



ENGINEERING & UTILITIES Policy & Procedure #5

TITLE:	HVAC PRE DESIGN ASSESSMENT FOR MINOR PROJECT RENOVATIONS
OBJECTIVE AND PURPOSE:	To provide design information to the design engineer of record for the existing HVAC systems impacted by the scope of a particular renovation project. Note that this includes what may be called a pretest & balance report.
RESPONSIBILITY:	<u>ACTION</u>
PROJECT COORDINATOR	<ul style="list-style-type: none">◆ Before design begins, the Project Coordinator shall secure the services of the Florida Atlantic University continuing services Test & Balance/Commissioning Services Contractor (T&B/CX) to provide HVAC pre design facilities assessment for the project. The Pre Design Assessment shall be completed and written report submitted to the Engineering & Utilities Director and Facilities Project Manager within 10 working days of notice of the need for such report.◆ Please note that the T&B/CX contractor works for the University and not the CM on the project. The work is budgeted out of the project budget.◆ Please note that this will include the pretest & balance report but not the final test & balance report.
ENGINEERING & UTILITIES	<ul style="list-style-type: none">◆ Provide the HVAC Pre Design Assessment and any written comments from Engineering & Utilities to go along with the assessment to the design Engineer of Record for the renovation project through the Architect of Record.◆ Review the HVAC Pre Design Assessment documents and provide in writing any additional comments to be provided with this assessment document to the Engineer of Record and to the Facilities Project Manager.
ATTACHMENT(s)	<ul style="list-style-type: none">◆ Pre-Design Survey Pricing – Guideline Only - Attachment “A”

Pre-Survey Pricing (Air Systems Only) Guideline – June 29, 2011

(subject to revision at any time, please check with Continuing Services contractor for verification of actual price on each project.)

Constant Volume Systems:

< 1,000 CFM systems Unit \$150.00

1,000 to 100,000 CFM systems Unit \$250.00

Typical grille verification \$5.00 per grille

Variable Volume Systems:

< 10,000 CFM systems Unit \$250.00

> 10,000 CFM systems Units \$375.00

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GUIDELINE ONLY - SUBJECT

