



December 11, 2020

Mr. Andrew Owens, AIA, CID  
SCB Architects  
2405 Harrodsburg Rd.  
Lexington, Kentucky 40504

Re: Proposal Recommendation – Testing Adjusting and Balancing & Commissioning  
Hanson Elementary School – RE-BID  
Hanson, Kentucky  
Marcum No. 19618

Dear Andrew,

Proposals were received on December 10<sup>th</sup>, 2020 for the Hanson Elementary School Testing, Adjusting and Balancing as well as proposals for Commissioning. Marcum Engineering has reviewed the proposals and present our recommendations along with the proposal tabulation.

Testing Adjusting and Balancing (TAB):

This service provides the testing, adjusting, and balancing of the air and water systems to be installed at the Hanson Elementary School. The TAB Contractor will provide a representative to take part in the Commissioning of the facility as well as perform duct leakage testing. This service is required to ensure engineered, code required flowrates are met at the facility.

Marcum recommends acceptance of Synergy Test and Balance’s proposal in the amount of **\$26,795.00**. See attached Synergy Test and Balance Proposal for further details.

Commissioning:

This third-party service is required by Kentucky Building Code for energy efficiency. The Commissioning Authority verifies all HVAC, Plumbing and Lighting systems to ensure proper functionality and to ensure the Owner will get the building performance expected.

Marcum recommends acceptance of Performance Commissioning Agency’s proposal in the amount of **\$27,720.00**. See attached Performance Commissioning Agency Proposal for further details.

Hopkins County Schools will need to sign each proposal and return that to each Contractor along with a Purchase Order number. It is imperative that these services be hired direct by the Owner per KDE recommendations.

Feel free to reach out if you have any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Logan Overturf". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Logan Overturf, PE  
Project Manager / Mechanical Engineer

Attachments:

TAB and Commissioning Proposal Tabulation: 1-Page

Synergy Test and Balance Proposal dated December 10, 2020: 3-Pages

Performance Commissioning Agency Proposal dated December 10, 2020: 33-Pages

Cc: Baccus Oliver, Marcum Engineering  
Justin McElfresh, SCB Architects  
Holly King, SCB Architects

# PROPOSAL TABULATION - TAB AND COMMISSIONING

HANSON ELEMENTARY SCHOOL  
HOPKINS COUNTY SCHOOLS  
HANSON, KENTUCKY  
MARCUM ENGINEERING NO. 19618  
RE-BID 12/10/2020

CONTRACTOR	PROPOSAL
<b>TESTING, ADJUSTING AND BALANCING (TAB):</b>	
THERMAL BALANCE, INC.	\$ 27,900.00
SYNERGY TEST AND BALANCE	\$ <b>26,795.00</b>
<b>COMMISSIONING:</b>	
PERFORMANCE COMMISSIONING AGENCY	\$ <b>27,720.00</b>
FACILITY COMMISSIONING GROUP	\$ 31,125.00



# Synergy Test and Balance

2611 Waterfront Parkway, Ste. 340 | Indianapolis, IN 46214 | Tel. (317) 222-1828

PROJECT: Hopkins County Board of Education      DATE: 12/10/2020  
Hanson Elementary School  
Hanson, KY  
Drawings: 10/09/2020  
Addenda: Post Bid Addendums 1 & 2  
Specification: 230593

The amount referenced below reflects our cost to perform Test and Balance (TAB) Services for equipment listed below.

TAB Base Bid:	\$21,395.00
Duct Leakage Test Per 72 Hours:	<u>\$5,400.00</u>
<b>TOTAL:</b>	<b>\$26,795.00</b>

Duct Leakage Test Per Hour Cost:      \$75.00

Please be advised of the following:

- 1) Synergy Test and Balance performs work as an independent, third party owner advocate in accordance with AABC National Standards to accomplish the established scope of work.
- 2) Each contractor must include time in their proposal to perform stipulated tests. The costs associated with other contractors' work are not included in the Synergy Test and Balance fee amount.
- 3) Contractors not adhering to the TAB schedule will assume responsibility for lost time of other participating contractors, consultants, and owner's personnel.
- 4) Retests required due to concealed conditions, design, or installation issues are not included in our base scope of work.
- 5) Lost time or issues related to the requirements noted above will be reported to the project manager in a timely manner following the occurrence.
- 6) Please note this price is based on an unoccupied facility unless indicated below.

Please note our standard hourly rates for services extended beyond the scope of this proposal can be provided upon request.

Thank you for the opportunity to provide a quotation on the above referenced project. Please call if there are any questions: (317) 222-1828 or FAX: (317) 451-8079

NOTE: This quote is firm for thirty (30) days.

SYNERGY TEST AND BALANCE, INC.

Cheryl L. Yates, President  
[Cheryl@SynergyTAB.com](mailto:Cheryl@SynergyTAB.com)



# Synergy Test and Balance

2611 Waterfront Parkway, Ste. 340 | Indianapolis, IN 46214 | Tel. (317) 222-1828

**THIS PROPOSAL IS ACCEPTED:**

**BY:**

\_\_\_\_\_  
**TITLE:**

\_\_\_\_\_  
**DATE:**

\_\_\_\_\_  
**PRINTED NAME:**

\_\_\_\_\_  
**ORGANIZATION NAME:**



# Synergy Test and Balance

2611 Waterfront Parkway, Ste. 340 | Indianapolis, IN 46214 | Tel. (317) 222-1828

## Equipment List

- RTU's
- DOAS w/ ERW
- Water Sourced Heat Pumps
- Hydronic Pumps
- Split Heat Pumps
- Kitchen EF's
- Kitchen MAU's
- Kitchen Hoods
- EF's
- Toilet/Mech. EF's
- GRD's

