

**SECTION 01 9113**  
**GENERAL COMMISSIONING REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Commissioning is intended to achieve the following specific objectives; this section specifies the Construction Manager's responsibilities for commissioning:
  - 1. Verify that the work is installed in accordance with the Contract Documents and the manufacturer's recommendations and instructions, and that it receives adequate operational checkout prior to startup: Startup reports and Prefunctional Checklists executed by Construction Manager are utilized to achieve this.
  - 2. Verify and document that functional performance is in accordance with the Contract Documents: Functional Tests executed by Construction Manager and witnessed by the Commissioning Authority are utilized to achieve this.
  - 3. Verify that operation and maintenance manuals submitted to Owner are complete: Detailed operation and maintenance (O&M) data submittals by Construction Manager are utilized to achieve this.
  - 4. Verify that the Owner's operating personnel are adequately trained: Formal training conducted by Construction Manager is utilized to achieve this.
- B. The Commissioning Authority directs and coordinates all commissioning activities; this section describes some but not all of the Commissioning Authority's responsibilities.
- C. The Commissioning Authority is employed by Owner.
- D. The Engineer of Record shall provide clarification on design intent and compliance codes as required by Commissioning Authority. Commissioning Authority is not responsible for design concepts, design criteria, or compliance with codes.

**1.02 SCOPE OF COMMISSIONING**

- A. The following are to be commissioned:
- B. Building envelope.
  - 1. Roofing Systems.
  - 2. Window and Glazing Assemblies
  - 3. Wall and Cladding Systems
  - 4. Through Wall / Roof Penetrations.
- C. Plumbing Systems:
  - 1. Water heaters.
  - 2. Booster pumps.
  - 3. Medical gas systems.
  - 4. Landscape irrigation.
  - 5. Thermostatic mixing valves.
- D. HVAC System, including:
  - 1. Major and minor equipment items.
  - 2. Piping systems and equipment.
  - 3. Ductwork and accessories.
  - 4. Terminal units.
  - 5. Control system.
  - 6. Sound control devices.
  - 7. Vibration control devices.
  - 8. Variable frequency drives.
  - 9. Testing and Balance reports.
- E. Special Ventilation:
  - 1. Fume hoods.
  - 2. Specialty fans.

- 3. Egress pressurization.
- F. Electrical Systems:
  - 1. Power quality.
  - 2. Emergency power systems.
  - 3. Lighting controls other than manual switches.
- G. Electronic Safety and Security:
  - 1. Security system, including doors and hardware.
  - 2. Fire and smoke alarms.
- H. Communications:
  - 1. Voice and data systems.
- I. Other equipment and systems explicitly identified elsewhere in Contract Documents as requiring commissioning.

### **1.03 RELATED REQUIREMENTS**

- A. Section 01 7000 - Execution and Closeout Requirements: General startup requirements.
- B. Section 01 7800 - Closeout Submittals: Scope and procedures for operation and maintenance manuals and project record documents.
- C. Section 01 7900 - Demonstration and Training: Scope and procedures for Owner personnel training.
- D. Section 23 0800 - Commissioning of HVAC: HVAC control system testing; other requirements.

### **1.04 REFERENCE STANDARDS**

- A. ASHRAE Guideline 0
- B. ASHRAE Guideline 1

### **1.05 SUBMITTALS**

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures; except:
  - 1. Make all submittals specified in this section, and elsewhere where indicated for commissioning purposes, directly to the Commissioning Authority, unless they require review by Architect; in that case, submit to Architect first.
  - 2. Submit one copy to the Commissioning Authority, not to be returned.
  - 3. Make commissioning submittals on time schedule specified by Commissioning Authority.
  - 4. Submittals indicated as "Draft" are intended for the use of the Commissioning Authority in preparation of Prefunctional Checklists or Functional Test requirements; submit in editable electronic format, Microsoft Word 2010 preferred.
  - 5. As soon as possible after submittals made to Architect are approved, submit copy of approved submittal to the Commissioning Authority.
  - 6. Commissioning Authority shall review submittals to aid in verifying compliance with OPR. The Commissioning Authority will not stamp, sign or return hard copies of submittals; but will mark submittals showing items missing or any issues found which requires resubmission and will return electronic copies through established channels.
- B. Manufacturers' Instructions: Submit copies of all manufacturer-provided instructions that are shipped with the equipment as soon as the equipment is delivered.
- C. Product Data: If submittals to Architect do not include the following, submit copies as soon as possible:
  - 1. Manufacturer's product data, cut sheets, and shop drawings.
  - 2. Manufacturer's installation instructions.
  - 3. Startup, operating, and troubleshooting procedures.
  - 4. Fan and pump curves.
  - 5. Factory test reports.
  - 6. Warranty information, including details of Owner's responsibilities in regard to keeping warranties in force.

