



ENGINEERING & UTILITIES

Policy & Procedure #1

TITLE: **HVAC TESTING & BALANCING FOR MAJOR AND MINOR PROJECTS**

OBJECTIVE AND PURPOSE: To provide an independent test & balance for the adjustment of all HVAC systems in all major projects and minor projects if required.

RESPONSIBILITY: **ACTION**

- PROJECT COORDINATOR**
- ◆ After A/E is selected and sometime before 50% Construction Documents are submitted, the Project Coordinator shall secure the services of the Florida Atlantic University continuing services Test & Balance Contractor (T&B) to provide test and balances services for the project. Please note that the T&B contractor works for the university and not the CM on the project. The work is budgeted out of the project budget. The T&B contractor should be invited as soon as possible to a construction meeting once hired to meet the CM and the subcontractors whose work he will be reviewing from time to time. Examples include witnessing ductwork testing, etc. The T&B contractor should be given ample time at the construction meeting to address the attendees and what he will be expecting on the project.
 - ◆ During the course of the project the T&B contractor may submit reports or comments to the Project Coordinator regarding deficiencies or problems he or she has encountered. These reports or comments are to be provided to the Director Engineering & Utilities for that department's review. At the end of the project, and before final payment is issued, the T&B contractor must provide four (4) final copies of the test & balance report. Distribution is to be one for the archivist, one to the project files, two to Engineering & Utilities.
- ENGINEERING & UTILITIES**
- ◆ Review all T&B documents and provide written responses to the Project Coordinator even if only to say they have reviewed the document and find it acceptable.

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| APPROVED: | Vice President | Assistant V.P. | Director |