## Notes

- Cx Support
- Copies of TAB Report

## Exclusions

- Duct Leakage tests
- HVLS Fans
- Sound and Vibration tests
- Sheave and belt changes
- Installation of dampers or valves
- Termination of wiring
- Installation of filters
- Installation of test ports for hydronic balance
- Installation of any other accessories or components
- Fees associated with memberships, subscriptions, or 3<sup>rd</sup> party requirements
- Hydrostatic testing
- Refrigerant measurements
- Overtime or Night work
- Lifts or scaffolds

# HANSON ELEMENTARY SCHOOL HANSON, KY

## COMMISSIONING PROPOSAL

PROVIDED BY:



PERFORMANCE COMMISSIONING AGENCY

109 WIND HAVEN DRIVE

SUITE 201

NICHOLASVILLE, KY 40356

P: (859) 277 - 0191

**Project:** Hanson Elementary School  
Hanson, KY  
**Specification:** 220800/230800/260800

**Date:** 12/10/2020

The amount below is the estimated cost for Performance Commissioning Agency (“PCA”) to provide commissioning services per the contract documents. This cost quote is only for the services provided by PCA and does not include any services provided by the owner, architect, engineer, or contractors unless stipulated below.

**Commissioning services included:**

HVAC    Domestic Water    Lighting    Building Envelope Testing

**Total: \$27,720.00**

**Remarks:**

**Price includes Commissioning plan, System Verification, functional performance test, and final commissioning report.**

Excluded from this quote are the following:

1. Any costs associated with delayed or failed test by any commissioning team member
2. Any costs associated with existing systems deficiencies beyond our control
3. Any costs associated with any commissioning team member’s failure to perform their due diligence

This estimate is subject to a final written agreement signed by each party. If there are any questions concerning this quotation, please feel free to call.

Sincerely,



Steve Turner, President, TBT, CxA  
[sturner@perfcx.com](mailto:sturner@perfcx.com)

This quote is valid for 30 days from the date written above.

**Systems to be commissioned:**

- 1. Water Source Heat Pumps**
- 2. DOAS Units**
- 3. Exhaust Fans**
- 4. Hydronic system**
- 5. Domestic Hot Water**
- 6. HVAC controls**
- 7. Hydronic Hydrostatic, Flush, Fill and Purge**
- 8. High Volume Low Speed Fans**
- 9. Kitchen Exhaust Hood System**
- 10. Unit Heaters**
- 11. Packaged Outdoor Units**
- 12. Geothermal system**
- 13. Make-Up air units**
- 14. Ductless split systems**
- 15. Lighting and Lighting controls**
- 16. Tornado Shelter Activation/Operation**

**Additional services not included in the scope of work will be billed at \$105.00 per hour.**

**System verification checklists will be created based on the design documents and actual equipment submittals. The SVC's are to ensure that all equipment is installed per the design documents, and that the equipment is ready for start-up.**

**Once all equipment has been started and balanced, we will then begin functional testing. Functional performance tests will be created and carried out based on the design documents. PerfCx will functionally test all equipment above with the aid of the contractors to ensure that all equipment is operating at or as close as possible to design conditions.**

**Once all testing is complete, we will submit a detailed final report with our findings to the owner and engineer for review.**

# **PERFORMANCE**

---

# COMMISSIONING AGENCY

## **COMPANY INFORMATION AND SUBMITTALS**



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NICHOLASVILLE, KY 40356  
[WWW.PERFCX.COM](http://WWW.PERFCX.COM)  
(859) 277-0191



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# HISTORY

PERFORMANCE COMMISSIONING AGENCY (PCA) WAS ORIGINATED FROM 50 YEARS OF SERVICE IN THE TEST AND BALANCE INDUSTRY. IN THESE YEARS WE HAVE SEEN MANY COMMISSIONING PRACTICES AND KNEW THAT A BETTER PRODUCT COULD BE PROVIDED WITH LESS EXPENSE.

PERFORMANCE COMMISSIONING AGENCY WAS ESTABLISHED TO PROVIDE EACH CLIENT WITH AN EFFICIENT MEANS OF ESTABLISHING A HIGHLY EFFICIENT PRODUCT. OUR FIELD EXPERIENCE IN THE INDUSTRY CAN HELP STREAMLINE A COMMISSIONING PLAN WHICH WILL IN TURN BE MORE COST EFFECTIVE WHILE STILL ACHIEVING A HIGH PERFORMANCE BUILDING.

# OUR STAFF



## **STEVE W. TURNER** **PRESIDENT, CxA, TBT**

OSHA 30 CERTIFIED  
COMMISSIONING EXPERIENCE: 13 YEARS  
BALANCE EXPERIENCE: 18 YEARS  
STURNER@PERFCX.COM



## **TRENT M. TURNER** **PE**

OSHA 10 CERTIFIED  
COMMISSIONING EXPERIENCE: 4 YEARS  
TTURNER@PERFCX.COM

# ACG CERTIFICATIONS



## *Annual Membership Certificate*

*Awarded to*

***Performance Commissioning Agency,***

*as a member in good standing of the AABC Commissioning Group for the year*

***2020***

*This company has met all requirements for membership and is entitled to all rights and privileges thereof. This certificate is renewable on an annual basis and expires December 31, 2020.*

A handwritten signature in black ink, appearing to read 'Steven Ross'.

Steven "Rusty" Ross, P.E., CxA, EMP, President

A handwritten signature in black ink, appearing to read 'Ray Bert'.

