ENERGY STAR[®] Residential New Construction Programs

Historical Document

This document is provided for reference because it has been superseded by a more recent Version or Revision. Please find current program documents on the <u>Program</u> <u>Requirements</u> webpage.

Use of older Versions and Revisions, such as this document, are typically limited to homes and buildings with a permit date (or, for manufactured homes, a production date) prior to a specified date. Consult the <u>Implementation Timeline</u> table to assess whether a home or apartment is still eligible to be certified using this document.

For questions or more information, contact us at <u>energystarhome@energystar.gov</u>.



HVAC Functional Testing Responsibilities:

- The entity performing Functional Testing Agent ("FT Agent") must either be a Certified Commissioning Professional (CCP), a Certified Building Commissioning Professional (CBCP), a Building Commissioning Professional (BCxP, formerly the Commissioning Process Management Professional (CPMP)), a NEBB Certified Technician (BSC CxCT) or Certified Professional (BSC CP or CxPP), or a representative of the Original Equipment Manufacturer (OEM) to complete this checklist. A contractor credentialed by an HVAC Quality Installation Training and Oversight organization (H-QUITO) is only permitted to complete Sections 1-5 of this checklist. ²
- Functional Testing checklists must be completed and signed by an FT Agent. An FT Agent is permitted to complete just the specific sections of this checklist that pertain to their area of expertise. However, all applicable sections must be completed by an FT Agent. Multiple FT Agents may be needed for one project.
- Functional Testing checklists must include all HVAC systems in the building / project that serve the dwelling units or common spaces, but may exclude systems solely serving commercial / retail spaces. Multiple checklists will be needed to document all HVAC systems in the building / project. No items on the Functional Testing Checklist are permitted to be verified using a sampling protocol.
- The completed checklists, along with the corresponding National HVAC Design Report, shall be retained by the FT Agent for quality assurance purposes. Furthermore, if the FT Agent is not a credentialed contractor, they shall provide the completed and signed checklists to the builder / developer and the Rater ³ responsible for certifying the units / building, prior to the project's certification. Credentialed contractors shall provide the checklist upon request.

1. Functional Testing Overview				
1.1 Company performing Functional Testing FT Ag	ent name		Date	
1.2 If applicable, H-QUITO that your company is credentialed with and ID Number	r: 🗆 ACCA	□ Advanced Energy ID Number		
1.3 Builder / developer client name:				
1.4 Project address: City:		State:	Zip code:	
1.5 National HVAC Design Report corresponding to this project has been collecte	d from desigr	ner or builder 🛛		
1.6 Checklist applies to the following equipment:				
2. Refrigerant Charge - Run system for 15 minutes before testing. If outdoor ambie or, if known, below the manufacturer-recommended minimum operating temperature for include a TXV, the outdoor temperature shall be recorded in Item 2.1, and the contract section must be completed for split air conditioners, unitary air conditioners, air-source geothermal or water-loop) heat pumps up to 65 kBtuh with forced-air distribution system dwelling units or other common spaces in the building. All other permutations of refrige non-ducted mini-split / multi-split systems are exempt from this section ⁵	nt temperatur or the cooling o or shall check heat pumps, a ns (i.e., ducts rant-based sy	e at the condenser is $\leq 55^{\circ}$ F cycle, then the system shall "N/A" in this Section. ⁴ This and water-source (i.e., > 0 ft.), whether serving stems such as ducted or	FT Agent Verified	N/A
2.1 Outdoor ambient temperature at condenser:		_°F DB	-	-
2.2 Return-side air temperature inside duct near evaporator, during cooling mode	:	°F WB	-	
2.3 Liquid line pressure:		psig	-	
2.4 Liquid line temperature:		_°F DB	-	
2.5 Suction line pressure:		_ psig	-	
2.6 Suction line temperature:		°F DB	-	
For System with Thermal Expansion Valve (TXV):				
2.7 Condenser saturation temperature: °F DB (Using Item 2.3)			-	
2.8 Subcooling value: °F DB (Item 2.7 – Item	2.4)		-	
2.9 OEM subcooling goal: °F DB			-	
2.10 Subcooling deviation: °F DB (Item 2.8 – Item	2.9)		-	
For System with Fixed Orifice:				
2.11 Evaporator saturation temperature: °F DB (Using Item 2.5)			-	
2.12 Superheat value: °F DB (Item 2.6 – Item	2.11)		-	
2.13 OEM superheat goal: °F DB (Using superhea	t tables and I	tems 2.1 & 2.2)	-	
2.14 Superheat deviation: °F DB (Item 2.12 – Iten	າ 2.13)		-	
2.15 Item 2.10 is ± 3°F or Item 2.14 is ± 5°F				
2.16 An OEM test procedure (e.g., as defined for a ground-source heat pump) ha or super-heat process and documentation has been attached that defines th	s been used is procedure	in place of the sub-cooling		



