

**DIVISION 23: HEATING, VENTILATING, AND AIR-CONDITIONING****23 0000            HEATING, VENTILATING, AND AIR-CONDITIONING**

23 0501	COMMON HVAC REQUIREMENTS
23 0593	TESTING, ADJUSTING, AND BALANCING
23 0710	MECHANICAL INSULATION AND FIRE STOPPING
23 0716	DUCTWORK INSULATION
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**23 3000            HVAC AIR DISTRIBUTION**

23 3114	LOW-PRESSURE STEEL DUCTWORK
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**SECTION 23 0501 – COMMON HVAC REQUIREMENTS****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and General Provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Furnish labor, materials, and equipment necessary for completion of work as described in Contract Documents.
- B. It is the intent of these specifications that the systems specified herein are to be complete and operational before being turned over to the owner. During the bidding process, the contractor is to ask questions or call to the engineer's attention any items that are not shown or may be required to make the system complete and operational. Once the project is bid and the contractor has accepted the contract, it is his responsibility to furnish and install all equipment and parts necessary to provide a complete and operational system without additional cost to the owner.
- C. Furnish and install fire stopping materials to seal penetrations through fire rated structures and draft stops.
- D. Includes But Not Limited To:
  - 1. General procedures and requirements for HVAC.
- E. Related Sections:
  - 1. Section 23 0593: Testing, Adjusting, and Balancing for HVAC.

**1.3 SUBMITTALS**

- A. Substitutions: By specific designation and description, standards are established for specialties and equipment. Other makes of specialties and equipment of equal quality will be considered provided such proposed substitutions are submitted to the Architect for his approval, complete with specification data showing how it meets the specifications, at least 5 working days prior to bid opening. A list of approved substitutions will be published as an addendum.
  - 1. Submit a single copy of Manufacturer's catalog data including Manufacturer's complete specification for each proposed substitution.
  - 2. The Architect or Engineer is to be the sole judge as to the quality of any material offered as an equal.
- B. Product Data, Shop Drawings: Within 30 days after award of contract, submit 10 sets of Manufacturer's catalog data for each manufactured item.
  - 1. Literature shall include enough information to show complete compliance with Contract Document requirements.
  - 2. Mark literature to indicate specific item with applicable data underlined.
  - 3. Information shall include but not be limited to capacities, ratings, type of material used, guarantee, and such dimensions as are necessary to check space requirements.
  - 4. When accepted, submittal shall be an addition to Contract Documents and shall be in equal force. No variation shall be permitted.
  - 5. Even though the submittals have been accepted by the Engineer, it does not relieve the contractor from meeting all of the requirements of the plans and specifications and providing a complete and operational system.
- C. Drawings of Record: One complete sets of blue line mechanical drawings shall be provided for the purpose of showing a complete picture of the work as actually installed.

1. These drawings shall serve as work progress report sheets. Contractor shall make notations neat and legible therein daily as the work proceeds.
  2. The drawings shall be kept at the job at a location designated by the Mechanical Engineer.
  3. At completion of the project these "as-built" drawings shall be signed by the Contractor, dated, and returned to the Architect.
- D. Operating Instructions and Service Manual: The Mechanical Contractor shall prepare 2 copies of an Operation and Maintenance Manual for all mechanical systems and equipment used in this project. Manuals shall be bound in hard-backed binders and the front cover and spine of each binder shall indicate the name and location of the project. Use plastic tab indexes for all sections. Provide a section for each different type of equipment item. The following items shall be included in the manual, together with any other pertinent data. This list is not complete and is to be used as a guide.
1. Provide a master index at the beginning of the manual showing all items included.
  2. The first section of the manual shall contain:
    - a. Names, addresses, and telephone numbers of Architect, Mechanical Engineer, Electrical Engineer, General Contractor, Plumbing Contractor, Sheet Metal Contractor, and Temperature Control Contractor.
    - b. List of Suppliers which shall include a complete list of each piece of equipment used with the name, address, and telephone number of vendor.
    - c. General Description of Systems including –
      - 1) Location of all major equipment
      - 2) Description of the various mechanical systems
      - 3) Description of operation and control of the mechanical systems
      - 4) Suggested maintenance schedule
    - d. Copy of contractor's written warranty
  3. Provide a copy of approved submittal literature for each piece of equipment.
  4. Provide maintenance and operation literature published by the manufacturer for each piece of equipment which includes: oiling, lubrication and greasing data; belt sizes, types and lengths; wiring diagrams; step-by-step procedure to follow in putting each piece of mechanical equipment in operation.
  5. Include parts numbers of all replaceable items.
  6. Provide control diagram and operation sequence, along with labeling of control piping and instruments to match diagram.
  7. Include a valve chart indicating valve locations.
- E. Include air balance and/or water balance reports.

#### 1.4 SUBMITTALS FOR COMMON HVAC REQUIREMENTS

- A. Samples: Sealer and gauze proposed for sealing ductwork.
- B. Quality Assurance / Control:
1. Manufacturer's installation manuals providing detailed instructions on assembly, joint sealing, and system pressure testing for leaks.
  2. Specification data on sealer and gauze proposed for sealing ductwork.
- C. Quality Assurance
1. Requirements: Construction details not specifically called out in Contract Documents shall conform to applicable requirements of SMACNA HVAC Duct Construction Standards.
  2. Pre-Installation Conference: Schedule conference immediately before installation of ductwork.