- D. Startup Plans and Reports.
- E. Completed Prefunctional Checklists.

## **PART 2 PRODUCTS**

### **2.01 TEST EQUIPMENT**

- A. Provide all standard testing equipment required to perform startup and initial checkout and required Functional Testing; unless otherwise noted such testing equipment will NOT become the property of Owner.
- B. Calibration Tolerances: Provide testing equipment of sufficient quality and accuracy to test and/or measure system performance with the tolerances specified. If not otherwise noted, the following minimum requirements apply:
  - 1. Temperature Sensors and Digital Thermometers: Certified calibration within past year to accuracy of 0.5 degree F and resolution of plus/minus 0.1 degree F.
  - 2. Pressure Sensors: Accuracy of plus/minus 2.0 percent of the value range being measured (not full range of meter), calibrated within the last year.
  - 3. Calibration: According to the manufacturer's recommended intervals and when dropped or damaged; affix calibration tags or keep certificates readily available for inspection.
- C. Equipment-Specific Tools: Where special testing equipment, tools and instruments are specific to a piece of equipment, are only available from the vendor, and are required in order to accomplish startup or Functional Testing, provide such equipment, tools, and instruments as part of the work at no extra cost to Owner; such equipment, tools, and instruments are to become the property of Owner.
- D. Dataloggers: Independent equipment and software for monitoring flows, currents, status, pressures, etc. of equipment.
  - 1. Dataloggers required to for Functional Tests will be provided by the Commissioning Authority and will not become the property of Owner.

## **PART 3 EXECUTION**

### **3.01 COMMISSIONING PLAN**

- A. The Owner will contract a Commissioning Authority and they will prepare the Commissioning Plan.
  - 1. Attend meetings called by the Commissioning Authority for purposes of completing the commissioning plan.
  - 2. Require attendance and participation of relevant subcontractors, installers, suppliers, and manufacturer representatives.
- B. Construction Manager is responsible for compliance with the Commissioning Plan.
- C. Commissioning Plan: The commissioning schedule, procedures, and coordination requirements for all parties in the commissioning process.
- D. Commissioning Schedule:
  - 1. Submit anticipated dates of startup of each item of equipment and system to Commissioning Authority within 60 days after award of Contract.
  - 2. Re-submit anticipated startup dates monthly, but not less than 4 weeks prior to startup.
  - 3. Prefunctional Checklists and Functional Tests are to be performed in sequence from components, to subsystems, to systems.
  - 4. Provide sufficient notice to Commissioning Authority for delivery of relevant Checklists and Functional Test procedures, to avoid delay.
  - 5. Commissioning schedule to be incorporated into Master Project Schedule.

### **3.02 STARTUP PLANS AND REPORTS**

- A. Startup Plans: For each item of equipment and system for which the manufacturer provides a startup plan, submit the plan not less than 8 weeks prior to startup.

- B. Startup Reports: For each item of equipment and system for which the manufacturer provides a startup checklist (or startup plan or field checkout sheet), document compliance by submitting the completed startup checklist prior to startup, signed and dated by responsible entity.
- C. Submit directly to the Commissioning Authority.

