water control valve. \_\_\_\_\_
10. Check heating mode inlet air temperature. \_\_\_\_\_ deg CF
11. Check heating mode outlet air temperature. \_\_\_\_\_ deg CF
12. Calculate heating coil capacity and compare to design:  
Calculated \_\_\_\_\_ WattsBTU/hr design \_\_\_\_\_ WattsBTU/hr

2. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

|  |       |
|--|-------|
| Contractor's Commissioning Specialist  | _____ |
| Contractor's Mechanical Representative | _____ |
| Contractor's Electrical Representative | _____ |
| Contractor's TAB Representative        | _____ |
| Contractor's Controls Representative   | _____ |

Design Agency Representative

\_\_\_\_\_

Contracting Officer's Representative

\_\_\_\_\_

Using Agency's Representative

\_\_\_\_\_

### Functional Performance Test Checklist - Unit Heaters

The Contracting Officer will select unit heaters to be spot-checked during the functional performance test. The number of terminals shall not exceed 10 percent. Hot water systems (for hot water unit heaters) must be in operation and supplying design hot water supply temperature water.

1. Functional Performance Test: Contractor shall demonstrate operation of selected unit heaters:

- a. Verify unit heater response to room temperature set point adjustment. \_\_\_\_\_
- b. Check heating mode inlet air temperature. \_\_\_\_\_ deg CF
- c. Check heating mode outlet air temperature. \_\_\_\_\_ deg CF
- d. Record manufacturer's submitted fan capacity \_\_\_\_\_ L/scfm
- e. Calculate unit heater capacity using manufacturer's fan capacity and recorded temperatures and compare to design.
- f. Calculated \_\_\_\_\_ WattsBTU/hr Design \_\_\_\_\_ WattsBTU/hr

2. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

|  |       |
|--|-------|
| Contractor's Commissioning Specialist  | _____ |
| Contractor's Mechanical Representative | _____ |
| Contractor's Electrical Representative | _____ |
| Contractor's TAB Representative        | _____ |
| Contractor's Controls Representative   | _____ |
| Design Agency Representative           | _____ |
| Contracting Officer's Representative   | _____ |
| Using Agency's Representative          | _____ |

Functional Performance Test Checklist - Steam/Hot Water Converter

For Converter: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall demonstrate operation of heating system in accordance with specifications including the following: Start building heating equipment to provide load for converter.

- a. Verify control system energizes. \_\_\_\_\_
- b. Verify converter senses hot water temperature below set point and control system modulates steam valve. \_\_\_\_\_
- c. Shut off building heating equipment to remove load on heating system. Verify converter steam valve closes after load is removed. \_\_\_\_\_

2. Verify converter inlet/outlet pressure reading, compare to converter design conditions and manufacturer's performance data.

|   | DESIGN           | ACTUAL             |
|---|------------------|--------------------|
| Converter inlet water temp deg CF   | _____            | _____              |
| Converter outlet water temp deg CF  | _____            | _____              |
| Converter inlet steam pressure kpapsig  | _____            | _____              |
| Determine water flow rate based on pressure drop through converter (L/SGPM)       | _____            | _____              |
| Determine water flow rate with flow measuring device L/SGPM                       | _____            | _____              |
| Verify that temperature of water is in accordance with outdoor air reset schedule | Current Setpoint | Actual Temperature |
|   | _____            | _____              |

- 3. Verify proper operation of converter safeties. \_\_\_\_\_
- 4. Check and report unusual vibration, noise, etc. \_\_\_\_\_

5. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

Contractor's Commissioning Specialist \_\_\_\_\_

Contractor's Mechanical Representative \_\_\_\_\_

Contractor's Electrical Representative \_\_\_\_\_

Contractor's TAB Representative \_\_\_\_\_

Contractor's Controls Representative \_\_\_\_\_

Design Agency Representative \_\_\_\_\_

Contracting Officer's Representative \_\_\_\_\_

Using Agency's Representative

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**Functional Performance Test Checklist - Computer Room Unit**

For Computer Room Unit: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall verify operation of computer room unit in accordance with specification including the following:

a. System safeties allow start if safety conditions are met. \_\_\_\_\_

b. Verify cooling and heating operation by varying thermostat set point from space set point to space set point plus 5.510 degrees, space set point minus 5.510 degrees, and returning to space set point.