#### 1.5 QUALITY ASSURANCE

- A. Requirements of Regulatory Agencies:

1. Perform work in accordance with applicable provisions of local and state Plumbing Code, Gas Ordinances, and adoptions thereof. Provide materials and labor necessary to comply with rules, regulations, and ordinances.
  2. In case of differences between building codes, state laws, local ordinances, utility company regulations, and Contract Documents, the most stringent shall govern. Promptly notify Architect in writing of such differences.
- B. Applicable Specifications: Referenced specifications, standards, and publications shall be of the issues in effect on date of Advertisement for Bid.
1. "Heating, Ventilating and Air Conditioning Guide" published by the American Society of Heating and Air Conditioning Engineers.
  2. "Engineering Standards" published by the Heating, Piping, and Air Conditioning Contractors National Association.
  3. "2018 International Building Code", "2018 International Mechanical Code", "2018 International Plumbing Code" and "2018 International Fire Code" as published by the International Conference of Building Officials.
  4. "National Electrical Code" as published by the National Fire Protection Association.
  5. "2018 International Energy Conservation Code ".
- C. Identification: Motor and equipment name plates as well as applicable UL and AGA labels shall be in place when Project is turned over to Owner.

#### 1.6 INSPECTIONS AND PERMITS

- A. Pay for permits, fees, or charges for inspection or other services. Local and state codes and ordinances must be properly executed without expense to Owner and are considered as minimum requirements. Local and state codes and ordinances do not relieve the Contractor from work shown that exceeds minimum requirements.

#### 1.7 ADDITIONAL WORK:

- A. Design is based on equipment as described in the drawing equipment schedule. Any change in foundation bases, electrical wiring, conduit connections, piping, controls and openings required by alternate equipment submitted and approved shall be paid for by this division. All work shall be in accordance with the requirements of the applicable sections.

### PART 2 - PRODUCTS FOR COMMON HVAC REQUIREMENTS

- A. Finishes, Where Applicable: Colors as selected by Architect.
- B. Duct Hangers:
1. One inch 25 mm by 18 ga 1.27 mm galvanized steel straps or steel rods as shown on Drawings, and spaced not more than 96 inches 2 400 mm apart. Do not use wire hangers.
  2. Attaching screws at trusses shall be 2 inch 50 mm No. 10 round head wood screws. Nails not allowed.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Site Inspection:
1. Examine premises and understand the conditions which may affect performance of work of this Division before submitting proposals for this work.
  2. No subsequent allowance for time or money will be considered for any consequence related to failure to examine site conditions.
- B. Drawings:

1. Mechanical drawings show general arrangement of piping, ductwork, equipment, etc, and do not attempt to show complete details of building construction which affect installation. This Contractor shall refer to architectural, structural, and electrical drawings for additional building detail which affect installation of his work.
    - a. Follow mechanical drawings as closely as actual building construction and work of other trades will permit.
    - b. No extra payments will be allowed where piping and/or ductwork must be offset to avoid other work or where minor changes are necessary to facilitate installation.
    - c. Everything shown on the mechanical drawings shall be the responsibility of Mechanical Contractor unless specifically noted otherwise.
  2. Consider architectural and structural drawings part of this work insofar as these drawings furnish information relating to design and construction of building. These drawings take precedence over mechanical drawings.
  3. Because of small scale of mechanical drawings, it is not possible to indicate all offsets, fittings, and accessories which may be required. Investigate structural and finish conditions affecting this work and arrange work accordingly, providing such fittings, valves, and accessories required to meet conditions. Do not scale drawings for locations of equipment or piping. Refer to large scale dimensioned drawings for exact locations.
- C. Insure that items to be furnished fit space available. Make necessary field measurements to ascertain space requirements including those for connections and furnish and install equipment of size and shape so final installation shall suit true intent and meaning of Contract Documents.
1. If approval is received to use other than specified items, responsibility for specified capacities and insuring that items to be furnished will fit space available lies with this Division.
  2. If non-specified equipment is used and it will not fit job site conditions, this Contractor assumes responsibility for replacement with items named in Contract Documents.

### 3.2 PREPARATION

- A. Cut carefully to minimize necessity for repairs to existing work. Do not cut beams, columns, or trusses.
1. Patch and repair walls, floors, ceilings, and roofs with materials of same quality and appearance as adjacent surfaces unless otherwise shown. Surface finishes shall exactly match existing finishes of same materials.
  2. Each Section of this Division shall bear expense of cutting, patching, repairing, and replacing of work of other Sections required because of its fault, error, tardiness, or because of damage done by it.
  3. Cutting, patching, repairing, and replacing pavements, sidewalks, roads, and curbs to permit installation of work of this Division is responsibility of Section installing work.

### 3.3 INSTALLATION

- A. Arrange pipes, ducts, and equipment to permit ready access to valves, unions, traps, starters, motors, control components, and to clear openings of doors and access panels.

### 3.4 STORAGE AND PROTECTION OF MATERIALS:

- A. Provide storage space for storage of materials and assume complete responsibility for losses due to any cause whatsoever. Storage shall not interfere with traffic conditions in any public thoroughfare.
- B. Protect completed work, work underway, and materials against loss or damage.
- C. Close pipe openings with caps or plugs during installation. Cover fixtures and equipment and protect against dirt, or injury caused by water, chemical, or mechanical accident.