3. Indoor HVAC Fan Airflow - This section must be completed for split air conditioners, unitary air conditioners, air-source multi-splits) and water-source (i.e. geothermal or water-loop) heat pumps up to 65 kBtub with forced-air distribution systems (i.e.	heat pur	mps (includin s) and to furn	ig iaces
up to 225 kBtuh with forced-air distribution systems (i.e., ducts > 0 ft.), whether serving dwelling units or other common spaces	in the bu	ilding. Mini-s	splits,
ducted or non-ducted, are exempt, however multi-split systems such as central VRF systems, where indoor HVAC fans with for	ced-air d	listribution ar	e
connected to a shared outdoor unit that exceeds 65 kBtuh, are not exempt °			
3.1 The mode with the higher design HVAC fan airflow used, per Item 5.2 of National HVAC Design Report: □ Heating □ Cooling			-
3.2 Static pressure test holes have been created, and test hole locations are well-marked and accessible			-
Test hole location for return external static pressure: □ Plenum □ Cabinet □ Transition □ Other:		-	-
Test hole location for supply external static pressure: □ Plenum □ Cabinet □ Transition □ Other:	_ L	-	-
3.3 Measured return external static pressure (Enter value only, without negative sign): IWC		-	-
3.4 Measured supply external static pressure (Enter value only, without positive sign): IWC		-	-
3.5 Measured total external static pressure = Value-only from Item 3.3 + Value-only from Item 3.4 = IWC		-	-
3.6 Measured (Item 3.5) - Design (Item 5.2 on National HVAC Design Report) total external static pressure = IWC	;	-	-
3.7 Measured HVAC fan airflow, using Item 3.5 and fan speed setting: CFM		-	-
3.8 Measured HVAC fan airflow (Item 3.7) is ± 15% of design HVAC fan airflow (Item 5.2 on National HVAC Design Report)			-
4. Air Balancing of Supply Registers & Return Grilles (Recommended, but not Required) ⁶			
4.1 Balancing report attached with room-by-room design airflows from Item 5.2 on National HVAC Design Report, and contractor-measured airflow using ANSI / ACCA 5 QI-2015 protocol			
4.2 Room-by-room airflows verified by contractor to be within the greater of \pm 20% or 25 CFM of design airflow			
5. Functional Testing: Indoor / Terminal Units - This section must be completed for all heating and cooling			
equipment located within dwelling units or common spaces, including systems identified in Sections 2 and 3, except	Rater	FI Agent	N/A
where specifically noted. Indoor / terminal units include, but are not limited to, mini-splits, multi-splits, PTAC's, PTHP's,	Verified	d Verified	11/2
WLHP's, fan coils, and hydronic distribution systems ⁵			
5.1 Installation Checks			1
5.1.1 Zone thermostat (or remote zone temperature sensor) in dwelling units installed in design location, within the zone being served, and not on an exterior wall			
5.1.2 Where specified by design, external condensate pump installed and condensate drain pan drains to a conspicuous point of disposal in case of blockage			
5.2 Functional Testing			
5.2.1 Zone temperature displayed on thermostat or sensor is within 5°F of measured zone temperature			
5.2.2 System turns on when there is a call for heat and heating is provided. System turns off when the heating setpoint has been met.			
For forced air systems: Measured discharge air temperature °F			
 5.2.3 System turns on when there is a call for cooling and cooling is provided. System turns off when the cooling setpoint has been met. For forced air systems: Measured discharge air temperature 			
5.2.4 Measure and record the inlet and outlet condenser, chilled, or hot-water temperatures at the terminal unit. Cooling mode: Inlet °F Outlet °F Heating mode: Inlet °F Outlet °F			
5.2.5 Where OA dampers are installed, the damper closes when there is no call for ventilation or when fan is off			
5.2.6 If more than one system provides heating or cooling to the same space, controls prevent simultaneous			
heating and cooling			
6. VRF Outdoor Unit - This section must be completed for all VRF outdoor units serving dwelling units or common spaces	F	FT Agent Verified	N/A
6.1 Installation Checks			
6.1.1 Pressure testing on refrigerant piping has been completed for this system (indicate exact test in / test out pressure (psig) / time (hours)): / / /			
6.1.2 Vacuum testing has been completed (indicate exact test in / test out pressure (psig) / time (hours)): / /			
6.1.3 Refrigerant line lengths and height differences have been recorded from as-built shop drawings or field measured, and documentation of the measurement is available, if requested			
6.1.4 Indicate required additional charge amount (lbs):			



