

BOMA 360 Checklist & FAQ

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SECTION 1: BUILDING OPERATIONS & MANAGEMENT

Points Required: 14

- Standard Operating Procedures (SOP) Manual Score (Max 1)
- Preventative Maintenance Program Score (Max 1)
- BOMA Floor Measurement Standard Score (Max 2)
- Financial Management Score (Max 6)
- Insurance Score (Max 3)
- Green Lease Score (Max 1)
- Green Purchasing Score (Max 4)

SECTION 2: LIFE SAFETY | SECURITY | RISK MANAGEMENT

Required Points: 17

- Emergency | Disaster | Pandemic Preparedness & Recovery Plan Score (Max 4)
- Infectious Disease Compliance & Training Score (Max 1)
- Automated External Defibrillators (AED) in Building Score (Max 2)
- Emergency Communications Network Score (Max 2)
- Code Compliance Score (Max 2)
- Fire & Life Safety Systems Score (Max 3)
- Life Safety Drills Score (Max 5)
- Building Technology Systems Score (Max 2)
- Written Security Procedures Manual Score (Max 3)
- Access Control & Surveillance Systems Score (Max 1)
- Americans with Disabilities Act (ADA) | Provincial Disabilities Legislation Score (Max 1)

SECTION 3: TRAINING & EDUCATION

Required Points: 10

- Professional Designations Score (Max 5)
- Continuing Education Score (Max 4)
- Professional Development Plan Score (Max 4)
- Professional Memberships Score (Max 3)
- BOMA Education & Events Score (Max 3)

SECTION 4: ENERGY

Required Points: 13

- ENERGY STAR® Benchmarking Score (Max 4)
- ENERGY STAR® Products for Buildings & Tenants Score (Max 3)
- Building Energy Management Score (Max 4)
- Energy Audit & System Commissioning Score (Max 5)
- Energy Awareness Score (Max 5)
- Renewable Energy Score (Max 2)

SECTION 5: ENVIRONMENTAL | SUSTAINABILITY | HEALTH & WELLNESS

Required Points: 14

- Other Sustainability Building Certifications Score (Max 2)
- Other Health & Wellness Certifications Score (Max 2)
- Waste Management & Recycling Programs Score (Max 8)
- Indoor Air Quality Score (Max 5)
- Cleaning & Sanitation Score (Max 3)
- Exterior Maintenance Management Score (Max 2)
- Water Management Score (Max 3)
- Traffic Reduction Initiatives Score (Max 4)

SECTION 6: TENANT | OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT

Required Points: 6

- Community Impact Score (Max 3)
- Tenant & Occupant Relations | Communications Score (Max 8)
- Advocacy on Commercial Real Estate Related Issues Score (Max 3)

WHAT IS THE BOMA 360 PERFORMANCE PROGRAM?

The BOMA 360 Performance Program, sponsored by BOMA International, evaluates buildings against industry best practices in 6 major areas: building operations and management; life safety, security, and risk management; training and education; energy; environmental, sustainability and wellness; and tenant| occupant relations and community involvement. Individual buildings that satisfy the requirements in all 6 areas are awarded the BOMA 360 designation.

WHY DID BOMA ESTABLISH THIS PROGRAM, AND WHY IS IT NEEDED IN THE MARKETPLACE?

Building owners and managers are always seeking ways to differentiate their buildings against other properties in an increasingly competitive marketplace. The BOMA 360 designation signals to owners, **tenants**, and prospective tenants that your building is managed and operated to the highest standards in the industry.

WHAT BENEFITS WILL MY BUILDING RECEIVE BY PARTICIPATING IN THE BOMA 360 PROGRAM?

BOMA 360 recipients report that the designation has been a key factor in attracting and competing for tenants, achieving operational savings and efficiencies, establishing new operation or management policies or procedures, and in gaining recognition from owners, tenants, and the community. Independent studies conducted by Kingsley Associates report that BOMA 360 buildings earn higher scores in nearly all tenant satisfaction categories. Furthermore, a study conducted by CoStar reports that BOMA 360 buildings have higher tenant retention rates and command higher rental rates than buildings without the designation.

WHAT TYPES OF BUILDINGS ARE ELIGIBLE TO PARTICIPATE IN THE PROGRAM?

All occupied commercial and industrial buildings, including owner-occupied buildings, are eligible to participate if they meet the prerequisites. The program is open to both members and non-members of BOMA; however, application fees for non-members are higher.

WHAT ARE THE FEES TO PARTICIPATE?

Office Buildings:	\$850 - Members	\$1335 – Non-Members
Industrial Buildings:	\$850 - Members	\$1335 – Non-Members

**Fees are required to be paid at the time of submission (via CC or invoice request).*

HOW LONG DOES IT TAKE TO COMPLETE THE BOMA 360 APPLICATION?

Most applicants complete the BOMA 360 application in a few hours or days if the required documentation is well organized in advance; however, it may take several days or weeks to gather the documentation needed to start the application process if a building doesn't have centralized documentation in place.

Best Advice: *Plan ahead, organize your documents, then chip away a little at a time to complete the application with little stress.*