### 3.5 EXCAVATION AND BACKFILL

- A. Perform necessary excavation of whatever substance encountered for proper laying of all pipes and underground ducts.
  - 1. Excavated materials not required for fill shall be removed from site as directed by Engineer.
  - 2. Excavation shall be carried low enough to allow a minimum coverage over underground piping of 5'-0" or to be below local frost level.
  - 3. Excess excavation below required level shall be backfilled at Contractor's expense with earth, sand, or gravel as directed by Engineer. Tamp ground thoroughly.
  - 4. Ground adjacent to all excavations shall be graded to prevent water running into excavated areas.
- B. Backfill pipe trenches and allow for settlement.
  - 1. Backfill shall be mechanically compacted to same density as surrounding undisturbed earth.
  - 2. Cinders shall not be used in backfilling where steel or iron pipe is used.
  - 3. No backfilling shall be done until installation has been approved by the Engineer.

### 3.6 COOPERATION

- A. Cooperate with other crafts in coordination of work. Promptly respond when notified that construction is ready for installation of work under Division 23000. Contractor will be held responsible for any delays which might be caused by his negligence or failure to cooperate with the other Contractors or crafts.

### 3.7 SUPERVISION

- A. Provide a competent superintendent in charge of the work at all times. Anyone found incompetent shall be removed at once and replaced by someone satisfactory, when requested by the Architect.

### 3.8 INSTALLATION CHECK:

- A. An experienced, competent, and authorized representative of the manufacturer or supplier of each item of equipment indicated in the equipment schedule shall visit the project to inspect, check, adjust if necessary, and approve the equipment installation. In each case, the equipment supplier's representative shall be present when the equipment is placed in operation. The equipment supplier's representative shall revisit the project as often as necessary until all trouble is corrected and the equipment installation and operation is satisfactory to the Engineer.
- B. Each equipment supplier's representative shall furnish to the Owner, through the Engineer, a written report certifying the following:
  - 1. Equipment has been properly installed and lubricated.
  - 2. Equipment is in accurate alignment.
  - 3. Equipment is free from any undue stress imposed by connecting piping or anchor bolts.
  - 4. Equipment has been operated under full load conditions.
  - 5. Equipment operated satisfactorily.
- C. All costs for this installation check shall be included in the prices quoted by equipment suppliers.

### 3.9 CLEANING EQUIPMENT AND PREMISES

- A. Properly lubricate equipment before Owner's acceptance.
- B. Clean exposed piping, ductwork, equipment, and fixtures. Repair damaged finishes and leave everything in working order.
- C. Remove stickers from fixtures and adjust flush valves.

- D. At date of Substantial Completion, air filters shall be new, clean, and approved by Owner's representative.
- E. Trap elements shall be removed during cleaning and flushing period. Replace trap elements and adjust after cleaning and flushing period.

### 3.10 TESTS

- A. No piping work, fixtures, or equipment shall be concealed or covered until they have been inspected and approved by the inspector. Notify inspector when the work is ready for inspection.
- B. All work shall be completely installed, tested as required by Contract Documents and the city and county ordinances and shall be leak-tight before the inspection is requested.
- C. Tests shall be repeated to the satisfaction of those making the inspections.
- D. Water piping shall be flushed out, tested at 100 psi and left under pressure of supply main or a minimum of 40 psi for the balance of the construction period.

### 3.11 WARRANTY

- A. Contractor shall guarantee work under Division 23 to be free from inherent defects for a period of one year from acceptance.
  - 1. Contractor shall repair, revise or replace any and all such leaks, failure or inoperativeness due to defective work, materials, or parts free of charge for a period of one year from final acceptance, provided such defect is not due to carelessness in operation or maintenance.
  - 2. In addition, the Contractor shall furnish all refrigeration emergency repairs, emergency service and all refrigerant required due to defective workmanship, materials, or parts for a period of one year from final acceptance at no cost to the Owner, provided such repairs, service and refrigerant are not caused by lack of proper operation and maintenance.
- B. In addition to warranty specified in General Conditions, heating, cooling, and plumbing systems are to be free from noise in operation that may develop from failure to construct system in accordance with Contract Documents.

### 3.12 SYSTEM START-UP, OWNER'S INSTRUCTIONS

- A. Off-Season Start-up
  - 1. If Substantial Completion inspection occurs during heating season, schedule spring start-up of cooling systems. If inspection occurs during cooling season, schedule autumn start-up for heating systems.
  - 2. Notify Owner 7 days minimum before scheduled start-up.
  - 3. Time will be allowed to completely service, test, check, and off-season start systems. During allowed time, train Owner's representatives in operation and maintenance of system.
  - 4. At end of off-season start-up, furnish Owner with letter confirming that above work has been satisfactorily completed.
- B. Owner's Instructions
  - 1. Instruct building maintenance personnel and Owner Representative in operation and maintenance of mechanical systems utilizing Operation & Maintenance Manual when so doing.
  - 2. Minimum instruction periods shall be as follows –
    - a. Mechanical - Four hours.
    - b. Temperature Control - Four hours.
    - c. Refrigeration - Two hours.

3. Instruction periods shall occur after Substantial Completion inspection when systems are properly working and before final payment is made.
4. None of these instructional periods shall overlap another.

### 3.13 PROTECTION

- A. Do not run heat pump, air handling units, fan coil units, or other pieces of equipment used for moving supply air without proper air filters installed properly in system.
- B. The mechanical systems are not designed to be used for temporary construction heat. If any equipment is to be started prior to testing and substantial completion, such equipment will be returned to new condition with full one year warranties, from date of substantial completion after any construction use. This includes, but is not necessarily limited to: Equipment, filters, ductwork, fixtures, etc.