\_\_\_\_\_

c. Verify humidifier operation by varying humidistat set point from space set point to space set point plus 20 percent RH, and returning to space set point.

\_\_\_\_\_

d. Verify that airflow is within tolerance specified in Section 23 05 93 TESTING, ADJUSTING, AND BALANCING OF HVAC SYSTEMS.

\_\_\_\_\_

2. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

Contractor's Commissioning Specialist \_\_\_\_\_

Contractor's Mechanical Representative \_\_\_\_\_

Contractor's Electrical Representative \_\_\_\_\_

Contractor's TAB Representative \_\_\_\_\_

Contractor's Controls Representative \_\_\_\_\_

Design Agency Representative \_\_\_\_\_

Contracting Officer's Representative \_\_\_\_\_

Using Agency's Representative \_\_\_\_\_

**Functional Performance Test Checklist - HVAC Controls**

For HVAC System: [\_\_\_\_\_]

The Contracting Officer will select HVAC control systems to undergo functional performance testing. The number of systems shall not exceed 10 percent. Perform this test simultaneously with FPT for AHU or other controlled equipment.

1. Functional Performance Test: Contractor shall verify operation of HVAC controls by performing the Performance Verification Test (PVT) test for that system. Contractor to provide blank PVT test procedures previously done by the controls Contractor.

2. Verify interlock with UMCS system\_\_\_\_\_.

3. Verify all required I/O points function from the UMCS system\_\_\_\_\_.

4. Certification: We the undersigned have witnessed the Performance Verification Test and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

|  |       |
|--|-------|
| Contractor's Commissioning Specialist  | _____ |
| Contractor's Mechanical Representative | _____ |
| Contractor's Electrical Representative | _____ |
| Contractor's TAB Representative        | _____ |
| Contractor's Controls Representative   | _____ |
| Design Agency Representative           | _____ |
| Contractor's Officer's Representative  | _____ |
| Using Agency's Representative          | _____ |

### Functional Performance Test Checklist - Energy Recovery System

For Energy Recovery System: [\_\_\_\_\_]

1. Functional Performance Test: Contractor shall demonstrate operation of energy recovery system in accordance with specifications including the following: Start equipment to provide energy source for recovery system.

a. Verify energy source is providing recoverable energy. \_\_\_\_\_

b. Verify recovery system senses available energy and activates. \_\_\_\_\_

2. Verify recovery system inlet/outlet readings, compare to design conditions and manufacturer's performance data.

|  | Design | Actual |
|--|--------|--------|
| Primary loop inlet temp (degrees CF)     | _____  | _____  |
| Primary loop outlet temp (degrees CF)    | _____  | _____  |
| Primary loop flow rate L/s [gpm] [cfm]   | _____  | _____  |
| Secondary loop inlet temp (degrees CF)   | _____  | _____  |
| Secondary loop outlet temp (degrees CF)  | _____  | _____  |
| Secondary loop flow rate L/s [gpm] [cfm] | _____  | _____  |
| Primary loop energy WattsBTU/hr          | _____  | _____  |
| Secondary loop energy WattsBTU/hr        | _____  | _____  |

3. Verify that recovery system deactivates when recoverable energy is no longer available. \_\_\_\_\_

4. Check and report unusual vibration, noise, etc. \_\_\_\_\_

5. Certification: We the undersigned have witnessed the above functional performance tests and certify that the item tested has met the performance requirements in this section of the specifications.

Signature and Date

Contractor's Commissioning Specialist \_\_\_\_\_

Contractor's Mechanical Representative \_\_\_\_\_

Contractor's Electrical Representative \_\_\_\_\_

Contractor's TAB Representative \_\_\_\_\_

Contractor's Controls Representative \_\_\_\_\_

Design Agency Representative \_\_\_\_\_

Contractor's Officer's Representative \_\_\_\_\_

Using Agency's Representative \_\_\_\_\_



- End of Appendix B -

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-- End of Section --