

3. A sensitivity analysis of energy consumption where each of the input parameters is varied from half to double the value assumed.
4. The calculations shall be performed on a time step basis consistent with the simulation program used.
5. The performance rating calculated with and without the exceptional calculation method.

**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 and service water-heating systems commissioning and completion requirements. Prior to the final mechanical and plumbing inspections, the licensed design professional, electrical engineer, mechanical engineer or *approved agency* shall provide evidence of mechanical systems *commissioning* and completion in accordance with 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 or owner’s authorized agent and made available to the *code official* upon request in accordance with Sections C408.2.4 and C408.2.5.

Exceptions: The following systems are exempt:

1. Mechanical systems and service water heater systems in buildings where the total mechanical equipment capacity is less than 480,000 Btu/h (140.7 kW) cooling capacity and 600,000 Btu/h (175.8 kW) combined service water-heating and space-heating capacity.
2. Systems included in Section C403.3 that serve individual *dwelling units* and *sleeping units*.

C408.2.1 Commissioning plan. A *commissioning plan* shall be developed by a licensed design professional, electrical engineer, mechanical engineer 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. 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 systems 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 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: The following equipment is not required to be equipped with a means for balancing or measuring flow:

1. Pumps with pump motors of 5 hp (3.7 kW) or less.
2. Where throttling results in no greater than 5 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.

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.
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 and service water-heating control systems shall be tested to document that control devices, components, equipment and systems are calibrated and 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 licensed design professional, electrical engineer, mechanical engineer or *approved agency* and provided to the building owner or owner's authorized agent. The report shall be organized with mechanical and service hot water findings in separate sections to allow independent review. 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 be considered acceptable for a final inspection pursuant to Section C104.3 until the *code official* has received a letter of transmittal from

the building owner acknowledging that the building owner or owner's authorized agent 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 or owner's authorized agent 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 and service hot water controls system maintenance and calibration information, including wiring diagrams, schematics and control sequence descriptions. Desired or field-determined set points shall be permanently recorded on control drawings at control devices or, for digital control systems, in system programming instructions.
5. Submittal data indicating all selected options for each piece of lighting equipment and lighting controls.
6. Operation and maintenance manuals for each piece of lighting equipment. Required routine maintenance actions, cleaning and recommended relamping shall be clearly identified.
7. A schedule for inspecting and recalibrating all lighting controls.
8. A narrative of how each system is intended to operate, including recommended set points.

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 or owner's authorized agent. The report shall be organized with mechanical system and service hot water system findings in separate sections to allow

independent review. The report shall include the following:

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 that 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 this section.

C408.3.1 Functional testing. Prior to passing final inspection, the *registered design professional* shall provide evidence that the lighting control systems have been tested to ensure that control hardware and software are calibrated, adjusted, programmed and in proper working condition in accordance with the *construction documents* and manufacturer's instructions. Functional testing shall be in accordance with Sections C408.3.1.1 and C408.3.1.2 for the applicable control type.

C408.3.1.1 Occupant sensor controls. Where *occupant sensor controls* are provided, the following procedures shall be performed:

1. Certify that the *occupant sensor* has been located and aimed in accordance with manufacturer recommendations.
2. For projects with seven or fewer *occupant sensors*, each sensor shall be tested.
3. For projects with more than seven *occupant sensors*, testing shall be done for each unique combination of sensor type and space geometry. Where multiples of each unique combination of sensor type and space geometry are provided, not less than 10 percent, but in no case less than one, of each combination shall be tested unless the *code official* or design professional requires a higher percentage to be tested. Where 30 percent or more of the tested controls fail, all remaining identical combinations shall be tested.

For *occupant sensor controls* to be tested, verify the following:

- 3.1. Where *occupant sensor controls* include status indicators, verify correct operation.
- 3.2. The controlled lights turn off or down to the permitted level within the required time.
- 3.3. For auto-on *occupant sensor controls*, the lights turn on to the permitted level when an occupant enters the space.
- 3.4. For manual-on *occupant sensor controls*, the lights turn on only when manually activated.

- 3.5. The lights are not incorrectly turned on by movement in adjacent areas or by HVAC operation.

C408.3.1.2 Time-switch controls. Where *time-switch controls* are provided, the following procedures shall be performed:

1. Confirm that the *time-switch control* is programmed with accurate weekday, weekend and holiday schedules.
2. Provide documentation to the owner of *time-switch controls* programming including weekday, weekend, holiday schedules, and set-up and preference program settings.
3. Verify the correct time and date in the time switch.
4. Verify that any battery back-up is installed and energized.
5. Verify that the override time limit is set to not more than 2 hours.
6. Simulate occupied condition. Verify and document the following:
 - 6.1. All lights can be turned on and off by their respective area control switch.
 - 6.2. The switch only operates lighting in the enclosed space in which the switch is located.
7. Simulate unoccupied condition. Verify and document the following:
 - 7.1. Nonexempt lighting turns off.
 - 7.2. Manual override switch allows only the lights in the enclosed space where the override switch is located to turn on or remain on until the next scheduled shutoff occurs.
8. Additional testing as specified by the *registered design professional*.

C408.3.1.3 Daylight responsive controls. Where *daylight responsive controls* are provided, the following shall be verified:

1. Control devices have been properly located, field calibrated and set for accurate setpoints and threshold light levels.
2. Daylight controlled lighting loads adjust to light level set points in response to available daylight.
3. The locations of calibration adjustment equipment are readily accessible only to authorized personnel.

C408.3.2 Documentation requirements. The *construction documents* shall specify that documents certifying that the installed lighting controls meet documented performance criteria of Section C405 are to be provided to the building owner within 90 days from the date of receipt of the *certificate of occupancy*.