Ray Bert, Executive Director



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hereby certifies that

*Steve W. Turner*

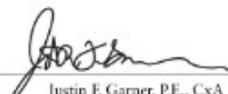
*Performance Commissioning Agency, LLC*

*has met all prerequisites demonstrating independence and the technical, management, and communications skills required to implement the commissioning process in new and existing buildings, and passed the necessary examination to be awarded this certificate in recognition of their qualifications as an ACG*

**Certified Commissioning Authority**

*Registration number: 217-1509 . This certificate, valid only for the year 2020, is renewable on an annual basis upon meeting all requirements noted in the CxA Candidate Handbook.*



  
Justin F. Garner, P.E., CxA  
Certification Council Chair



  
Ray Bert  
ACG Executive Director

This certificate is the sole property of ACG and must be returned upon request.

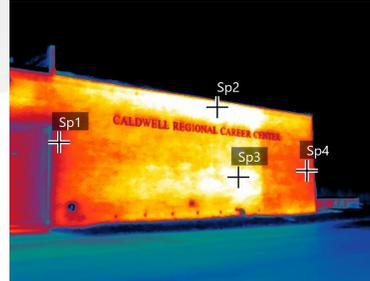


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# RECENT PROJECTS

**CALDWELL COUNTY  
AREA TECHNOLOGY CENTER**  
HVAC COMMISSIONING & THERMOGRAPHY SCAN  
PRINCETON, KY



**MURRAY HIGH SCHOOL**  
HVAC AND ELECTRICAL COMMISSIONING  
MURRAY, KY

**BAPTIST HEALTH MADISONVILLE  
PHARMACY RELOCATION**  
HVAC AND ELECTRICAL COMMISSIONING  
MADISONVILLE, KY



**BUFFALO TRACE DISTILLERY  
PROJECT TIRE**  
HVAC COMMISSIONING  
FRANKFORT, KY

**CAMPGROUND ELEMENTARY  
SCHOOL RENOVATION**  
HVAC AND ELECTRICAL COMMISSIONING  
LONDON, KY



# REFERENCES

## BRANDON CECIL

Design Engineer

Shrout Tate Wilson

(859) 277-8177

brandon.cecil@stweng.com

## JEFF HALVERSON

Engineer/Project Manager

Marcum Engineering

(270) 444-9274

jhalverson@marcumengineering.net

## BEN HOBBS

Mechanical Engineer

CMTA

(502) 326-3085

bhobbs@cmta.com

## JAY JOHNSON

President

Thermal Balance

(859) 277-6158

jjohnson@thermalbalance.com

## DAVID JACKSON

President

Hacker Brothers Inc

(606) 877-2029

djackson@hbiky.com

## JOSH McRAE

Controls Project Manager

HMC Service

(502) 375-0440

mcraej@hmcservice.com

## KEVIN RICKMAN

Vice President

Automatic Building Concepts Inc

(270) 898-1385

kevin@abchvac.com

## STEVE GRAVES

Project Manager

Triangle Enterprises

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# PURPOSE OF COMMISSIONING

BUILDING COMMISSIONING (Cx) IS THE PROCESS OF VERIFYING, IN NEW CONSTRUCTION, ALL (OR SOME, DEPENDING ON SCOPE) OF THE SUBSYSTEMS FOR MECHANICAL (HVAC), PLUMBING, ELECTRICAL, FIRE/LIFE SAFETY, BUILDING ENVELOPES, INTERIOR SYSTEMS (EXAMPLE LABORATORY UNITS), CO-GENERATION, UTILITY PLANTS, SUSTAINABLE SYSTEMS, LIGHTING, WASTEWATER, CONTROLS, AND BUILDING SECURITY TO ACHIEVE THE OWNER'S PROJECT REQUIREMENTS AS INTENDED BY THE BUILDING OWNER AND AS DESIGNED BY THE BUILDING ARCHITECTS AND ENGINEERS. RECOMMISSIONING IS THE METHODICAL PROCESS OF TESTING AND ADJUSTING THE AFOREMENTIONED SYSTEMS IN EXISTING BUILDINGS.

BUILDING COMMISSIONING IS A QUALITY-FOCUSED PROCESS NECESSARY FOR BOTH NON-COMPLEX AND COMPLEX MODERN CONSTRUCTION PROJECTS. NORMALLY THE INITIAL COMMISSIONING TEAM AND A TEAM LEADER (TYPICALLY KNOWN AS THE COMMISSIONING AUTHORITY OR CxA) IS INVOLVED FROM PROJECT INITIATION THROUGH ONE YEAR OF OCCUPANCY. IN MANY CASES AND IDEALLY, THERE IS AN ONGOING BUILDING ENHANCING AND COMMISSIONING PROGRAM AND TEAM FOR THE LIFE OF THE BUILDING. WHILE THE SERVICE METHOD CAN VARY FROM OWNER TO OWNER AND PROJECT TO PROJECT, THE BASIC FORMULA FOR A SUCCESSFUL BUILDING COMMISSIONING PROCESS INVOLVES A SYNERGY TEAM FROM PRE-DESIGN TO DEVELOP THE OWNER'S PROJECT REQUIREMENTS (OPR), COMMISSIONING SCOPE AND PLAN, INCLUDING BENCHMARKS FOR SUCCESS, REVIEW OF DESIGN DOCUMENTS AND CHECKLISTS FOR ACHIEVING THE OWNER'S PROJECT REQUIREMENTS (OPR), DEVELOPMENT OF CHECKLISTS AND VERIFYING A SAMPLE OF CONSTRUCTION CHECKLISTS AND SUBMITTALS, DEVELOPING TRAINING NEEDS AND EVALUATING TRAINING DELIVERED BY THE CONTRACTORS, WITNESSING AND VERIFYING CONSTRUCTION PHASE TESTS, AND PERIODIC SITE OBSERVATIONS DURING THE CONSTRUCTION PHASE, AND PERFORMING COMMISSIONING FUNCTIONAL TESTING AS THE PROJECT NEARS COMPLETION. WHILE THE PRACTICE OF BUILDING COMMISSIONING PROCESS IS STILL FAIRLY NEW IN THE CONSTRUCTION INDUSTRY, IT HAS QUICKLY BECOME COMMON PRACTICE AS BUILDING OWNERS AND DEVELOPERS TRY TO GET MORE OUT OF THEIR INVESTMENT. **THE COMMISSIONING PROCESS MAIN GOAL IS TO IMPROVE A PROJECT FROM THE DESIGN PHASE THROUGH POST CONSTRUCTION AND OCCUPANCY.**