### 3.14 COMMON HVAC REQUIREMENTS:

#### A. INSTALLATION

1. During installation, protect open ends of ducts by covering with plastic sheet tied in place to prevent entrance of debris and dirt.
2. Make necessary allowances and provisions in installation of sheet metal ducts for structural conditions of building. Revisions in layout and configuration may be allowed, with prior written approval of Architect. Maintain required airflows in suggesting revisions.
3. Hangers And Supports:
  - a. Install pair of hangers close to each transverse joint and elsewhere as required by spacing indicated in table on Drawings.
  - b. Install upper ends of hanger securely to floor or roof construction above by method shown on Drawings.
  - c. Attach strap hangers to ducts with cadmium-plated screws. Use of pop rivets or other means will not be accepted.
  - d. Where hangers are secured to forms before concrete slabs are poured, cut off flush all nails, strap ends, and other projections after forms are removed.
  - e. Secure vertical ducts passing through floors by extending bracing angles to rest firmly on floors without loose blocking or shimming. Support vertical ducts, which do not pass through floors, by using bands bolted to walls, columns, etc. Size, spacing, and method of attachment to vertical ducts shall be same as specified for hanger bands on horizontal ducts.

#### B. CLEANING

1. Clean interior of duct systems before final completion.

END OF SECTION 23 0501



**SECTION 23 0593 - TESTING, ADJUSTING, AND BALANCING****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Division 23 0501 - Common HVAC Requirements and Basic Mechanical Materials and Methods Sections apply to work of this section.

**1.2 SUMMARY SCOPE**

- A. This Section includes TAB to produce design objectives for the following:
  - 1. Air Systems.
    - a. Roof Units.
    - b. Exhaust Fans.

**1.3 SUBMITTALS**

- A. Agency Data:
  - 1. Submit proof that the proposed testing, adjusting, and balancing agency meets the qualifications specified below. The firm or individuals performing the work herein specified may not be the installing firm.
- B. Engineer and Technicians Data:
  - 1. Submit proof that the Test and Balance Engineer assigned to supervise the procedures, and the technicians proposed to perform the procedures meet the qualifications specified below.
- C. Procedures and Agenda: Submit a synopsis of the testing, adjusting, and balancing procedures and agenda proposed to be used for this project.
- D. Sample Forms: Submit sample forms, if other than those standard forms prepared by the AABC or NEBB are proposed.
- E. Certified Reports: Submit testing, adjusting, and balancing reports bearing the seal and signature of the Test and Balance Engineer. The reports shall be certified proof that the systems have been tested, adjusted, and balanced in accordance with the referenced standards; are an accurate representation of how the systems have been installed; are a true representation of how the systems are operating at the completion of the testing, adjusting, and balancing procedures; and are an accurate record of all final quantities measured, to establish normal operating values of the systems. Follow the procedures and format specified below.
  - 1. Draft Reports: Upon completion of testing, adjusting, and balancing procedures, prepare draft reports on the approved forms. Draft reports may be hand written, but must be complete, factual, accurate, and legible. Organize and format draft reports in the same manner specified for the final reports. Submit 2 complete sets of draft reports. Only 1 complete set of draft reports will be returned.
  - 2. Final Report: Upon verification and approval of draft reports, prepare final reports, type written, and organized and formatted as specified below. Submit 4 complete sets of final reports.
  - 3. Report Format: Report forms shall be those standard forms prepared by the referenced standard for each respective item and system to be tested, adjusted, and balanced. Bind report forms complete with schematic systems diagrams and other data. Divide the contents of the binder into the below listed divisions, separated by divider tabs:
    - a. General Information and Summary
    - b. Air Systems
    - c. Temperature Control System Verification.
- F. Report Contents: Provide the following minimum information, forms, and data:

1. General information and Summary: Inside cover sheet to identify testing, adjusting, balancing agency, Contractor, Owner, Engineer, and Project. Include addresses and contact names and telephone numbers. Also include a certification sheet containing the seal and name, address, telephone number, and signature of the Certified Test and Balance Engineer. Include in this division a listing of the instrumentation used for the procedures along with the instrument calibration sheet.
  2. The remainder of the report shall contain the appropriate forms containing as a minimum, the information indicated on the standard report forms prepared by the AABC or NEBB, for each respective item and system. Prepare a schematic diagram for each item of equipment and system to accompany each respective report form. The report shall contain the following information, and all other data resulting from the testing, adjusting, and balancing work:
    - a. All nameplate and specification data for all air handling equipment and motors.
    - b. Actual metered running amperage for each phase of each motor on all pumps and air handling equipment.
    - c. Actual metered voltage at air handling equipment (phase-to-phase for all phases).
    - d. Fan RPM for each piece of air handling equipment.
    - e. Total actual CFM being handled by each piece of air handling equipment.
    - f. Actual CFM of systems by rooms.
  3. Certify that all smoke and fire dampers operate properly and can be reset under actual system operating conditions.
- G. Calibration Reports:
1. Submit proof that all required instrumentation has been calibrated to tolerances specified in the referenced standards, within a period of six months prior to starting the project.

