FORM CF-RCx | CHAPTER RECOMMENDATION FOR FIRM CERTIFICATION IN TECHNICAL RETRO-COMMISSIONING OF EXISTING BUILDING SYSTEMS

FIRM

Firm Name: _____

Street Address: _____

_____

City **State** **Country** **Zip/Postal Code**

Phone: _____ **Fax Number:** _____

Email Address: _____ **Website Address:** _____

CERTIFIED PROFESSIONAL

Designated CP Name: _____ **Certification Number:** _____

Street Address: _____

_____

City **State** **Country** **Zip/Postal Code**

Phone: _____ **Email Address:** _____

Date submitted to Chapter for review: _____

NEBB Chapter: _____

The Chapter has verified that the Firm:

☐ Has maintained a reputation for responsible performance ☐ Has paid applicable fee

☐ Possess the current edition of the RCx Procedural Standard ☐ Is in good standing with the local chapter

This recommendation is submitted on behalf of the Chapter Board of Directors by:

Signature: _____ Date: _____

(Chapter Technical Committee Chairman)

Print Name: _____

FOR NEBB USE ONLY

Date Received: _____ Date Shipped: _____

Notes: _____ Firm Cert: _____

NEBB ARBITRATION AGREEMENT

An Authorized Officer of the Firm shall read and agree to the Arbitration Agreement stated below.

Agrees that, if the firm fails to attain certification or, if certified, certification is subsequently suspended or terminated, all claims, controversies or disputes of any kind whatsoever arising from such failure, suspension or termination shall be resolved and settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, including its Rules for Emergency Measures of Protection (to the extent that such Commercial and Emergency Rules are not amended or superseded by this provision). The firm furthers agrees that an interim or final order or judgement on any order or award rendered pursuant to those Rules may be entered in any court having jurisdiction to do so (FOR PURPOSED OF JURSIDICTION, THE FIRM CONSENTS TO PERSONAL JURSIDICTION AND VENUE IN THE UNITED STATE DISTRICT COURT FO THE DISCTRICT OF MARYLAND OR THE CIRCUIT COURT FOR MONTGOMERY COUNTY MARYLAND). The arbitration shall be conducted and decided by a single arbitrator. The locale of the arbitration shall be in Washington, D.C. or its metropolitan area. Any judicial proceeding that the firm or NEBB institutes, in aid of arbitration or otherwise, shall be instituted in the United States District Court for the District of Maryland or the Circuit Court for Montgomery County, Maryland. The firm further agrees that all claims, controversies or disputes shall be submitted to arbitration as provided for herein no later than thirty (30) days after the firm has been notified of said failure, suspension or termination (which such notification shall be deemed to have been made as of the date on which it was delivered to the firm by certified U.S. mail, email or facsimile transmission). If the firm does not submit any claim, controversy or dispute that this provision covers to arbitration within said thirty (30) days, the firm hereby acknowledges that is HAS IRREVOBALY WAIVED, ABANDONED AND RELEASED ANY SUCH CLAIM, and CONTROVERSY OR DISPUTE.

Firm Name: _____

_____	_____	_____
Authorized Signature	Print Name/Position	Date

NEBB CODE OF BUSINESS ETHICS

*This form needs to be completed by an Authorized Representative of the Firm **and** the Designated Certified Professional*

Each NEBB Certified Firm and designated NEBB Certified Professional shall not act in any manner that detracts from the reputation of NEBB for certifying Firms and certifying Professionals who provide quality servce, in accordance with NEBB Standards, in a timely and professional manner or in any other such manner that is, likewise, not in the best interest of NEBB.

The designated NEBB Certified Professional shall ensure that the NEBB Certified Firm only performs work, which that person can adequately supervise, and the designated NEBB Certified Professional must have the authority to manage all aspects of a Firm's work, ensure quality work is performed on a timely basis.

