

SECTION C408 SYSTEM COMMISSIONING

C408.1 General. This section covers the commissioning of the building mechanical systems in Section C403 and electrical power and lighting systems in Section C405.

C408.2 Mechanical systems commissioning and completion requirements. Prior to passing the final mechanical inspection, the *registered design professional* shall provide evidence of mechanical systems *commissioning* and completion in accordance the provisions of this section.

Construction document notes shall clearly indicate provisions for *commissioning* and completion requirements in accordance with this section and are permitted to refer to specifications for further requirements. Copies of all documentation shall be given to the owner and made available to the *code official* upon request in accordance with Sections C408.2.4 and C408.2.5.

Exception: The following systems are exempt from the commissioning requirements:

1. Mechanical systems in buildings where the total mechanical equipment capacity is less than 480,000 Btu/h (140 690 W) cooling capacity and 600,000 Btu/h (175 860 W) heating capacity.
2. Systems included in Section C403.3 that serve dwelling units and sleeping units in hotels, motels, boarding houses or similar units.

C408.2.1 Commissioning plan. A *commissioning plan* shall be developed by a *registered design professional* or approved *agency* and shall include the following items:

1. A narrative description of the activities that will be accomplished during each phase of commissioning, including the personnel intended to accomplish each of the activities.
2. A listing of the specific equipment, appliances or systems to be tested and a description of the tests to be performed.
3. Functions to be tested, including, but not limited to calibrations and economizer controls.
4. Conditions under which the test will be performed. At a minimum, testing shall affirm winter and summer design conditions and full outside air conditions.
5. Measurable criteria for performance.

C408.2.2 Air distribution system testing, adjusting and balancing. Construction documents shall require that a written balance report be provided to the owner or the designated representative of the building owner for HVAC systems serving zones with a total conditioned area exceeding 5000 square feet (465 m²). Air distribution systems shall be tested, adjusted, and balanced by a licensed engineer or a company or individual holding a current certification from a recognized testing and balancing agency

organization in accordance with generally accepted engineering standards.

Exceptions:

1. Buildings with cooling or heating system capacities of 15 tons or less per system may be tested and balanced by a mechanical contractor licensed to design and install such system(s).
2. Buildings with cooling or heating system capacities of 65,000 Btu/h or less per system are exempt from the requirements of this section.

C408.2.2.1 Air system balancing. Air system balancing shall be accomplished in a manner to first minimize throttling losses, then for fans with fan system power greater than 1 hp, fan speeds shall be adjusted to meet design flow conditions. Balancing procedures shall be in accordance with the National Environmental Balancing Bureau (NEBB) Procedural Standards, the Associated Air Balance Council (AABC) National Standards, or equivalent procedures.

Exception: Damper throttling may be used for air system balancing with fan motors of 1 hp or less, or if throttling results in no greater than 1/3 hp fan horsepower draw above that required if the fan speed were adjusted.

Notes:

1. Building envelope pressurization should be either neutral or positive to prevent infiltration of excess latent load.
2. Commercial kitchen hood exhaust cfm should be sized to prevent depressurization. Discharge dampers are prohibited on constant volume fans and variable volume fans with motors 10 horsepower (hp) (7.5 kW) and larger.

C408.2.2.2 Hydronic systems balancing. Individual hydronic heating and cooling coils shall be equipped with means for balancing and measuring flow. Hydronic systems shall be proportionately balanced in a manner to first minimize throttling losses, then the pump impeller shall be trimmed or pump speed shall be adjusted to meet design flow conditions. Each hydronic system shall have either the capability to measure pressure across the pump, or test ports at each side of each pump.

Exceptions:

1. Pumps with pump motors of 5 hp (3.7 kW) or less.
2. Where throttling results in no greater than five percent of the nameplate horsepower draw above that required if the impeller were trimmed.

C408.2.3 Functional performance testing. Functional performance testing specified in Sections C408.2.3.1 through C408.2.3.3 shall be conducted.