6.2 Functional Testing		
6.2.1 In cooling mode, the outdoor unit fan is ON and heat is being rejected. ⁷ Measure and verify that outdoor unit fan discharge air temperature is warmer than the ambient air temperature		
6.2.2 In heating mode, the outdoor unit fan is ON and heat is being absorbed. ⁷ Measure and verify that outdoor unit fan discharge air temperature is colder than the ambient air temperature		
6.2.3 Using the central maintenance tool or controller, none of the outdoor units or connected indoor units are showing an alarm		
6.2.4 Using the central maintenance tool, the manufacturer's representative confirmed refrigerant charge test per manufacturer's guidelines		
7. Central Boilers - This section must be completed for all central boilers serving dwelling units or common spaces	FT Agent Verified	N/A
7.1 Installation Checks		
7.1.1 Piping pressure testing is completed and all accessible boiler piping, fittings, and accessories are free from leaks. FT agent may conduct the test or witness the test being conducted by the installing contractor		
7.1.2 Boiler relief valves and discharge piping do not show signs of weeping or leakage		
7.1.3 No signs of blockage, leakage, or deterioration in the fresh air intake or flue gas vent piping		
7.1.4 Temperature, pressure gauges, air eliminator, expansion tank, check valves and all other piping components installed as specified by HVAC Designer		
7.1.5 Boiler supply / header temperature sensor and, where applicable, outdoor air temperature sensor, are located as specified by HVAC Designer		
7.1.6 Indicate boiler header / supply setpoint type:		
7.1.7 Where outdoor air temperature reset schedule is applicable, indicate reset schedule (e.g., 180°F Supply @ 10°F outdoor, 120°F supply @ 55°F outdoor) @ @		
7.1.8 Where Warm Weather Shut Down (WWSD) is applicable, list temperature (NA if boilers and system pumps also serve DHW)	°F	
7.2 Functional Testing: Boilers		
7.2.1 Measure the combustion gas efficiency at high fire and low fire for one of the boilers. Note which one and record information% □ high fire% □ low fire		
7.2.2 Boiler combustion air intake dampers open / close with boiler operation		
7.2.3 If each boiler has its own dedicated boiler circulator pump, it operates only when the respective boiler is firing. (Circulator pump may run for a short period of time before or after the boiler fires, as recommended by the equipment manufacturer)		
7.2.4 When there is a call for heating, the boiler(s) are enabled according to their design sequence of operation		
7.2.5 When multiple boilers are supposed to operate at the same time, they operate according to the Engineer of Record's sequence of operation and the on / off sequencing is observed		
7.2.6 Cycle the boilers on and off 3 times. Boiler(s) modulate / step down to the minimum firing rate before shutting off		
7.2.7 Boiler(s) do not short cycle (i.e., the minimum on time is 5 minutes and the minimum off time is 5 minutes, or as recommended by the boiler manufacturer to prevent short cycling)		
7.2.8 Condensing Boiler: Return temperature enables condensing Design / OEM temp:°F Measured temp:°F		
7.2.9 Boiler supply / header temperature sensor is reading within 3°F of measured boiler supply / header temperature		
7.2.10 Boiler minimum flow rate and change in flow rate are maintained within the manufacturer's stated limits throughout the sequence of operation		
7.3 Functional Testing: Heating System Pumps		
7.3.1 Where heating system pumps (i.e., the pumps which are responsible for moving the water through the terminal units) are equipped with a VFD which is responding to a pressure sensor within the system or a sensorless pumping system, indicate which one: VFD+Sensor Sensorless 		
7.3.2 If a variable speed pumping system is installed, the VFD increases and decreases pump speed in response to changes in the system		
7.3.3 If a variable speed pumping system is installed, system prevents "dead-heading". (May be tested under real or simulated low flow conditions.) Select the method of water flow bypass: □Minimum Flow Bypass Valve □ 3 way valves on specific terminal units □Other:		
7.3.4 Pumps are off when outside air temperature is above WWSD (N/A if pumps serve DHW as well as heating)		