#### 1.4 CERTIFICATION

- A. Agency Qualifications:
1. Employ the services of a certified testing, adjusting, and balancing agency meeting the qualifications specified below, to be the single source of responsibility to test, adjust, and balance the building mechanical systems identified above, to produce the design objectives. Services shall include checking installations for conformity to design, measurement, and establishment of the fluid quantities of the mechanical systems as required to meet design specifications, recording and reporting the results, and operation of all systems to demonstrate satisfactory performance to the owner.
  2. The testing, adjusting, and balancing agency certified by National Environmental Balancing Bureau (NEBB) or Associated Air Balance Council (AABC) in those testing and balancing disciplines required for this project, and having at least one person certified by NEBB or AABC as a Test and Balance supervisor, and a registered professional mechanical engineer, licensed in the state where the work will be performed.
- B. Codes and Standard:
1. NEBB: "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems."
  2. AABC: "National Standards for Total System Balance."
  3. ASHRAE: ASHRAE Handbook, 1984 Systems Volume, Chapter 37, Testing, Adjusting, and Balancing.

#### 1.5 PROJECT CONDITIONS

- A. Systems Operation: Systems shall be fully operation and clean prior to beginning procedures.

#### 1.6 SEQUENCING AND SCHEDULING

- A. Test, adjust, and balance the air systems before hydronic, steam, and refrigerant systems within +10% to -5% of contract requirements.
- B. The report shall be approved by the Engineer. Test and balance shall be performed prior to

substantial completion.

## **PART 2 - NOT USED**

## **PART 3 - EXECUTION**

### **3.1 PRELIMINARY PROCEDURES FOR AIR SYSTEM BALANCING**

- A. Before operating the system, perform these steps.
  - 1. Obtain design drawings and specifications and become thoroughly acquainted with the design intent.
  - 2. Obtain copies of approved shop drawings of all air handling equipment, outlets (supply, return, and exhaust) and temperature control diagrams.
  - 3. Compare design to installed equipment and field installations.
  - 4. Walk the system from the system air handling equipment to terminal units to determine variations of installation from design.
  - 5. Check filters for cleanliness and to determine if they are the type specified.
  - 6. Check dampers (both volume and fire) for correct and locked position. Check automatic operating and safety controls and devices to determine that they are properly connected, functioning, and at proper operating setpoint.
  - 7. Prepare report test sheets for both fans and outlets. Obtain manufacturer's outlet factors and recommended procedures for testing. Prepare a summation of required outlet volumes to permit a cross-check with required fan volumes.
  - 8. Determine best locations in main and branch ductwork for most accurate duct traverses.
  - 9. Place outlet dampers in the full open position.
  - 10. Prepare schematic diagrams of system "As-Built" ductwork and piping layouts to facilitate reporting.
  - 11. Lubricate all motors and bearings.
  - 12. Check fan belt tension.
  - 13. Check fan rotation.

### **3.5 MEASUREMENTS**

- A. Provide all required instrumentation to obtain proper measurements, calibrated to the tolerances specified in the referenced standards. Instruments shall be properly maintained and protected against damage.
- B. Provide instruments meeting the specifications of the referenced standards.
- C. Use only those instruments which have the maximum field measuring accuracy and are best suited to the function being measured.
- D. Apply instrument as recommended by the manufacturer.
- E. Use instruments with minimum scale and maximum subdivisions and with scale ranges proper for the value being measured.
- F. When averaging values, take a sufficient quantity of readings which will result in a repeatability error of less than 5%. When measuring a single point, repeat readings until 2 consecutive identical values are obtained.
- G. Take all readings with the eye at the level of the indicated value to prevent parallax.
- H. Use pulsation dampeners where necessary to eliminate error involved in estimating average of rapidly fluctuation readings.
- I. Take measurements in the system where best suited to the task.

### 3.6 PERFORMING TESTING, ADJUSTING, AND BALANCING

- A. Perform testing and balancing procedures on each system identified, in accordance with the detailed procedures outlined in the referenced standards. Balancing of the air systems and hydronic systems shall be achieved by adjusting the automatic controls, balancing valves, dampers, air terminal devices, and the fan/motor drives within each system.
- B. Cut insulation, ductwork, and piping for installation of test probes to the minimum extent necessary to allow adequate performance of procedures.
- C. Patch insulation, ductwork, and housings, using materials identical to those removed.
- D. Seal ducts and piping, and test for and repair leaks.
- E. Seal insulation to re-establish integrity of the vapor barrier.
- F. Adjust timing relays of environmental equipment motor reduced voltage starters to the optimum time period for the motor to come up to the maximum reduced voltage speed and then transition to the full voltage speed to prevent damage to motor, and to limit starting current spike to the lowest possible and practical.
- G. Mark equipment settings, including damper control positions, valve indicators, fan speed control levers, and similar controls and devices, to show final settings. Mark with paint or other suitable, permanent identification materials.
- H. Retest, adjust, and balance systems subsequent to significant system modifications, and resubmit test results.

### 3.7 RECORD AND REPORT DATA

- A. Record all data obtained during testing, adjusting, and balancing in accordance with, and on the forms recommended by the referenced standards, and as approved on the sample report forms.
- B. Prepare report of recommendations for correcting unsatisfactory mechanical performances when system cannot be successfully balanced.
- C. Report shall be certified and stamped by a registered professional mechanical engineer employed by the agency and licensed in the state where the work will be performed.
- D. Engineer is to provide a floor plan and test and balance contractor to include the plan in test and balance report and identify actual cfm on drawing or number the diffusers to match report.

