

Calibration and Leak-by Test Procedures

All field-installed temperature, relative humidity, CO, CO₂ and pressure sensors and gages, and all actuators (dampers and valves) on all equipment shall be calibrated using the methods described below. Alternate methods may be used, if approved by the Owner before-hand. All test instruments shall have had a certified calibration within the last 12 months. Sensors installed *in* the unit at the factory with calibration certification provided need not be field calibrated.

All procedures used shall be fully documented on the prefunctional checklists or other suitable forms, clearly referencing the procedures followed and written documentation of initial, intermediate and final results.

1. Sensor Calibration Methods

All Sensors. Verify that all sensor locations are appropriate and away from causes of erratic operation. Verify that sensors with shielded cable, are grounded only at one end. For sensor pairs that are used to determine a temperature or pressure difference, make sure they are reading within 0.2°F of each other for temperature and within a tolerance equal to 2% of the reading, of each other, for pressure. Tolerances for critical applications may be tighter.

- A. Sensors Without Transmitters--Standard Application. Make a reading with a calibrated test instrument within 6 inches of the site sensor. Verify that the sensor reading (via the permanent thermostat, gage or building automation system (BAS)) is within the tolerances in the table below of the instrument-measured value. If not, install offset in BAS, calibrate or replace sensor.
- B. Sensors With Transmitters--Standard Application. Disconnect sensor. Connect a signal generator in place of sensor. Connect ammeter in series between transmitter and BAS control panel. Using manufacturer's resistance-temperature data, simulate minimum desired temperature. Adjust transmitter potentiometer zero until 4 mA is read by the ammeter. Repeat for the maximum temperature matching 20 mA to the potentiometer span or maximum and verify at the BAS. Record all values and recalibrate controller as necessary to conform with specified control ramps, reset schedules, proportional relationship, reset relationship and P/I reaction. Reconnect sensor. Make a reading with a calibrated test instrument within 6 inches of the site sensor. Verify that the sensor reading (via the permanent thermostat, gage or building automation system (BAS)) is within the tolerances in the table below of the instrument-measured value. If not, replace sensor and repeat. For pressure sensors, perform a similar process with a suitable signal generator.
- C. Critical Applications. For critical applications (process, manufacturing, etc.) more rigorous calibration techniques may be required for selected sensors. Describe any such methods used on an attached sheet.

Tolerances, Standard Applications

<u>Sensor</u>	<u>Required Tolerance (+/-)</u>	<u>Sensor</u>	<u>Required Tolerance (+/-)</u>
Cooling coil, chilled and condenser water temps	0.4F	Flow rates, water	4% of design
AHU wet bulb or dew point	2.0F	Relative humidity	4% of design
Hot water coil and boiler water temp	1.5F	Combustion flue temps	5.0F
Outside air, space air, duct air temps	0.4F	Oxygen or CO ₂ monitor	0.1 % pts
Watt-hour, voltage & amperage	1% of design	CO monitor	0.01 % pts
Pressures, air, water and gas	3% of design	Natural gas and oil flow rate	1% of design
Flow rates, air	10% of design	Steam flow rate	3% of design
		Barometric pressure	0.1 in. of Hg

2. Valve and Damper Stroke Setup and Check

A. EMS Readout. For all valve and damper actuator positions checked, verify the actual position against the BAS readout.

Set pumps or fans to normal operating mode. Command valve or damper closed, visually verify that valve or damper is closed and adjust output zero signal as required. Command valve or damper open, verify position is full open and adjust output signal as required. Command valve or damper to a few intermediate positions. If actual valve or damper position doesn't reasonably correspond, replace actuator or add pilot positioner (for pneumatics).

B. Closure for heating coil valves (NO): Set heating setpoint 20°F above room temperature. Observe valve open. Remove control air or power from the valve and verify that the valve stem and actuator position do not change. Restore to normal. Set heating setpoint to 20°F below room temperature. Observe the valve close. For pneumatics, by override in the EMS, increase pressure to valve by 3 psi (do not exceed actuator pressure rating) and verify valve stem and actuator position does not change. Restore to normal.

C. Closure for cooling coil valves (NC): Set cooling setpoint 20°F above room temperature. Observe the valve close. Remove control air or power from the valve and verify that the valve stem and actuator position do not change. Restore to normal. Set cooling setpoint to 20°F below room temperature. Observe valve open. For pneumatics, by override in the EMS, increase pressure to valve by 3 psi (do not exceed actuator pressure rating) and verify valve stem and actuator position does not change. Restore to normal.

3. Coil Valve Leak Check

A. Method 1--Water Temperature With 2-Way Valve. Calibrate water temperature sensors on each side of coil to be within 0.2°F of each other. Turn off air handler fans, close OSA dampers; keep pump running. Make sure appropriate coil dampers are open. Normally closed valves will close. Override normally open valves to the closed position. After 10 minutes observe water delta T across coil. If it is greater than 2°F, leakage is probably occurring. Reset valve stroke to close tighter. Repeat test until compliance.

B. Method 2--Air Temperature With 2 or 3-Way Valve. Calibrate air temperature sensors on each side of coil to be within 0.2°F of each other. Change mixed or discharge air setpoint, override values or bleed or squeeze bulb pneumatic controller to cause the valve to close. Air handler fans should be on. After 5 minutes observe air delta T across coil. If it is greater than 1°F, leakage is probably occurring. Reset valve stroke to close tighter. Repeat test until compliance. Water leak-by less than 10% will likely not be detected with this method.

C. Method 3 Coil Drain Down (not for 3-way valves). Put systems in normal mode. If cooling coil valve, remove all call for cooling or if heating coil valve put system in full cooling. Close isolation valve on supply side of coil, open air bleed cap, open drain-down cock and drain water from coil. Water should stop draining, else there may be a leak through the control valve. Return all to normal when done.

4. Isolation Valve or System Valve Leak Check (for valves not by coils)

A. Method 1--Ultra-sonic flow meter. With full pressure in the system, command valve closed. Use an ultra-sonic flow meter to detect flow or leakage.

-- END OF PROCEDURES--