### 3.03 PREFUNCTIONAL CHECKLISTS

- A. A Prefunctional Checklist is required to be filled out for each item of equipment or other assembly specified to be commissioned.
  - 1. No sampling of identical or near-identical items is allowed.
  - 2. These checklists do not replace manufacturers' recommended startup checklists, regardless of apparent redundancy.
  - 3. Prefunctional Checklist forms will not be complete until after award of the contract; the following types of information will be gathered via the completed Checklist forms:
    - a. Certification by installing contractor that the unit is properly installed, started up, and operating and ready for Functional Testing.
    - b. Confirmation of receipt of each shop drawing and commissioning submittal specified, itemized by unit.
    - c. Manufacturer, model number, and relevant capacity information; list information "as specified," "as submitted," and "as installed."
    - d. Serial number of installed unit.
    - e. List of inspections to be conducted to document proper installation prior to startup and Functional Testing; these will be primarily static inspections and procedures; for equipment and systems may include normal manufacturer's start-up checklist items and minor testing.
    - f. Sensor and actuator calibration information.
- B. Construction Manager is responsible for filling out Prefunctional Checklists, after completion of installation and before startup; witnessing by the Commissioning Authority is not required unless otherwise specified.
  - 1. Each line item without deficiency is to be witnessed, initialed, and dated by the actual witness; checklists are not complete until all line items are initialed and dated complete without deficiencies.
  - 2. Checklists with incomplete items may be submitted for approval provided the Construction Manager attests that incomplete items do not preclude the performance of safe and reliable Functional Testing; re-submission of the Checklist is required upon completion of remaining items.
  - 3. Individual Checklists may contain line items that are the responsibility of more than one installer; Construction Manager shall assign responsibility to appropriate installers or subcontractors, with identification recorded on the form.
  - 4. If any Checklist line item is not relevant, record reasons on the form.
  - 5. Construction Manager may independently perform startup inspections and/or tests, at his option.
  - 6. Regardless of these reporting requirements, Construction Manager is responsible for correct startup and operation.
  - 7. Submit completed Checklists to Commissioning Authority within two days of completion.
- C. Commissioning Authority is responsible for furnishing the Prefunctional Checklists to Construction Manager.
  - 1. Initial Drafts: Construction Manager is responsible for providing Manufacturer start-up sheets where so indicated in the Contract Documents.
  - 2. Provide all additional information requested by Commissioning Authority to aid in preparation of checklists, such as shop drawing submittals, manufacturers' startup checklists, and O&M data.
  - 3. When asked to review the proposed Checklists provided by Commissioning Authority, do so within 10 business days.
- D. Commissioning Authority Witnessing: Required for:

1. Each piece of primary equipment, unless sampling of multiple similar units is allowed by the commissioning plan.
  2. A sampling of non-primary equipment, as allowed by the commissioning plan.
- E. Deficiencies: Correct deficiencies and re-inspect or re-test, as applicable, at no extra cost to Owner.
1. If difficulty in correction would delay progress, report deficiency to the Commissioning Authority immediately.

### **3.04 SENSOR AND ACTUATOR CALIBRATION**

- A. Calibrate all field-installed temperature, relative humidity, carbon monoxide, carbon dioxide, and pressure sensors and gages, and all actuators (dampers and valves) on this piece of equipment shall be calibrated. Sensors installed in the unit at the factory with calibration certification provided need not be field calibrated.
- B. Calibrate using the methods described below; alternate methods may be used, if approved by Commissioning Authority and Owner beforehand. See PART 2 for test instrument requirements. Record methods used on the relevant Prefunctional Checklist or other suitable forms, documenting initial, intermediate and final results.
- C. All Sensors:
1. Verify that sensor location is appropriate and away from potential causes of erratic operation.
  2. Verify that sensors with shielded cable are grounded only at one end.
  3. For sensor pairs that are used to determine a temperature or pressure difference, for temperature make sure they are reading within 0.2 degree F of each other, and for pressure, within tolerance equal to 2 percent of the reading, of each other.
  4. Tolerances for critical applications may be tighter.
- D. Sensors Without Transmitters - Standard Application:
1. Make a reading with a calibrated test instrument within 6 inches of the site sensor.
  2. Verify that the sensor reading, via the permanent thermostat, gage or building automation system, is within the tolerances in the table below of the instrument-measured value.
  3. If not, install offset, calibrate or replace sensor.
- E. Sensors With Transmitters - Standard Application.
1. Disconnect sensor.
  2. Connect a signal generator in place of sensor.
  3. Connect ammeter in series between transmitter and building automation system control panel.
  4. Using manufacturer's resistance-temperature data, simulate minimum desired temperature.
  5. Adjust transmitter potentiometer zero until 4 mA is read by the ammeter.
  6. Repeat for the maximum temperature matching 20 mA to the potentiometer span or maximum and verify at the building automation system.
  7. Record all values and recalibrate controller as necessary to conform with specified control ramps, reset schedules, proportional relationship, reset relationship and P/I reaction.
  8. Reconnect sensor.
  9. Make a reading with a calibrated test instrument within 6 inches of the site sensor.
  10. Verify that the sensor reading, via the permanent thermostat, gage or building automation system, is within the tolerances in the table below of the instrument-measured value.
  11. If not, replace sensor and repeat.
  12. For pressure sensors, perform a similar process with a suitable signal generator.
- F. Sensor Tolerances for Standard Applications: Plus/minus the following maximums:
1. Watthour, Voltage, Amperage: 1 percent of design.
  2. Pressure, Air, Water, Gas: 3 percent of design.
  3. Air Temperatures (Outside Air, Space Air, Duct Air): 0.4 degrees F.
  4. Relative Humidity: 4 percent of design.