### 3.8 DEMONSTRATION

- A. If requested, testing, adjusting, and balancing agency shall conduct any or all of the field tests in the presence of the engineer.
- B. Agency shall include a maximum of one (1) call back to the project within the one year warranty period to make additional adjustments if requested by the engineer.

END OF SECTION 23 0593

**SECTION 23 0710 - MECHANICAL INSULATION AND FIRE STOPPING****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

**1.2 SUMMARY**

- A. Furnish and install mechanical insulation and fire stopping as described in Contract Documents including but not limited to the following:
  - 1. Ductwork Insulation
  - 2. Fire Stopping

**1.3 QUALITY ASSURANCE**

- A. Insulation shall have composite (insulation, jacket or facing and adhesive used to adhere facing or jacket to insulation) fire and smoke hazard ratings as tested by Procedure ASTM E-84, NFPA 255 and UL 723 not exceeding: Flame Spread of 25 and Smoke Developed of 50.
- B. Insulation Contractor shall certify in writing, prior to installation, that all products to be used will meet the above criteria.
- C. Accessories, such as adhesives, mastics, cements, and tapes, for fittings shall have the same component ratings as listed above.
- D. Products, or their shipping cartons, shall bear a label indicating that flame and smoke ratings do not exceed above requirements.
- E. Any treatment of jacket or facings to impart flame and smoke safety shall be permanent.
- F. The use of water-soluble treatments is prohibited.

END OF SECTION 23 0710

**SECTION 23 0716 - DUCTWORK INSULATION****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, and Section 23 0501 apply to this Section.

**1.2 SUMMARY**

- A. Furnish and install insulation on air ducts outside building insulation envelope as described in Contract Documents.
- B. Furnish and install insulation on fresh air ducts and combustion air ducts within building insulation envelope as described in Contract Documents.
- C. Furnish and install insulation on other air ducts where indicated on Drawings.

**PART 2 - PRODUCTS****2.1 INSULATION**

- A. 1-1/2 inch thick fiberglass with aluminum foil scrim kraft facing and have a density of one lb/cu ft.
- B. Approved Manufacturers:
  - 1. Manville Microlite FSK
  - 2. CSG Type IV standard duct insulation
  - 3. Owens-Corning FRK
  - 4. Knauf (Duct Wrap FSK)

**PART 3 - EXECUTION****3.1 INSTALLATION**

- A. Install duct wrap in accordance with Manufacturer's recommendations.
- B. Do not compress insulation except in areas of structural interference.
- C. Completely seal joints.

END OF SECTION 23 0716

**SECTION 23 0717 – ROUND SUPPLY DUCT INSULATION****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

**1.2 SUMMARY**

- A. Furnish and install round supply duct insulation as described in Contract Documents.

**1.3 QUALITY ASSURANCE**

- A. Insulation shall be UL rated with FSK (foil-skrim-kraft) facing.

**PART 2 - PRODUCTS****2.1 MANUFACTURED UNITS**

- A. Fiberglass blanket insulation
- B. Approved Manufacturers:
  - 1. Johns-Manville R-4 Microlite (R-4 does not include the vapor barrier material).
  - 2. Owens-Corning faced duct wrap insulation FRK-25 ED-150
  - 3. Certainteed Standard Duct Wrap.

**PART 3 - EXECUTION****3.1 INSTALLATION**

- A. Insulate round air supply ducts.
- B. Facing shall overlap 2" at joints and shall be secured with outward clinch staples on 4" centers.
- C. Ducts over 30" in width shall have spot application of adhesive, weld pins or metal screws and caps on not more than 18" centers applied to underside.
- D. 3" wide vapor barrier paper shall be applied over seams and sealed with vapor barrier adhesive.
- E. Insulate attenuators.
- F. Insulate high and low pressure flex ducts.

END OF SECTION 23 0717

**SECTION 23 0718 - DUCT LINING****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, and Section 23 0501 apply to this Section.

**1.2 SUMMARY**

- A. Furnish and install acoustic lining in following above ground metal ductwork as described in Contract Documents unless detailed otherwise:
  - 1. Outside air
  - 2. Supply air
  - 3. Return air
  - 4. Mixed air
  - 5. Transfer air
  - 6. Relief air
  - 7. Elbows, fittings, and diffuser drops greater than 12 inches in length.

**1.3 SYSTEM DESCRIPTION**

- A. Duct dimensions shown on Drawings are for free area inside insulation. Allowance must be made for insulation, where applicable.

**1.4 RATINGS:**

- A. Material shall have maximum air friction correction factor of 1.10 at 1000 FPM velocity and have a minimum sound absorption coefficient NRC of .60.

