



Comfort Control Inc.

Air Conditioning & Ventilating Balancing & Testing

6711 Distribution Drive
 Beltsville Maryland 20705
 Phone (301) 931-9300 Fax (301) 931-0369

AIR BALANCE, WATER BALANCE, SOUND CONTROL, AND SYSTEM ADJUSTMENTS



Comfort Control, Inc.
NEBB Certification Number: 2161

NEBB Pre-TAB Checklist

1. HVAC Units & Built Up Units	Ready for TAB		Date	Initials
	Yes	No		
a) GENERAL				
Louvers Installed				
Manual Dampers adjusted/locked				
Automatic dampers operating				
Housing construction complete				
Access doors closed				
Condensate drain piping and pan				
Free from dirt and debris				
b) FILTERS				
Type and Size				
Number				
Clean				
Frame - Leakage				
Temporary				
c) COILS (HYDRONIC)				
Size and Rows				
Fin spacing and condition				
Obstruction and debris				
Airflow and direction				
Piping leakage				
Correct piping corrections and flow				
Valves open or set				
Air vents or steam traps				
Provisions made for TAB measurements				

	Ready for TAB		Date	Initials
	Yes	No		
d) COILS (Electric)				
Sizes and construction				
Airflow direction				
Duct connections				
Safety switches				
Contactors and disconnected switches				
Electrical services and connections				
Obstruction and/or debris				
e) FANS				
Rotation				
Wheel clearance and balance				
Bearing and motor lubrication				
Drive alignment				
Belt tension				
Drive set screws tight				
Belt guard in place				
Flexible duct connector alignment				
Starters and disconnect switches				
Electrical service and connections				
f) VIBRATION ISOLATION				
Springs and compression				
Base level and free				



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2. Duct Systems	Ready for TAB		Date	Initials
	Yes	No		
a) GENERAL				
Manual dampers adjusted and locked				
Access doors closed and tight				
Fire dampers open and accessible				
Terminal units open or set				
Registers and diffusers open and set				
Turning vanes in square elbows				
Provisions made for TAB Measurements				
Ductwork sealed as required				
b) ARCHITECTURAL				
Windows installed and closed				
Doors closed as required				
Ceiling plenums installed and sealed				
Access doors closed and tight				
Air shafts and openings as required				
3. Pumps				
a) MOTORS				
Rotation				
Lubrication				
Alignment				
Set screws tight				
Guards in place				
Starters and disconnect switches				
Electrical service and connections				

	Ready for TAB		Date	Initials
	Yes	No		
b) PIPING				
Correct flow and connections				
Leakage				
Valves open or set				
Strainer clean				
Air vented				
Flexible connectors				
Cavitation possibilities				
c) BASES				
Vibration isolation				
Grouting				
Leveling				
4. Hydronic Equipment				
a) BOILERS				
Operating controls and devices				
Safety controls and devices				
Lubrication of fans and pumps				
Draft controls and devices				
Piping connections and flow				
Valves open or set				
Water make-up provisions				
Blow-down provisions				
Electrical Connections				
b) HEAT EXCHANGERS				
Correct flow and connections				
Valves open or set				
Air vents or steam traps				
Leakage provisions for TAB Msrmts.				



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c) COOLING TOWERS AND	Ready for TAB		Date	Initials
	Yes	No		
EVAPORATIVE CONDENSERS				
Correct flow and connections				
Valves open or set				
Leakage				
Provisions made for TAB Msrmts.				
Sump water level				
Spray nozzles				
Fan / Pump rotation				
Motor / Fan Lubrication				
Drives and alignment				
Guard in place				
Starters and disconnect switches				
Electrical Connections				
5. Refrigeration Equipment				
Crankcase heaters energized				
Operating and safety controls/devices				
Valves open or set				
Piping connections and flow				
Flexible connectors				
Oil level and lubrication				
Guards in place				
Vibration isolation				
Starters, contactors and disconnect switches				
Electrical connections				

6. Hydronic Piping Systems	Ready for TAB		Date	Initials
	Yes	No		
Leak tested and flushed				
Fluid levels and make-up				
Relief or safety valve settings				
Compression tanks / air vented				
Steam traps and connections				
Strainers clean				
Valves open or set				
Provisions made for TAB msrmts.				
7. Control Systems				
Data centers operating				
Outdoor / return dampers set				
Economizer controls set				
Static pressure control set				
Space controls operating				
Complete system operating				
8. Other Checks				
a) Other trade or personnel notified of TAB work requirements				
b) Preliminary data complete				
c) Test forms prepared				