I. NEBB Certified Firms and the designated NEBB Certified Professional shall:
   a. perfom their work in accordance with the current NEBB Procedural Standards.
   b. prepare details reports, which are accurate and reliable and which are prepared under the direct supervision of a NEBB Certified Professional and in accordance with the appropriate and current NEBB Procedural Standards
   c. report all equipment and system deficiencies, which prevent them from completing their work and preparing a final report, specifically and expressly noting in any preliminary report that it is preliminary and not final and not sealing any such report
   d. report and address problems, if encountered, and when a problem exists, notify appropriate project personnel by providing input as to the cause of the problem and recommend possible solutions
   e. perform their services professionally and with respect for the client's property and personnel

II. Certification of a NEBB Certified Firm and certification of the designated NEBB Certified Professional may, in accordance with provisions and procedures set forth in NEBB's Operational Procedures, be suspended or terminated for, among other, the following reasons:
   a. failure to pay annual fees and/or recertify, as provided, in the NEBB Bylaws and Operational Procedures
   b. failure to abide by the provisions of NEBB's Bylaws and its Operational Procedures
   c. conduct by a NEBB Certified Firm or NEBB Certified Professional, which, as found by the NEBB Board of Directors, is not in the best interest of NEBB

III. No person who is a local chapter or national official, officer or committee member shall use information gained in that capacity for any purpose other than performing the responsibilities of that person's position. Use of such information for any other purpose is grounds for suspension or termination of any NEBB certification held by that person and, in circumstances where such use is done with the knowledge of an owner, directly or indirectly, of a NEBB Certified Firm, for suspension or termination of that Firm's certification.

The undersigned, by their signatures below, acknowledge having read the foregoing NEBB Code of Business Ethics, acknowledge that they fully understand its content and agree to follow the NEBB Operational Procedures and the Code of Business Ethics.

Signature of designated NEBB Certified Professional	Date
Print Name	Firm Name
Signature of Firm Officer	Date
Print Name	Title

Firm Name: _____

REQUIRED RETRO-COMMISSIONING OF EXISTING BUILDINGS INSTRUMENTS - Procedural Standard 2009 Second Edition					
FUNCTION	**MINIMUM RANGE**	**MINIMUM ACCURACY**	**MINIMUM RESOLUTION**	**INSTRUMENT INFORMATION**	**Calibration Interval: 12 Months**
Rotation Measurement	0 to 5,000 RPM	± 2% of reading	± 1 RPM	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Temperature Measurement					
Air	- 40 to 240° F (IP)	± 0.5% of reading + 1.4° F (IP)	0.2° F (IP)	**THERMOMETER:**	
				Mfr. / Model Number:	Calibration Date:
				Serial Number:	
	- 40 to 115° C (SI)	± 1% of reading + 0.8° C (SI)	0.1° C (SI)	**PROBE:**	
				Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Immersion	- 40 to 240° F (IP)	± 0.5% of reading + 1.4° F (IP)	0.2° F (IP)	**THERMOMETER:**	
				Mfr. / Model Number:	Calibration Date:
				Serial Number:	
	- 40 to 115° C (SI)	± 1% of reading + 0.8° C (SI)	0.1° C (SI)	**PROBE:**	
				Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Contact	- 40 to 240° F (IP)	± 0.5% of reading + 1.4° F (IP)	0.2° F (IP)	**THERMOMETER:**	
				Mfr. / Model Number:	Calibration Date:
				Serial Number:	
	- 40 to 115° C (SI)	± 1% of reading + 0.8° C (SI)	0.1° C (SI)	**PROBE:**	
				Mfr. / Model Number:	Calibration Date:
				Serial Number:	

Firm Name: _____

REQUIRED RETRO-COMMISSIONING OF EXISTING BUILDINGS INSTRUMENTS - Procedural Standard 2009 Second Edition					
FUNCTION	**MINIMUM RANGE**	**MINIMUM ACCURACY**	**MINIMUM RESOLUTION**	**INSTRUMENT INFORMATION**	**Calibration Interval: 12 Months**
Electrical Measurement CAT III True RMS					
Volts	0 to 600 VAC	± 2% of reading	1.0 Volt	Mfr. / Model Number: Serial Number:	Calibration Date:
Amperes	0 to 100 Amps	± 2% of reading	0.1 Ampere	Mfr. / Model Number: Serial Number:	Calibration Date:
Air Pressure Measurement	0 to 10.00 in w.g. (IP) 0 to 2,500 Pascals (SI)	± 2% of reading ± 0.001 in w.g.	0.01 in w.g. ≤ 1 in w.g. (IP) 0.01 in. w.g. > 1 in w.g. (IP) 2.5 Pascals ≤ 250 Pascals (SI) 25 Pascals > 250 Pascals (SI)	Mfr. / Model Number: Serial Number:	Calibration Date:
Air Velocity Measurement Hot Wire Anemometer OR Airfoil with Digital Meter	50 to 3,900 fpm	± 5% of reading, not less than ± 7fpm	1.0 fpm	Mfr. / Model Number: Serial Number:	Calibration Date:
Humidity Measurement	10 to 90% RH	3% of reading	1.0%	Mfr. / Model Number: Serial Number:	Calibration Date:
Direct Reading Hood	100 to 2,000 cfm (IP) 50 to 1,000 L/s (SI)	± 5% of reading ± 5 cfm (IP) ± 5% of reading 2.5 L/s (SI)	Digital: 1 cfm (IP) Analog - Not Applicable Digital: 0.5 L/s (SI) Analog - Not Applicable	Mfr. / Model Number: Serial Number:	Calibration Date:

Firm Name: _____

REQUIRED RETRO-COMMISSIONING OF EXISTING BUILDINGS INSTRUMENTS - Procedural Standard 2009 Second Edition					
FUNCTION	**MINIMUM RANGE**	**MINIMUM ACCURACY**	**MINIMUM RESOLUTION**	**INSTRUMENT INFORMATION**	**Calibration Interval: 12 Months**
Hydronic Pressure Measurement	-30 in hg to 60 PSI (IP)	± 2% of reading ± 1 psi	0.5 PSI (IP)	Mfr. / Model Number:	Calibration Date:
	-760 mm hg to 400 kPa (SI)		3.3 kPa (SI)	Serial Number:	
	0 to 100 PSI (IP)	± 2% of reading ± 1 psi	1.0 PSI (IP)	Mfr. / Model Number:	Calibration Date:
	0 to 700 kPa (SI)		6.7 kPa (SI)	Serial Number:	
	0 to 200 PSI (IP)	± 2% of reading ± 1 psi	2.5 PSI (IP)	Mfr. / Model Number:	Calibration Date:
	0 to 1,400 kPa (SI)		16.7 kPa (SI)	Serial Number:	
Hydronic Differential Pressure Measurement	0 to 100 in. w.g. (IP) 0 to 25 kPa (SI)	± 2% of reading ± 2 in w.g.	1.0 in w.g. (IP) 250 Pa (SI)	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
	0 to 200 ft. w.g. (IP) 0 to 600 kPa (SI)	± 2% of reading ± 0.2 ft w.g.	1.0 ft w.g. (IP) 3.0 kPa (SI)	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Data Loggers: Carbon Dioxide (CO_2) Qty 1	0 to 2,500 ppm	±50 ppm or 5% of reading	1 ppm	Mfr. / Model Number:	Calibration Date: (Ref Note 4)
				Serial Number:	
Data Loggers: Carbon Monoxide (CO) - Qty 1	0 to 1,000 ppm	±6 ppm	1 ppm	Mfr. / Model Number:	Calibration Date: (Ref Note 4)
				Serial Number:	
Data Loggers: Lighting Levels- Qty 1	1 to 3,000 footcandles	±10 footcandles	2 footcandles	Mfr. / Model Number:	Calibration Date: (Ref Note 4)
				Serial Number:	

Firm Name: _____

REQUIRED RETRO-COMMISSIONING OF EXISTING BUILDINGS INSTRUMENTS - Procedural Standard 2009 Second Edition					
FUNCTION	**MINIMUM RANGE**	**MINIMUM ACCURACY**	**MINIMUM RESOLUTION**	**INSTRUMENT INFORMATION**	**Calibration Interval: 12 Months**
Data Logger: Electrical- Qty 2 Volts AC Amperes	0 to 600 VAC 0 to 100 Amps	2% of full scale 2% of full scale	1.0 Volt 0.5 Ampere	Please use page 9 to list logger information	Calibration Date: (Ref Note 4)
Data Logger - Static Pressure Low Range- Qty 1	0 to 0.25" w.c.	± 2% of full scale	0.01 in w.g. < 1in.w.g.	Mfr. / Model Number: Serial Number:	Calibration Date: (Ref Note 4)
Data Logger Static Pressure High Range- Qty 1	0 to 6.00" w.c.	± 2% of full scale	0.10 in.w.g. > 1in.w.g.	Mfr. / Model Number: Serial Number:	Calibration Date: (Ref Note 4)
Data Logger: Water Pressure- Qty 1	0 to 100 psi (IP)	± 1% of full scale	scale 1.0 psi	Mfr. / Model Number: Serial Number:	Calibration Date: (Ref Note 4)
Data Loggers: Temperature- Qty 8	-4 to 150 °F (IP)	± 0.5°F @ 77 °F (IP)	0.2 °F (IP)	Please use page 9 to list logger information	Calibration Date: (Ref Note 4)
Data Loggers: Humidity- Qty 8	10-90% RH	3% RH	1%	Please use page 9 to list logger information	Calibration Date: (Ref Note 4)
Datas Logger Event- Qty 2	NA	NA	NA	Please use page 9 to list logger information	Calibration Date: (Ref Note 4)
Receptacle Tester	125 VAC	NA	NA	Mfr. / Model Number: Serial Number:	Calibration not required
Voltage Detector	50 to 1,000 VAC	NA	NA	Mfr. / Model Number: Serial Number:	Calibration not required

