HVAC Air Balancing Report

AGEC Technical Services

Example format only. This sample shows the layout of an AGEC air balancing report. The project, room names and all measured values below are illustrative and do not describe a real job.

1. Project details

Project	[Project name - example office fit-out]	**Report no.**	[AB-0000]
Client	[Client name]	**Date of test**	[DD/MM/YYYY]
Location	[Building, area, emirate]	**System tested**	[AHU-01 / supply and return]
Design reference	[Consultant drawing no. / revision]	**Tested by**	[Engineer name]

2. Scope and method

Airflow was measured at supply, return and exhaust terminals and at main branches. Dampers and fan speed were adjusted toward the design values shown on the consultant's drawings, then every point was re-measured and recorded. Work follows ASHRAE, SMACNA and CIBSE guidance.

3. Instruments used

Airflow capture hood (flow hood) • Digital manometer / static pressure gauge • Anemometer • Tachometer. Model and calibration details are listed on the signed report for each job.

4. Terminal airflow results (illustrative)

Ref	Location	Type	Design (L/s)	Initial (L/s)	Final (L/s)	Dev. %
S-01	Open office A	Supply	150	122	148	-1.3
S-02	Open office A	Supply	150	171	152	+1.3
S-03	Meeting room 1	Supply	90	70	91	+1.1
S-04	Meeting room 2	Supply	90	108	88	-2.2
R-01	Open office A	Return	420	365	415	-1.2
E-01	Pantry	Exhaust	60	48	61	+1.7

Dev. % = (Final - Design) / Design. Acceptance tolerance is set per project and stated on the signed report: [tolerance, e.g. +/-10%].

5. Fan and system readings (illustrative)

Item	Design	Measured	Notes
Supply fan airflow	[value]	[value]	[note]
Total static pressure	[value]	[value]	[note]
Fan speed	[value]	[value]	[note]
Fresh-air quantity	[value]	[value]	[note]

6. Observations and recommendations

[Example: Meeting room 2 supply was above design before adjustment and has been reduced. Return grille R-01 is partly obstructed by furniture; recommend relocating. Items outside the balancing scope are listed here for the client.]

7. Sign-off

Tested by	[Name, title]	Signature		Date	
Reviewed by	[Name, title]	Signature		Date	