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# REASONING FOR THIRD PARTY COMMISSIONING

AN INDEPENDENT, CERTIFIED, COMMISSIONING AUTHORITY UNDER CONTRACT TO THE OWNER IS THE PREFERRED CONTRACTUAL ARRANGEMENT BETWEEN A COMMISSIONING PROVIDER AND BUILDING OWNER. **A THIRD PARTY PROFESSIONAL BRINGS OBJECTIVITY AND PRACTICAL EXPERIENCE TO THE PROJECT TO ENSURE THAT THE OWNER WILL TRULY GET THE BUILDING PERFORMANCE THAT HE OR SHE EXPECTS.** ACG MEMBERS MUST BE INDEPENDENT.

ALTHOUGH CONTRACTORS MAY HAVE THE KNOWLEDGE AND CAPABILITY TO TEST THE EQUIPMENT THEY INSTALL, THEY MAY NOT BE SKILLED AT TESTING OR DIAGNOSING INTEGRATION PROBLEMS. IN ADDITION, SOME CONTEND THAT IT IS DIFFICULT FOR CONTRACTORS TO OBJECTIVELY TEST AND ASSESS THEIR OWN WORK, ESPECIALLY SINCE REPAIRING DEFICIENCIES FOUND THROUGH COMMISSIONING MAY INCREASE THEIR COSTS.

IT IS IMPORTANT TO INVOLVE THE INDEPENDENT COMMISSIONING AUTHORITY AS EARLY IN THE PROJECT AS POSSIBLE. THIS ALLOWS THE PROVIDER THE OPPORTUNITY TO REVIEW THE DESIGN INTENT FOR THE PROJECT, BEGIN SCHEDULING COMMISSIONING ACTIVITIES, AND BEGIN WRITING SPECIFICATIONS INTO BID DOCUMENTS FOR OTHER CONTRACTORS.



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# SAMPLE REPORT DOCUMENTS



**PERFORMANCE**  
COMMISSIONING AGENCY  
*Partnering in Design Execution*



## HVAC COMMISSIONING SYSTEM VERIFICATION/START-UP CHECKLIST HOT WATER BOILER

PROJECT: \_\_\_\_\_

Equipment Name/Tag: \_\_\_\_\_ Location: \_\_\_\_\_

ITEM	✓	COMMENTS
<b>PRE-START-UP INSPECTION</b>		
Commissioning lock-out procedures reviewed	<input type="checkbox"/>	
Operation and maintenance information	<input type="checkbox"/>	
Boiler certificate / registration (copy attached)	<input type="checkbox"/>	
Mounting/support system	<input type="checkbox"/>	
Seismic restraints	<input type="checkbox"/>	
Maintenance clearance	<input type="checkbox"/>	
Local valving/piping correct (including expansion tanks and make-up water).	<input type="checkbox"/>	
Chemical cleaning and treatment (report attached)	<input type="checkbox"/>	
Temperature and pressure gauges	<input type="checkbox"/>	
Pressure relief valve	<input type="checkbox"/>	
Pressurization and leak tests	<input type="checkbox"/>	
Blowdown system	<input type="checkbox"/>	
Safety interlocks- low water and high temperature	<input type="checkbox"/>	
Combustion air supply and ventilation	<input type="checkbox"/>	
Insulation/lagging	<input type="checkbox"/>	
Stack and breaching	<input type="checkbox"/>	
Combustion chamber inspection	<input type="checkbox"/>	
Fuel system (including emergency shutdown and gas inspection certificate)	<input type="checkbox"/>	
Electrical wiring	<input type="checkbox"/>	
Overload protection (sized correctly)	<input type="checkbox"/>	
Disconnect switch (tested)	<input type="checkbox"/>	
Control system - point to point checks complete	<input type="checkbox"/>	
<b>START-UP</b>		
Start HWS pumps to create load.	<input type="checkbox"/>	
Start boiler circulation pumps.	<input type="checkbox"/>	
Boiler startup by supplier	<input type="checkbox"/>	
Supplier certificate or log provided for start-up and all specified and regulatory tests.	<input type="checkbox"/>	



**PERFORMANCE**  
COMMISSIONING AGENCY  
*Partnering in Design Execution*

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**acg**  
AABC  
Commissioning  
Group



## HVAC COMMISSIONING FUNCTIONAL PERFORMANCE TEST PUMPS

PROJECT:	
Equipment Name/Tag: P#	Location: Room #
System/Area Served: Area #	Related:

Occupied Mode:				Note
Verify pump start using control system command ON	YES	NO		
Verify pump start using control system command AUTO	YES	NO		
Verify pump start using control system command OFF	YES	NO		
Verify inlet pressure drop across strainer	___			PSIG
Verify outlet pressure drop across strainer	___			PSIG
<b>Verify pump inlet pressure reading with comparison to TAB and design conditions.</b>				
Design Pump inlet pressure	___			PSIG
TAB Pump inlet pressure	___			PSIS
Actual Pump inlet pressure	___			PSIG
Design Pump Outlet Pressure	___			PSIG
TAB Pump Outlet Pressure	___			PSIG
Actual Pump Outlet Pressure	___			PSIG
<b>Operate pump at shutoff and at minimum flow or when all components are in full by-pass. Plot test readings on pump curve and compare results against readings taken from flow measuring devices.</b>				
Pump Inlet Pressure SHUTOFF	___			PSIG
Pump Inlet Pressure 100 Percent	___			PSIG
Pump Outlet Pressure SHUTOFF	___			PSIG
Pump Outlet Pressure 100 Percent	___			PSIG
Pump Flow Rate SHUTOFF	___			GPM
Pump Flow Rate 100 Percent	___			GPM