8. Cooling Towers - This section must be completed for all cooling towers serving dwelling units or common spaces		N/A
8.1 Installation Checks		
8.1.1 Cooling Tower piping and all components are free from leaks		
8.1.2 Temperature gauges, check valves, tower bypass valve and all other piping components installed as specified by HVAC Designer		
8.1.3 Condenser Water Supply setpoint type: □ Fixed □Outdoor temperature reset □Seasonal / based on free cooling		
8.1.4 All control sensors (condenser water supply temperature, outdoor air humidity, etc.) are located as specified by HVAC Designer		
8.2 Functional Testing: Tower Fans		
8.2.1 Tower fan(s) do not short cycle (i.e., the minimum on time is 5 minutes and the minimum off time is 5 minutes, or as recommended by the manufacturer to prevent short cycling)		
8.2.2 Cooling Tower fan(s) do not run unless associated cooling tower pump(s) are running		
8.2.3 If installed, basin heater is not enabled when the basin water temperature is above the setpoint		
8.2.4 Condenser Water Supply Sensor is reading within 3°F of measured temperature		
8.3 Functional Testing: Cooling Tower Pumps		
8.3.1 Cycle the cooling tower pumps on and off 3 times. Cooling tower pumps only operate when controls call for operation (N/A if tower pumps are set to run year round)		
9. Chillers - This section must be completed for all chillers serving dwelling units or common spaces	FT Agent Verified	N/A
9.1 Installation Checks	-	
9.1.1 Chiller piping and all components are free from leaks		
9.1.2 If multiple chillers, water flow is balanced across chillers using (indicate which one): □ Balancing valves □ Reverse return piping □ Individual chiller pumps □ Other:		
9.1.3 Temperature, pressure gauges, air eliminator, expansion tank, check valves and all other piping components installed as specified by HVAC Designer		
9.1.4 Chilled Water Supply temperature sensor (and outdoor air temperature sensor where applicable) are located as specified by HVAC Designer		
9.2 Functional Testing: Chillers		
9.2.1 When there is a call for cooling, chillers are operating and maintaining chilled water setpoint		
9.2.2 When multiple chillers are supposed to operate at the same time, they operate according to the Engineer of Record's sequence of operations and the on / off sequencing is observed		
9.2.3 Chiller(s) do not short cycle (i.e., the minimum on time is 5 minutes and the minimum off time is 5 minutes, or as recommended by the chiller manufacturer to prevent short cycling)		
9.2.4 Chilled Water Supply Sensor is reading within 3°F of measured chiller temperature		
9.2.5 Chiller minimum flow rate and change in flow rate are maintained within the manufacturer's stated limits throughout the sequence of operation		
9.3 Functional Testing: Chilled Water System Pumps	1	
9.3.1 Where Chilled Water System pumps (i.e., the pumps which are responsible for moving the chilled water through the terminal units) are equipped with a VFD, which is responding to a pressure sensor within the system or a sensorless VFD system, indicate which one: □ VFD+Sensor □ Sensorless		
9.3.2 If a variable speed pumping system is installed, confirm that the VFD increases and decreases pump speed in response to changes in the system		
 9.3.3 If a variable speed pumping system is installed, system prevents "dead-heading". (May be tested under real or simulated low flow conditions.) Select the method of water flow bypass: □Minimum Flow Bypass Valve □ 3 way valves on specific terminal units □Other: 		
9.3.4 Pumps are off when cooling is not required (N/A if chilled water is required year round)		
FT Agent Name: Date:		
FT Agent Signature: Company Name:		
Rater Name (if applicable):		
Rater Signature: Company Name:		