**PART 2 - PRODUCTS****2.1 DUCT LINER**

- A. One inch thick, 1-1/2 lb density fiberglass, factory edge coated.
- B. Duct lining materials are to meet the requirements of UL 181 for mold, humidity, and erosion resistance.
- C. Approved Manufacturers:
  - 1. Certainteed Ultralite 150 Certa Edge Coat
  - 2. Knauf - Type M
  - 3. Manville - Lina-Coustic
  - 4. Owen Corning Fiberglas - Aeroflex

**2.2 ADHESIVE**

- A. Water Base Type:
  - 1. Cain - Hydrotak
  - 2. Duro Dyne - WSA
  - 3. Kingco - 10-568
  - 4. Miracle - PF-101
  - 5. Mon-Eco - 22-67
  - 6. Techno Adhesive - 133
- B. Solvent Base (non-flammable) Type:
  - 1. Cain - Safetak



2. Duro Dyne - FPG
3. Kingco - 15-137
4. Miracle - PF-91
5. Mon-Eco - 22-24
6. Techno Adhesive - 'Non-Flam' 106

C. Solvent Base (flammable) Type:

1. Cain - HV200
2. Duro Dyne - MPG
3. Kingco - 15-146
4. Miracle - PF-96
5. Mon-Eco - 22-22
6. Techno Adhesive - 'Flammable' 106

## 2.3 FASTENERS

- A. Adhesively secured fasteners not allowed.
- B. Approved Manufacturers:
1. AGM Industries Inc - "DynaPoint" Series DD-9 pin
  2. Cain
  3. Duro Dyne
  4. Omark dished head "Insul-Pins"
  5. Grip nails may be used if each nail is installed by "Grip Nail Air Hammer" or by "Automatic Fastener Equipment" in accordance with Manufacturer's recommendations.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Install mat finish surface on air stream side. Secure insulation to cleaned sheet metal duct with continuous 100% coat of adhesive and with 3/4 inch long mechanical fasteners 12 inches on center maximum unless detailed otherwise on Drawings. Pin all duct liner.
- B. Accurately cut liner and thoroughly coat ends with adhesive. Butt joints tightly. Top and bottom sections of insulation shall overlap sides. If liner is all one piece, folded corners shall be tight against metal. Ends shall butt tightly together.
- C. In casings and plenums further contain insulation with wire mesh.

### 3.2 FIELD QUALITY CONTROL

- A. If insulation is installed without longitudinal and end joints butted together, installation will be rejected and work removed and replaced with work that conforms to this Specification.
- B. Insulation shall be installed in accordance with Duct Liner Application Standard SMACNA Manual 15.

### 3.3 ADJUSTING, CLEANING

- A. Keep duct liner clean and free from dust. At completion of project, vacuum duct liner if it is dirty or dusty.

END OF SECTION 23 0718

**SECTION 23 3114 - LOW-PRESSURE STEEL DUCTWORK****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

**1.2 SUMMARY**

- A. Furnish and install above-grade ductwork and related items as described in Contract Documents.

**PART 2 - PRODUCTS****2.1 DUCTS**

- A. Fabricate of zinc-coated lockforming quality steel sheets meeting requirements of ASTM 653A/653M, "Specification for Sheet Steel Zinc-Coated (Galvanized) by the Hot-Dip Process, Lock Forming Quality", with G 60 coating.
- B. Use of aluminum, non-metallic, or round ducts is not permitted. [Specification writer: Use of aluminum ducts in areas with high chlorine content (eg.: ventilation for pools, spas, etc.) should be considered on a per job basis.]

**2.2 DUCT JOINTS**

- A. Ducts with sides up to and including 36 inches shall be as detailed in the SMACNA manual.
- B. Duct sizes over 36 inches shall be fabricated using SMACNA T-24 flange joints or pre-fabricated systems as follows:
  - 1. Ducts with sides over 36 inches to 48 inches:
    - a. transverse duct joint system by Ductmate/25, Nexus, Ward, or WDCI (Lite) (SMACNA "E" or "G" Type connection).
  - 2. Ducts 48 inches & larger:
    - a. Ductmate/35, Nexus, or WDCI (Heavy) (SMACNA "J" Type connection).
  - 3. Approved Manufacturers:
    - a. Ductmate Industries Inc, 10760 Bay Meadows Drive, Sandy, UT 84092 (801) 571-5308
    - b. Nexus, Exanno Corp, P O Box 729, Buffalo, NY 14206 (716) 849-0545
    - c. Ward Industries Inc, 1661 Lebanon Church Road, Pittsburg, PA 15236 (800) 466-9374
    - d. WDCI, P O Box 10868, Pittsburg, PA 15236 (800) 245-3188

**2.3 FLEXIBLE EQUIPMENT CONNECTIONS**

- A. 30 oz closely woven UL approved glass fabric, double coated with neoprene.
- B. Fire retardant, waterproof, air-tight, resistant to acids and grease, and withstand constant temperatures of 250 deg F.
- C. Approved Manufacturers:
  - 1. Cain - N-100
  - 2. Duro Dyne - MFN
  - 3. Elgen - ZLN
  - 4. Ventfabrics - Ventglas

## 2.4 DUCT HANGERS

- A. 1" x 18 gauge galvanized steel straps or steel rods as shown on Drawings, and spaced not more than 8 feet apart. Do not use wire hangers.
- B. Attaching screws at trusses shall be 1-1/2 inch No. 10 round head wood screws. Nails not allowed.