## HVAC COMMISSIONING FUNCTIONAL PERFORMANCE TEST PUMPS

**Operate pump at shutoff and at minimum flow or when all components are in full by-pass. Plot test readings on pump curve and compare results against readings taken from flow measuring devices**

Pump Inlet Pressure SHUTOFF	_____	PSIG
Pump Inlet Pressure 100 Percent	_____	PSIG
Pump Outlet Pressure SHUTOFF	_____	PSIG
Pump Outlet Pressure 100 Percent	_____	PSIG
Pump Flow Rate SHUTOFF	_____	GPM
Pump Flow Rate 100 Percent	_____	GPM

**Verify motor amperage each phase and voltage phase to phase and phase to ground for both the full flow and the minimum flow conditions.**

### FULL FLOW

Phase 1 Amperage	_____	A
Phase 2 Amperage	_____	A
Phase 3 Amperage	_____	A
Phase 1 Voltage	_____	V
Phase 2 Voltage	_____	V
Phase 3 Voltage	_____	V
Phase 1 Voltage to Ground	_____	V
Phase 2 Voltage to Ground	_____	V
Phase 3 Voltage to Ground	_____	V

### MINIMUM FLOW

Phase 1 Amperage	_____	A
Phase 2 Amperage	_____	A
Phase 3 Amperage	_____	A
Phase 1 Voltage	_____	V
Phase 2 Voltage	_____	V



**HVAC COMMISSIONING  
FUNCTIONAL PERFORMANCE TEST  
PUMPS**

Phase 3 Voltage	_____	V
Phase 1 Voltage to Ground	_____	V
Phase 2 Voltage to Ground	_____	V
Phase 3 Voltage to Ground	_____	V

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SAMPLE



**HVAC COMMISSIONING  
FUNCTIONAL PERFORMANCE TEST  
ENERGY RECOVERY VENTILLATOR**

<b>PROJECT:</b>	
Equipment Name/Tag: ERV #	Location: Room #
System/Area Served: Area #	Related:

<b>Start Up</b>			<b>Note</b>
B.A.S. energizes ERV	YES	NO	
When ERV energizes, Outside Air and Exhaust Air dampers open	YES	NO	
Confirm that when OA damper is open, Supply Fan starts	YES	NO	
When supply airflow proven, confirm that Exhaust Fan starts	YES	NO	
Verify energy wheel rotation	YES	NO	
Supply Fan Motor Nameplate FLA	_____	A	
Supply Fan Motor Measured Amperage	_____	A	
	_____	A	
	_____	A	
Exhaust Fan Motor Nameplate FLA	_____	A	
Exhaust Fan Motor Measured Amperage	_____	A	
	_____	A	
	_____	A	
Design Supply Airflow	_____	CFM	
TAB reported Supply Airflow	_____	CFM	
PCA Measured Supply Airflow	_____	CFM	
Design Exhaust Airflow	_____	CFM	
TAB reported Exhaust Airflow	_____	CFM	
PCA Measured Exhaust Airflow	_____	CFM	



**HVAC COMMISSIONING  
FUNCTIONAL PERFORMANCE TEST  
ENERGY RECOVERY VENTILLATOR**

**Temperature**

Entering Supply Air Temperature \_\_\_\_\_ °F

Leaving Supply Air Temperature \_\_\_\_\_ °F

Entering Exhaust Air Temperature \_\_\_\_\_ °F

Leaving Exhaust Air Temperature \_\_\_\_\_ °F

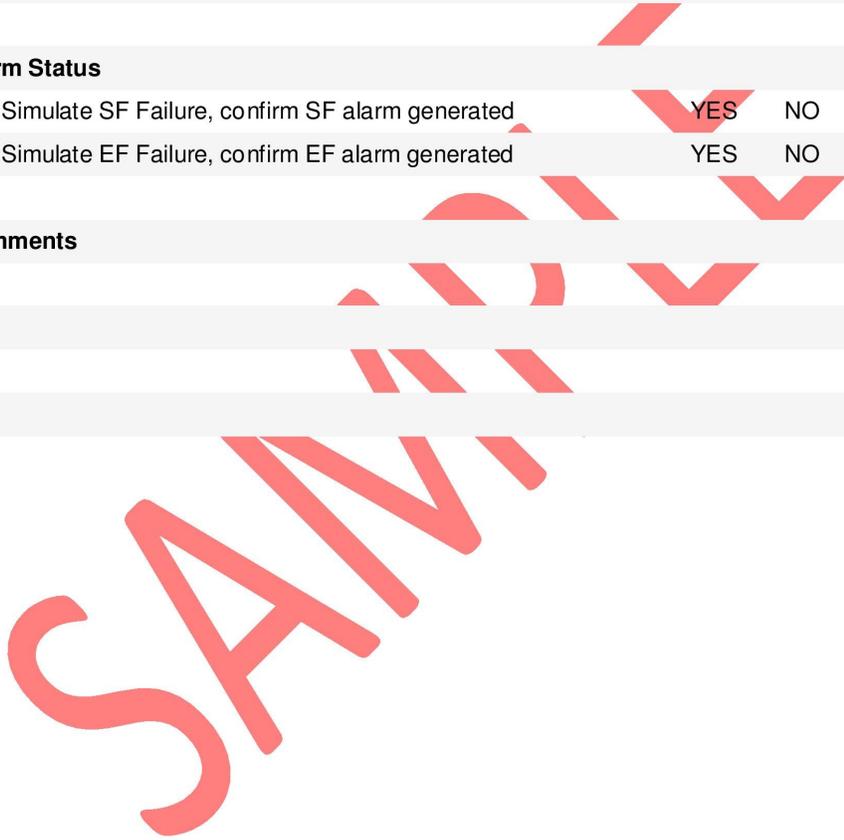
**Alarm Status**

Simulate SF Failure, confirm SF alarm generated YES NO

Simulate EF Failure, confirm EF alarm generated YES NO

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**HVAC COMMISSIONING  
FUNCTIONAL PERFORMANCE TEST  
ROOF TOP UNIT**