Firm Name: _____

REQUIRED RETRO-COMMISSIONING OF EXISTING BUILDINGS INSTRUMENTS - Procedural Standard 2009 Second Edition					
FUNCTION	**MINIMUM RANGE**	**MINIMUM ACCURACY**	**MINIMUM RESOLUTION**	**INSTRUMENT INFORMATION**	**Calibration Interval: 12 Months**
Light Level Meter	0 to 40,000 Lumens	+/-3% + 0.5% of full scale	10 L	Mfr. / Model Number: Serial Number:	Calibration Date: (Ref Note 4)
Digital Camera	NA	NA	4.0 Mega Pixels Min.	Mfr. / Model Number: Serial Number:	Calibration not required
Differential Temperature Documentation -Thermal Camera	-4 to 450° F	± 2 % or 3.6° F	.1 @ 86° F and 160 x 120	Mfr. / Model Number: Serial Number:	Calibration Date: (Ref Note 3)
Capacitance Moisture Measurement	0 - 99% Moisture Level	± 3%	1%	Mfr. / Model Number: Serial Number:	Calibration Date: (Ref Note 3)
Temperature Measurement	0 to 500 °F	± 2% of reading or 3.5 °F	± 0.1°F (IP)	Mfr. / Model Number: Serial Number:	Calibration Date: (Ref Note 3)

1. Instruments with multiple capabilities shall be accepted for more than one function when submitting documentation for a firm's certification, providing that each separate function meets NEBB

2. Calibrations of all instrumentation requiring calibrations shall be traceable to current NIST Standards for US Firms, or equivalent organizations in other countries

3. Calibration per manufacturer requirements

4. Instrument calibration can be verified from a calibrated instrument with current calibration certification or from calibrated gas by using a calibration offset

Firm Name: _____

REQUIRED RETRO-COMMISSIONING OF EXISTING BUILDINGS INSTRUMENTS - Procedural Standard 2009 Second Edition			
DATA LOGGER - TEMPERATURE			
Number	Make	Model	Serial Number
1			
2			
3			
4			
5			
6			
7			
8			
DATA LOGGER - HUMIDITY			
Number	Make	Model	Serial Number
1			
2			
3			
4			
5			
6			
7			
8			
DATA LOGGER - ELECTRICAL			
Number	Make	Model	Serial Number
1			
2			
DATA LOGGER - EVENT			
Number	Make	Model	Serial Number
1			
2			

VERIFICATION OF INSTRUMENT RECORD – NEBB TECHNICAL RETRO-COMMISSIONING OF EXISTING BUILDING SYSTEMS
FORM CF-RCx FIRM CERTIFICATION

I certify that the firm (name): _____

a. Owns all balancing instruments required for NEBB Certification, including those listed on this form.

b. Has a sustained calibration and maintenance plan that conforms to NEBB guidelines, described in the current edition of the NEBB *Procedural Standards for Technical Retro-Commissioning of Existing Building Systems.* Calibration of instruments as required by NEBB has been accomplished in accordance with that document.

c. Has in its employ a designated NEBB Certified RCx Professional who has previously met the NEBB requirements for qualification.

Name Printed: _____ Position: _____

Signature: _____ Date: _____
(Authorized Representative of Firm)

CHAPTER TECHNICAL COMMITTEE CONFIRMATION

The required instrumentation as listed on this form were verified by me on: _____
(date)

Signature: _____ Print name: _____
(Chapter Technical Committee Representative)