Footnotes:

 This Checklist is designed to align with the requirements of ANSI / ACCA's 5 QI-2015 protocol, thereby improving the performance of HVAC equipment in new multifamily buildings when compared to new multifamily buildings built to minimum code. However, these features alone cannot prevent all ventilation, indoor air quality, and HVAC problems (e.g., those caused by a lack of maintenance or occupant behavior). Therefore, this Checklist is not a guarantee of proper ventilation, indoor air quality, or HVAC performance.

Sections 2, 3, and 4 of this Checklist generally apply to split air conditioners, unitary air conditioners, air-source heat pumps, and watersource (i.e., geothermal) heat pumps up to 65 kBtuh with forced-air distribution systems (i.e., ducts) and to furnaces up to 225 kBtuh with forced-air distribution systems (i.e., ducts). See specific sections for exemptions.

Where the term 'dwelling unit' is used in this Checklist, the requirement is also required of 'sleeping' units. The term 'sleeping unit' refers to a room or space in which people sleep, which can also include permanent provisions for living, eating, and either sanitation or kitchen facilities but not both.

The term 'common space' refers to any spaces on the property that serve a function in support of the residential part of the building that is not part of a dwelling or sleeping unit. This includes spaces used by residents, such as corridors, stairs, lobbies, laundry rooms, exercise rooms, residential recreation rooms, or parking garages used exclusively by residents, building staff, and their guests. This also includes offices used by building management, administration or maintenance and all special use areas located on the property to serve and support the residents such as day-care facilities, gyms, dining halls, etc.

- An explanation of the credentialing process and links to H-QUITOs, which maintain lists of credentialed contractors, can be found at <u>energystar.gov/credentialedhvac</u>. FT Agents may not be the installing contractor unless they are a credentialed contractor. All FT Agents that are not credentialed contractors must sign up online in EPA's online database as an FT Agent and watch the online FT Agent orientation. See <u>energystar.gov/mftraining</u>.
- 3. The term 'Rater' refers to the person completing the third-party inspections required for certification. This person shall: a) be a Certified Rater, Approved Inspector, or an equivalent designation as determined by a "Multifamily Oversight Organization" and, b) have attended and successfully completed an EPA-recognized training class. See <u>energystar.gov/mftraining</u>.
- 4. Either factory-installed or field-installed TXV's may be used. For field-installed TXV's, ensure that sensing bulbs are insulated and tightly clamped to the vapor line with good linear thermal contact at the recommended orientation, usually 4 or 8 o'clock.
- 5. The term "mini-split" refers to air conditioners and heat pumps that have variable refrigerant flow and distributed refrigerant technology with a single outdoor section serving a single indoor section. The indoor section is typically, but not exclusively, mounted on room walls and/or ceilings and designed to heat or cool air within the conditioned space either directly or through limited duct runs. The term "multi-split" refers to air conditioners and heat pumps that have variable refrigerant flow and distributed refrigerant technology with the capability of serving multiple indoor sections with a single outdoor section. The indoor sections are typically, but not exclusively, mounted on room walls and/or ceilings and designed to heat or cool air within the conditioned space either directly or through a ducted system. A single outdoor section can serve one or more dwelling units. The length of the duct system is not a determinant for meeting either of these definitions.
- 6. Air balancing of supply registers and return grilles is highly recommended to improve the performance of the HVAC system and comfort of the occupants, but is not required at this time for certification. When air balancing is completed, balancing dampers or proper duct sizing shall be used instead of looped or coiled ductwork to limit flow to diffusers. When balancing dampers are used, they shall be located at the trunk to limit noise unless the trunk will not be accessible when the balancing process is conducted. In such cases, Opposable Blade Dampers (OBD) or dampers located in the duct boot are permitted to be used.
- 7. When manually testing outdoor unit heating or cooling mode of operation, at least 25% of associated indoor / terminal units connected to the outdoor unit(s) shall be controlled to the same heating or cooling mode being tested. The FT Agent shall increase the number of indoor / terminal units as needed in order to verify the discharge temperature is warmer / colder than ambient.