PROJECT:	
Equipment Name/Tag: RTU #	Location: Room #
System/Area Served: Area #	Related:

Occupied Mode:		Note
Confirm that SF is ON	YES NO	
<b>When heating is required, confirm that:</b>		
MAD is positioned to minimum OA setpoint (value set by TAB agency).	YES NO	
DX cooling if OFF	YES NO	
GB cycles ON/OFF to maintain space heating temp. setpoint.	YES NO	
<b>Record the following data:</b>		
OA temperature	_____ °F	
Max. space temp., when GB stops	_____ °F	
Min. space temp., when GB starts	_____ °F	
Max. supply air temp. (SAT)	_____ °F	
Min. SAT	_____ °F	
<b>When heating is not required, and free cooling can maintain space temp below cooling setpoint, confirm that:</b>		
GB and DX cooling are both OFF.	YES NO	
MAD modulates from min. OA position to 100% open to OA, to maintain space cooling setpoint	_____ °F	
<b>When cooling is required, confirm that:</b>		
MAD is positioned to minimum OA setpoint (value set by TAB agency).	YES NO	
DX cooling cycles ON/OFF to maintain space cooling temp. setpoint.	YES NO	
<b>Record the following data:</b>		
OA temp.	_____ °F	
Max. space temp., when DX starts	_____ °F	
Min. space temp., when DX stops	_____ °F	

**HVAC COMMISSIONING  
FUNCTIONAL PERFORMANCE TEST  
ROOF TOP UNIT**

Max. supply air temp. (SAT) \_\_\_\_\_ °F

Min. SAT \_\_\_\_\_ °F

**Unoccupied mode:**

When space temp. > night setback heating setpoint, confirm that:

MAD is tightly closed to OA. YES NO

Heating and cooling are both OFF YES NO

Supply fan (SF) is OFF. YES NO

When space temp. < night setback heating, confirm that:

MAD stays tightly closed to OA and cooling stays OFF. YES NO

SF is started YES NO

Gas heating (GB) fires YES NO

When space temp. rises to > night setback heating setpoint,  
confirm GB and SF turn OFF. YES NO

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAMPLE

# PERFORMANCE

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## COMMISSIONING AGENCY

### THERMOGRAPHY INFORMATION



**BUILDING COMMISSIONING**  
CERTIFIED THERMOLOGIST



**ELECTRICAL**  
CERTIFIED THERMOLOGIST



**WATER INTRUSION**  
CERTIFIED THERMOLOGIST



**Roof Scan**  
CERTIFIED THERMOLOGIST



**BUILDING SCIENCE**  
CERTIFIED THERMOLOGIST



**PERFORMANCE  
COMMISSIONING AGENCY**  
*Partnering in Design Execution*

109 WIND HAVEN DRIVE, SUITE 201  
NICHOLASVILLE, KY 40356  
WWW.PERFCX.COM  
(859) 277-0191



**acg**  
AABC  
Commissioning  
Group

# ELECTRICAL SYSTEMS



THERMAL IMAGING IS A LOW COST, EFFECTIVE METHOD OF PROTECTING YOUR BUSINESS'S ASSETS AND GIVING YOU PEACE OF MIND. IT IS AN ESSENTIAL PART OF EVERY COMMERCIAL AND INDUSTRIAL BUSINESS'S PREVENTATIVE MAINTENANCE PLAN. AN ELECTRICAL HOT SPOT CAN RESULT IN EXTENSIVE DAMAGE TO YOUR SYSTEMS AND YOUR EQUIPMENT OR EVEN A CATASTROPHIC LOSS FROM FIRE. OUR ELECTRICAL SURVEYS WILL HELP REDUCE DOWN TIME, REPAIR COSTS, AND ALLOW FOR A TIMELY & SCHEDULED REPAIR VERSUS A COSTLY SHUT-DOWN. OUR THERMOGRAPHY METHODS CAN HELP IDENTIFY LOOSE CONNECTIONS, OVERLOADED EQUIPMENT, AS WELL AS BAD BREAKERS.

# WATER INTRUSION

EXCESSIVE MOISTURE DESTROYS THE STRUCTURAL INTEGRITY OF ANY BUILDING AND CAN CREATE EXPENSIVE PROBLEMS LIKE MOLD AND MILDEW WHICH CAN CAUSE SERIOUS HEALTH CONCERNS OR LAWSUITS. OFTEN, MOISTURE INTRUSION PROBLEMS ARE NOT OBVIOUS UNTIL IT'S TOO LATE. MOISTURE CAN COME FROM LEAKY ROOFING, PIPING, WINDOWS, TOILETS, EVEN HVAC EQUIPMENT. LET PERFCX USE THERMAL IMAGING TO NOT ONLY FIND THE AFFECTED AREA BUT THE SOURCE OF THE LEAK.