5. Barometric Pressure: 0.1 inch of Hg.
  6. Flow Rate, Air: 10 percent of design.
  7. Flow Rate, Water: 4 percent of design.
  8. AHU Wet Bulb and Dew Point: 2.0 degrees F.
- G. Critical Applications: For some applications more rigorous calibration techniques may be required for selected sensors. Describe any such methods used on an attached sheet.
- H. Valve/Damper Stroke Setup and Check:
1. For all valve/damper actuator positions checked, verify the actual position against the control system readout.
  2. Set pump/fan to normal operating mode.
  3. Command valve/damper closed; visually verify that valve/damper is closed and adjust output zero signal as required.
  4. Command valve/damper to open; verify position is full open and adjust output signal as required.
  5. Command valve/damper to a few intermediate positions.
  6. If actual valve/damper position does not reasonably correspond, replace actuator or add pilot positioner (for pneumatics).
- I. Isolation Valve or System Valve Leak Check: For valves not associated with coils.
1. With full pressure in the system, command valve closed.
  2. Use an ultra-sonic flow meter to detect flow or leakage.

### **3.05 FUNCTIONAL TESTS**

- A. A Functional Test is required for each item of equipment, system, or other assembly specified to be commissioned, unless sampling of multiple identical or near-identical units is allowed by the final test procedures.
- B. Construction Manager is responsible for execution of required Functional Tests, after completion of Prefunctional Checklist and before closeout.
- C. Commissioning Authority is responsible for witnessing and reporting results of Functional Tests, including preparation and completion of forms for that purpose.
- D. Construction Manager is responsible for correction of deficiencies and re-testing at no extra cost to Owner; if a deficiency is not corrected and re-tested immediately, the Commissioning Authority will document the deficiency and the Construction Manager's stated intentions regarding correction.
1. Contractor is responsible for providing an OSHA approved access route to all equipment to be commissioned.
  2. Deficiencies are any condition in the installation or function of a component, piece of equipment or system that is not in compliance with the Contract Documents or does not perform properly.
  3. When the deficiency has been corrected, the Construction Manager completes the form certifying that the item is ready to be re-tested and returns the form to the Commissioning Authority; the Commissioning Authority will reschedule the test and the Construction Manager shall re-test.
  4. Identical or Near-Identical Items: If 10 percent, or three, whichever is greater, of identical or near-identical items fail to perform due to material or manufacturing defect, all items will be considered defective; provide a proposal for correction within 2 weeks after notification of defect, including provision for testing sample installations prior to replacement of all items.
  5. Construction Manager shall bear the cost of Owner and Commissioning Authority personnel time witnessing re-testing after two failed tests have been performed.
  6. Construction Manager shall bear the cost of Owner and Commissioning Authority personnel time witnessing re-testing if the test failed due to failure to execute the relevant Prefunctional Checklist correctly; if the test failed for reasons that would not have been identified in the Prefunctional Checklist process, Construction Manager shall bear the cost of the second and subsequent re-tests.