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C408.2.3.1 Equipment. Equipment functional performance testing shall demonstrate the installation and operation of components, systems, and system-to-system interfacing relationships in accordance with approved plans and specifications such that operation, function, and maintenance serviceability for each of the commissioned systems is confirmed. Testing shall include all modes and *sequence of operation*, including under full-load, part-load and the following emergency conditions:

1. All modes as described in the *sequence of operation*;
2. Redundant or *automatic* back-up mode;
3. Performance of alarms; and
4. Mode of operation upon a loss of power and restoration of power.

Exception: Unitary or packaged HVAC equipment listed in Tables C403.2.3(1) through C403.2.3(3) that do not require supply air economizers.

C408.2.3.2 Controls. HVAC control systems shall be tested to document that control devices, components, equipment, and systems are calibrated, adjusted and operate in accordance with approved plans and specifications. Sequences of operation shall be functionally tested to document they operate in accordance with *approved* plans and specifications.

C408.2.3.3 Economizers. Air economizers shall undergo a functional test to determine that they operate in accordance with manufacturer's specifications.

C408.2.4 Preliminary commissioning report. A preliminary report of commissioning test procedures and results shall be completed and certified by the *registered design professional* or *approved agency* and provided to the building owner. The report shall be identified as "Preliminary Commissioning Report" and shall identify:

1. Itemization of deficiencies found during testing required by this section that have not been corrected at the time of report preparation.
2. Deferred tests that cannot be performed at the time of report preparation because of climatic conditions.
3. Climatic conditions required for performance of the deferred tests.

C408.2.4.1 Acceptance of report. *Buildings*, or portions thereof, shall not pass the final mechanical inspection until such time as the *code official* has received a letter of transmittal from the *building owner* acknowledging that the *building owner* has received the Preliminary Commissioning Report.

C408.2.4.2 Copy of report. The *code official* shall be permitted to require that a copy of the Preliminary Commissioning Report be made available for review by the *code official*.

C408.2.5 Documentation requirements. The *construction documents* shall specify that the *documents* described

in this section be provided to the *building owner* within 90 days of the date of receipt of the *certificate of occupancy*.

C408.2.5.1 Drawings. Construction documents shall include the location and performance data on each piece of equipment.

C408.2.5.2 Manuals. An operating and maintenance manual shall be provided and include all of the following:

1. Submittal data stating equipment size and selected options for each piece of equipment requiring maintenance.
2. Manufacturer's operation manuals and maintenance manuals for each piece of equipment requiring maintenance, except equipment not furnished as part of the project. Required routine maintenance actions shall be clearly identified.
3. Name and address of at least one service agency.
4. HVAC controls system maintenance and calibration information, including wiring diagrams, schematics, and control sequence descriptions. Desired or field-determined setpoints shall be permanently recorded on control drawings at control devices or, for digital control systems, in system programming instructions.
5. A narrative of how each system is intended to operate, including recommended setpoints.

C408.2.5.3 System balancing report. A written report describing the activities and measurements completed in accordance with Section C408.2.2.

C408.2.5.4 Final commissioning report. A report of test procedures and results identified as "Final Commissioning Report" shall be delivered to the building owner and shall include:

1. Results of functional performance tests.
2. Disposition of deficiencies found during testing, including details of corrective measures used or proposed.
3. Functional performance test procedures used during the commissioning process including measurable criteria for test acceptance, provided herein for repeatability.

Exception: Deferred tests which cannot be performed at the time of report preparation due to climatic conditions.

C408.3 Lighting system functional testing. Controls for automatic lighting systems shall comply with Section C408.3.

C408.3.1 Functional testing. Testing shall ensure that control hardware and software are calibrated, adjusted, programmed and in proper working condition in accordance with the construction documents and manufacturer's installation instructions. The construction documents shall state the party who will conduct the required functional testing. Where required by the code official, an approved party independent from the design or

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construction of the project shall be responsible for the functional testing and shall provide documentation to the code official certifying that the installed lighting controls meet the provisions of Section C405.

Where occupant sensors, time switches, programmable schedule controls, photosensors or daylighting controls are installed, the following procedures shall be performed:

1. Confirm that the placement, sensitivity and time-out adjustments for occupant sensors yield acceptable performance.
2. Confirm that the time switches and programmable schedule controls are programmed to turn the lights off.
3. Confirm that the placement and sensitivity adjustments for photosensor controls reduce electric light based on the amount of usable daylight in the space as specified.