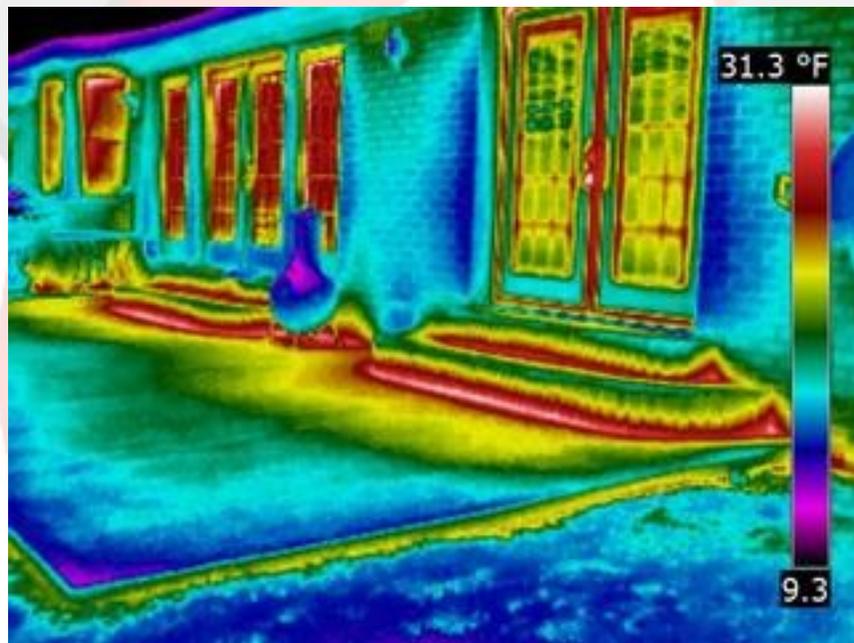
# ROOF SCAN



NON-DESTRUCTIVE INVESTIGATIONS SAVE TIME AND MONEY ALL WHILE TAKING THE GUESS WORK OUT OF COSTLY REPAIRS. OUR SCANS ALLOW YOU TO REDUCE YOUR ROOF BUDGET BY HELPING YOU KEEP DRY UNDAMAGED INSULATION INTACT. DON'T SPEND UNNECESSARY AMOUNTS ON FULLY REPLACING A ROOF THAT DOESN'T NEED IT! PERFCX CAN IDENTIFY AREAS THAT ARE INFILTRATED BY MOISTURE, AND IDENTIFY AREAS THAT ARE DRY. THIS ALLOWS THE OWNER TO REPLACE ONLY THE AFFECTED AREAS, SAVING THEM THOUSANDS IF NOT MILLIONS OF DOLLARS.

# ENERGY LOSS

AIR LEAKAGE FROM LARGE BUILDINGS IS JUST LIKE THROWING YOUR MONEY OUT THE WINDOW. INFRARED THERMOGRAPHY IS A PROVEN DIAGNOSTIC TECHNIQUE RECOMMENDED BY THE US DEPARTMENT OF ENERGY FOR IDENTIFYING AREAS OF HEAT LOSS. CONSIDERING YOUR HEATING AND COOLING LOAD CAN BE UP TO 50% OF YOUR ACTUAL ENERGY BILL, OUR SPECIALIZED IMAGING SERVICE OF YOUR PROPERTY CAN IDENTIFY WHERE THOSE WASTED DOLLARS ARE GOING REGARDLESS OF WHAT TYPE OF HEATING OR COOLING SYSTEM YOU HAVE.