- E. Functional Test Procedures:
  1. Some test procedures are included in the Contract Documents; where Functional Test procedures are not included in the Contract Documents, test procedures will be determined by the Commissioning Authority with input by and coordination with Construction Manager.
  2. Examples of Functional Testing:
    - a. Test the dynamic function and operation of equipment and systems (rather than just components) using manual (direct observation) or monitoring methods under full operation (e.g., the chiller pump is tested interactively with the chiller functions to see if the pump ramps up and down to maintain the differential pressure setpoint).
    - b. Systems are tested under various modes, such as during low cooling or heating loads, high loads, component failures, unoccupied, varying outside air temperatures, fire alarm, power failure, etc.
    - c. Systems are run through all the HVAC control system's sequences of operation and components are verified to be responding as the sequence's state.
    - d. Traditional air or water test and balancing (TAB) is not Functional Testing; spot checking of TAB by demonstration to the Commissioning Authority is Functional Testing.
- F. Deferred Functional Tests: Some tests may need to be performed later, after substantial completion, due to partial occupancy, equipment, seasonal requirements, design or other site conditions; performance of these tests remains the Construction Manager's responsibility regardless of timing. All testing to be completed within 12 month warranty period.

### **3.06 TEST PROCEDURES - GENERAL**

- A. Provide skilled technicians to execute starting of equipment and to execute the Functional Tests. Ensure that they are available and present during the agreed upon schedules and for sufficient duration to complete the necessary tests, adjustments and problem-solving.
- B. Provide all necessary materials and system modifications required to produce the flows, pressures, temperatures, and conditions necessary to execute the test according to the specified conditions. At completion of the test, return all affected equipment and systems to their pre-test condition.
- C. Sampling: Where Functional Testing of fewer than the total number of multiple identical or near-identical items is explicitly permitted, perform sampling as follows:
  1. Identical Units: Defined as units with same application and sequence of operation; only minor size or capacity difference.
  2. Sampling is not allowed for:
    - a. Major equipment.
    - b. Life-safety-critical equipment.
    - c. Prefunctional Checklist execution.
  3. XX = the percent of the group of identical equipment to be included in each sample; defined for specific type of equipment.
  4. YY = the percent of the sample that if failed will require another sample to be tested; defined for specific type of equipment.
  5. Randomly test at least XX percent of each group of identical equipment, but not less than three units. This constitutes the "first sample."
  6. If YY percent of the units in the first sample fail, test another XX percent of the remaining identical units.
  7. If YY percent of the units in the second sample fail, test all remaining identical units.
  8. If frequent failures occur, resulting in more troubleshooting than testing, the Commissioning Authority may stop the testing and require Construction Manager to perform and document a checkout of the remaining units prior to continuing testing.
- D. Manual Testing: Use hand-held instruments, immediate control system readouts, or direct observation to verify performance (contrasted to analyzing monitored data taken over time to make the "observation").

- E. Simulating Conditions: Artificially create the necessary condition for the purpose of testing the response of a system; for example apply hot air to a space sensor using a hair dryer to see the response in a VAV box.
- F. Simulating Signals: Disconnect the sensor and use a signal generator to send an amperage, resistance or pressure to the transducer and control system to simulate the sensor value.
- G. Over-Writing Values: Change the sensor value known to the control system in the control system to see the response of the system; for example, change the outside air temperature value from 50 degrees F to 75 degrees F to verify economizer operation.
- H. Indirect Indicators: Remote indicators of a response or condition, such as a reading from a control system screen reporting a damper to be 100 percent closed, are considered indirect indicators.
- I. Monitoring: Record parameters (flow, current, status, pressure, etc.) of equipment operation using dataloggers or the trending capabilities of the relevant control systems; where monitoring of specific points is called for in Functional Test Procedures:
  - 1. All points that are monitored by the relevant control system shall be trended by Construction Manager; at the Commissioning Authority's request, Construction Manager shall trend up to 20 percent more points than specified at no extra charge.
  - 2. Other points will be monitored by the Commissioning Authority using dataloggers.
  - 3. At the option of the Commissioning Authority, some control system monitoring may be replaced with datalogger monitoring.
  - 4. Provide hard copies of monitored data in columnar format with time down left column and at least 5 columns of point values on same page.
  - 5. Graphical output is desirable and is required for all output if the system can produce it.
  - 6. Monitoring may be used to augment manual testing.

### **3.07 OPERATION AND MAINTENANCE MANUALS**

- A. See Section 01 7800 - Closeout Submittals for additional requirements.
- B. Add design intent documentation furnished by Architect to manuals prior to submission to Owner.
- C. Submit manuals related to items that were commissioned to Commissioning Authority for review; make changes recommended by Commissioning Authority.
- D. Commissioning Authority will add commissioning records to manuals after submission to Owner.

**END OF SECTION 01 9113**