

Main Office 6711 Distribution Drive Phone (301) 931-9300 Fax (301) 931-0369

2228 Page Road, Ste 101 Durham, NC 27703 Phone (919) 381-5065 Fax (919) 381-5095

Air Conditioning & Ventilating Balancing & Testing

AIR BALANCE, WATER BALANCE, SOUND CONTROL, AND SYSTEM ADJUSTMENTS

JOB:			_			FIDD	Date:								
CCI#:						5 PP		Contractor:							
UNIT#:			-			•	Complete	ed By	:						
1. AHU's - HVAC Units Ready		Ready for TAB								Ready for TAB					
	Yes	No	N/A	Initial	Date			Yes	No	N/A	Initital	Date			
A) General						C) Fans									
Unit has no power - runs through BMS						Rotation corre	ect								
Louvers Installed						Wheel Cleara	nce & balance								
Manual dampers 100% open						Bearing & mo	tor lubrication								
System ductwork complete						Drive alignme	ent								
Housing construction complete						Belt tension									
Access doors closed						Drive set scre	ews tight								
Condensate drain & piping						Belt guard in	place								
Free of dirt & debris						Flexible conn	ector alignment								
Freq. drive controlling per sequence						Starters & dis	connect switches								
						Has power &	runs through BMS								
B) Coils - Hydronic						Vibration isola	ation								
Airflow and direction correct						Springs & cor	npression								
Correct piping connections & flow															
Provisions for TAB measurements						D) Filters									
Access to balance valves, venturies						Construction	filters removed								
All valves open						Correct type a	and size installed								
Manual bypasses closed						Permanent fil	ters in place								
Strainers cleaned															
System filled, flushed & vented															
Notes:															



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JOB:	_				
CCI#: UNIT#:	_				3 B
UNIT#.	_			4	
2. Ducted Fans	Re	ady for T	AB	=	
	Yes	No	N/A	Initial	Date
Unit has no power - runs through BMS					
Freq. drive controlling per sequence					
Louvers Installed					
Manual dampers 100% open					
System ductwork complete					
Registers & Grilles installed					
Access doors closed					
Rotation correct					
Wheel clearance & balance					
Bearing & motor lubrication					
Drive alignment					
Belt Tension					
Drive set screws tight					
Belt guard in place					
Flexible connector alignment					
Starters & disconnect switches					
Vibration isolation					
Springs & compression					
Permenant filters installed (if applicable)					
r ermenant niters installed (ii applicable)					
System filled, flushed & vented					



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JOB:				e la	BB
CCI#:					3 B
UNIT#:				4	
3. Pumps		ady for T		-	
	Yes	No	N/A	Initial	Date
A) Motors					
Pump has power - runs through BMS					
Freq. drive controlling per sequence					
Rotation correct					
Strainers cleaned, construction strainer removed					
Bearing & motor lubrication			1		
			1		
Alignment			1		
Guards in place					
Set screws tight			-		
Starters & disconnect switches			1		
Electrical service & connections					
B) Hydronic Piping					
Valves open					
Strainers cleaned					
Air Vented					
System filled & flushed					
Access to all ports, balancing valves & venturis					<u> </u>
Notes:					



JOB:

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Date:

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AIR BALANCE, WATER BALANCE, SOUND CONTROL, AND SYSTEM ADJUSTMENTS

CCI#:	_		Contractor:									
UNIT#:	=					8	Completed	l By	:			
4. VAV's / Duct System	Ready for TAB			=				Ready for TAB			•	
	Yes	No	N/A	Initial	Date		ı	Yes	No	N/A	Initital	Date
A) General						C) Architectural						
Powered - runs through BMS						All windows and doors in	stalled and closed					
Operating under automatic control						All ceiling plenums install	ed and sealed					
QAQC completed per loop/system						All access doors closed a	and tight					
Point to point (Control contractor)												
Control hardware/software provided												
System ductwork complete										<u> </u>		
B) Duct Systems												
Registers/diffusers - all installed												
Manual dampers 100% open												
Access doors closed and tight												
Fire dampers open and accessible												
Provisions made for TAB (access to all dampers												
Notes:												