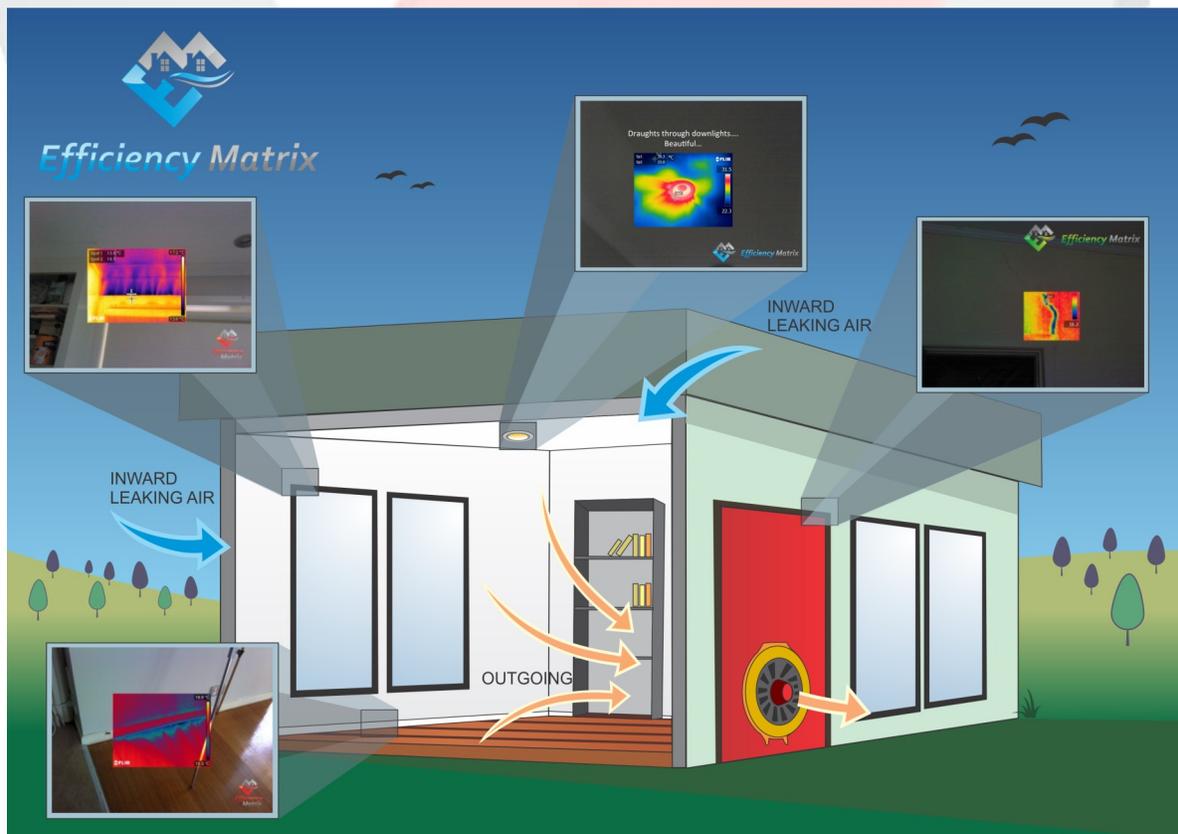
# BLOCK WALL SCAN



IMAGING OF NEWLY GROUTED CMU WALLS WILL PROVIDE PROPER INSTALLATION AND ALSO LOCATE DEFICIENCIES. IF DEFICIENCIES ARE LOCATED THEN THEY CAN EASILY BE REPAIRED WITHOUT THE DESTRUCTION OF EXCESSIVE MATERIALS. THIS IS A MUST TO HAVE AS A QC CONFIRMATION PRIOR TO INSTALLING ROOF SYSTEMS OR THE DEFICIENCIES MAY RESULT IN SHORT OR LONG TERM FAILURE.

# BUILDING ENVELOPE TESTING

BUILDING ENVELOPE TESTING IS THE PROCESS OF TESTING THE PHYSICAL SEPARATOR BETWEEN THE INTERIOR AND EXTERIOR OF A BUILDING TO DETERMINE IF THERE ARE ANY AIR, WATER, OR THERMAL LEAKS WITHIN THE STRUCTURE. THESE DIFFERENT INTRUSIONS CAN RESULT FROM AN IMPROPERLY BUILT OR MAINTAINED BUILDING ENVELOPE. ENVELOPE TESTING WILL ENSURE A PROPER SEAL IS MADE BETWEEN THE INSIDE AND THE OUTSIDE, AND REQUIRED FOR SOME LEED GREEN BUILDING RATINGS



# EMPLOYEE CERTIFICATIONS



**Steve Turner**  **Kentucky Thermal Institute**  
EDUCATION - EQUIPMENT - TRAINING

**THERMOLOGIST #18003**  
HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS AND TESTING PROCEDURES FOR THE CERTIFICATION OF:

 **BLOCK WALL THERMOLOGIST**  
KENTUCKY THERMAL INSTITUTE



*J. Henney* *M. A. Kins*

FOUNDER / LEVEL 2 THERMOGRAPHER      EDUCATION COORDINATOR / LEVEL 1 THERMOGRAPHER      CERTIFICATION DATE 10/10/2018-10/13/2018

**Steve Turner**  **Kentucky Thermal Institute**  
EDUCATION - EQUIPMENT - TRAINING

**THERMOLOGIST #18003**  
HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS AND TESTING PROCEDURES FOR THE CERTIFICATION OF:

 **Energy Loss Thermologist**  
KENTUCKY THERMAL INSTITUTE



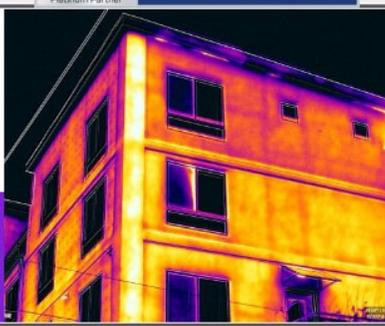
*J. Henney* *M. A. Kins*

FOUNDER / LEVEL 2 THERMOGRAPHER      EDUCATION COORDINATOR / LEVEL 1 THERMOGRAPHER      CERTIFICATION DATE 10/10/2018-10/13/2018

**Steve Turner**  **Kentucky Thermal Institute**  
EDUCATION - EQUIPMENT - TRAINING

**THERMOLOGIST #18003**  
HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS AND TESTING PROCEDURES FOR THE CERTIFICATION OF:

 **BUILDING SCIENCE THERMOLOGIST**  
KENTUCKY THERMAL INSTITUTE



*J. Henney* *M. A. Kins*

FOUNDER / LEVEL 2 THERMOGRAPHER      EDUCATION COORDINATOR / LEVEL 1 THERMOGRAPHER      CERTIFICATION DATE 10/10/2018-10/13/2018

**Trent Turner**

**FLIR** Platinum Partner | **Kentucky Thermal Institute** EDUCATION - EQUIPMENT - TRAINING

**THERMOLOGIST #18004**  
HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS AND TESTING PROCEDURES FOR THE CERTIFICATION OF:

**BLOCK WALL THERMOLOGIST**  
KENTUCKY THERMAL INSTITUTE

FOUNDER / LEVEL 2 THERMOGRAPHER | EDUCATION COORDINATOR / LEVEL 1 THERMOGRAPHER | CERTIFICATION DATE 10/10/2018-10/13/2018

**Trent Turner**

**FLIR** Platinum Partner | **Kentucky Thermal Institute** EDUCATION - EQUIPMENT - TRAINING

**THERMOLOGIST #18004**  
HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS AND TESTING PROCEDURES FOR THE CERTIFICATION OF:

**Energy Loss Thermologist**  
KENTUCKY THERMAL INSTITUTE

FOUNDER / LEVEL 2 THERMOGRAPHER | EDUCATION COORDINATOR / LEVEL 1 THERMOGRAPHER | CERTIFICATION DATE 10/10/2018-10/13/2018

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**THERMOLOGIST #18004**  
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