

Insert pages for September 1, 2011, Wisconsin Commercial Building Code, Comm 61-66, into the International Mechanical Code, 2009 edition

Safety and Buildings Division - Wisconsin Department of Safety and Professional Services

IMC Chapter 3, Insert 3A, Page 1 of 2  
Insert between pages 18 and 19

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**Comm 64.0313 Other requirements.** These are department rules in addition to the requirements in IMC chapter 3:

**(1) BALANCING, FINAL TEST REQUIRED.** Every heating, ventilating and air conditioning system shall be balanced upon installation. The person or agency responsible for balancing of the ventilating system shall document in writing the amount of outdoor air being provided and distributed for the building occupants and any other specialty ventilation. The document shall be retained at the site and shall be made available to the department upon request.

(a) Air systems shall be balanced in a manner to minimize losses from damper throttling by first adjusting fan speed then adjusting dampers to meet design flow conditions. Balancing procedures shall be acceptable to the department. Damper throttling alone 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.

(b) Either of the following test methods shall be used:

1. Hydronic systems shall be balanced in a manner to minimize valve throttling losses by first trimming the pump impeller or adjusting the pump speed then adjusting the valves to meet design flow conditions.

2. Valve throttling alone may be used for hydronic system balancing under any of the following conditions as specified in subd. 2. a. to d.

a. Pumps with pump motors of 10 hp or less.

b. If throttling results in no greater than 3 hp pump horsepower draw for pumps of 60 hp or less, or no greater than 5% of pump horsepower draw for pumps greater than 60 hp, above that required if the impeller were trimmed.

c. To reserve additional pump pressure capability in open circuit piping systems subject to fouling. Valve throttling pressure drop shall not exceed that expected for future fouling.

d. Where it can be shown that throttling will not increase overall building energy costs.

**Note:** National Environmental Balancing Bureau (NEBB) Procedural Standards, the Associated Air Balance Council (AABC) National Standards, the Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA), or equivalent balancing procedures are acceptable to the department.

**(2) BALANCING, PROPER WORKING CONDITION.** HVAC control systems shall be tested to assure that control elements are calibrated, adjusted and in proper working condition.

**(3) BALANCING, OPERATING AND MAINTENANCE MANUALS.** (a) The designer or installer shall provide the owner with written instructions for the operation and maintenance of the HVAC systems and equipment. An operating and maintenance manual shall be provided to the building owner or operator. The manual shall include basic data relating to the operation and maintenance of heating, ventilating and air conditioning (HVAC) systems and equipment.

(b) Required routine maintenance actions shall be clearly identified. Where applicable, HVAC controls information such as diagrams, schematics, control sequence descriptions, and maintenance and calibration information shall be included.

**(4) APPLICABILITY.** This is a department rule in addition to the requirements in IMC chapter 1:

(a) The designer or installer shall provide the owner with written instructions for the operation and maintenance of the system and equipment. An operating and maintenance manual shall be provided to the building owner or operator. The manual shall include basic data relating to the operation and maintenance of heating, ventilating and air conditioning (HVAC) systems and equipment.

(b) Required routine maintenance actions shall be clearly identified. Where applicable, HVAC controls information such as diagrams, schematics, control sequence descriptions, and maintenance and calibration information shall be included.