## 2.5 DUCT SEALER

- A. Cain - Duct Butter or Butter Tak
- B. Design Polymerics - DP 1010
- C. DSC - Stretch Coat
- D. Duro Dyne - S2
- E. Hardcast - #601 Iron-Grip or Peel-N-Seal Tape
  - 1. Kingco - 15-325
  - 2. Mon-Eco - 44-41
  - 3. Trans-Continental Equipment Co - Multipurpose Duct Sealant
  - 4. United - Sheet Metal duct-sealer

# PART 3 - EXECUTION

## 3.1 INSTALLATION

- A. Ducts:
  - 1. Straight and smooth on inside with joints neatly finished unless otherwise directed.
  - 2. Duct panels through 48 inch dimension having acoustic duct liner need not be crossbroken or beaded.
  - 3. Crossbreak unlined ducts and duct panels larger than 48 inch or bead 12 inches on center.
  - 4. Securely anchor ducts to building structure with specified duct hangers attached with screws. Do not hang more than one duct from a duct hanger.
  - 5. Brace and install ducts so they shall be free of vibration under all conditions of operation.
  - 6. Ducts shall not bear on top of structural members.
  - 7. Make duct take-offs to branches, registers, grilles, and diffusers as detailed on Drawings.
  - 8. Ducts shall be large enough to accommodate inside acoustic duct liner. Dimensions shown on Drawings are net clear inside dimensions after duct liner has been installed.
  - 9. Properly flash where ducts protrude above roof.
  - 10. Install internal ends of slip joints in direction of flow. Make joints air tight using specified duct sealer.
  - 11. Cover horizontal and longitudinal joints on exterior ducts with two layers of Hardcast tape installed with Hardcast HC-20 adhesive according to Manufacturer's recommendations.
  - 12. Paint ductwork visible through registers, grilles, and diffusers flat black.
- B. Install flexible inlet and outlet duct connections to each furnace, fan, fan coil unit, and air handling unit.
- C. Install concealed ceiling damper regulators.
  - 1. Paint cover plates to match ceiling tile.
  - 2. Damper regulators will not be required for dampers located directly above removable ceilings or in Mechanical Rooms.
- D. Provide each take-off with an adjustable volume damper to balance that branch.
  - 1. Anchor dampers securely to duct.
  - 2. Install dampers in main ducts within insulation.

3. Dampers in branch ducts shall fit against sheet metal walls, bottom and top of duct, and be securely fastened. Cut duct liner to allow damper to fit against sheet metal.
  4. Where concealed ceiling damper regulators are installed, provide a cover plate.
- E. Install grilles, registers, and diffusers. Level floor registers and anchor securely into floor.
- F. Air Turns:
1. Permanently installed, consisting of single thickness curved metal blades with one inch straight trailing edge to permit air to make abrupt turn without appreciable turbulence, in 90 degree elbows of above ground supply and return ductwork.
  2. 4-1/2 inch wide minimum vane rail. Do not use junior vane rails.
  3. Double thickness vanes not acceptable.
  4. Quiet and free from vibration when system is in operation. See SMACNA Manual
- G. Install motorized dampers

END OF SECTION 23 31

**SECTION 23 3400 - EXHAUST FANS****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

**1.2 SUMMARY**

- A. Furnish and install exhaust fans as described in Contract Documents.

**1.3 QUALITY ASSURANCES**

- A. Requirements of Regulatory Agencies:
  - 1. Bear AMCA seal and UL label.

**PART 2 - PRODUCTS****2.1 CEILING MOUNTED EXHAUST FANS**

- A. Acoustically insulated housings.
- B. Sound level rating of 4.6 sones maximum for fan RPM and CFM listed on Drawings.
- C. Include chatterproof integral back-draft damper with no metal to metal contact.
- D. True centrifugal wheels.
- E. Entire fan, motor, and wheel assembly shall be easily removable without disturbing housing.
- F. Suitably ground motors and mount on rubber-in shear vibration isolators.
- G. Provide wall or roof cap, as required.
- H. Approved Manufacturers:
  - 1. Cook-Gemini
  - 2. Greenheck Sp
  - 3. Pace
  - 4. Penn Zephyr
  - 5. Twin City

**PART 3 - EXECUTION****3.1 INSTALLATION**

- A. Anchor fan units securely to structure or curb.

END OF SECTION 23 3400

**SECTION 23 3713 - AIR OUTLETS & INLETS****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings, General Provisions of Contract, including General and Supplementary Conditions and Section 23 0501 apply to this Section.

**1.2 SUMMARY**

- A. Furnish and install wall supply registers, transfer grilles, return air grilles, soffit grilles, ceiling diffusers, louvers connected to ductwork, and registers as described in Contract Documents.

**PART 2 - PRODUCTS****2.1 GRILLES & REGISTERS**

- A. Approved Manufacturers:
  - 1. Price
  - 2. Anemostat
  - 3. Krueger
  - 4. Titus
  - 5. Tuttle & Bailey

**2.2 SPIN-IN FITTINGS**

- A. Low pressure round take-offs to diffusers shall be made with spin-in fittings. They shall incorporate a manual balancing damper. The damper shall be spring loaded and a positive locking wing nut shall secure the damper position.
- B. Approved Manufacturers:
  - 1. Sheet metal fittings: Genflex DB-1DEL, Hercules

**PART 3 - EXECUTION****3.1 INSTALLATION**

- A. Anchor securely into openings.
- B. Install with screws to match color and finish of grilles and registers.
- C. Touch-up any scratched finish surfaces.
- D. Install in accordance with manufacturer's instructions.
- E. Check location of outlets and inlets and make necessary adjustments in position to conform with architectural features, symmetry, and lighting arrangement.
- F. Install diffusers to ductwork with air tight connection.
- G. Provide balancing dampers on duct take-off to diffusers, and grilles and registers, despite whether dampers are specified as part of the diffuser, or grille and register assembly.
- H. Paint ductwork visible behind air outlets and inlets matte black. Refer to Section 09 9000.

END OF SECTION 23 3713

END OF DIVISION 23