

## Mandatory Requirements & Pre-Requisites

Standard Operating Procedures Manual	360	
BOMA Experience Exchange Report Survey	360	
Preventative Maintenance Program	360	TOBY
Energy Star Portfolio Manager	360	TOBY
Energy Conservation - Energy Management System	360	TOBY
Building Description		TOBY
Building Standards		TOBY
Competition Photos		TOBY
Award Ceremony Photo		TOBY
Typical Floor Plan & Site Plan		TOBY

## Building Operations & Management

BOMA Floor Measurement	360	
Financial Management	360	
Insurance	360	
Green Lease (Earth Category)	360	TOBY
Green Purchasing (Earth Category)	360	TOBY
Environmental Regulatory & Sustainability	360	TOBY

## Life Safety, Security & Risk Management

Automated External Defibrillators in Building	360	
Emergency Communication Network	360	
Code Compliance	360	
Fire & Life Safety Systems	360	TOBY
Access Control & Surveillance Systems	360	TOBY
Emergency & Disaster Preparedness & Recovery Plan	360	TOBY
Emergency Preparedness	360	TOBY
Evacuation Drills	360	TOBY
Written Security Procedures Manual	360	TOBY
Americans with Disabilities	360	TOBY
Environmental, Regulatory & Sustainability	360	TOBY

## Energy

Energy Star Score	360	TOBY
Energy Star Products for Buildings & Tenants	360	TOBY
Building Energy Management	360	TOBY
Energy Audit / System Commissioning / Recommissioning	360	TOBY
Energy Awareness	360	TOBY
Energy Conservation	360	TOBY

## Environmental & Sustainability

Indoor Air Quality	360	
Traffic Reduction Initiatives	360	
Waste Management & Recycling Programs	360	TOBY
Green Cleaning	360	TOBY
Exterior Maintenance Management	360	TOBY
Water Management	360	TOBY
Other Building Certifications	360	TOBY
Environmental, Regulatory & Sustainability	360	TOBY
Energy Conservation Awards (Energy Star, LEED, etc.)	360	TOBY

## Tenant Relations & Community Involvement

Advocacy on Commercial Real Estate Industry & Related Issues	360	
Community Impact	360	TOBY
Tenant / Occupant Relations & Communications	360	TOBY

## Training & Education

TOBY Participation	360	
Professional Designations	360	TOBY
Licensing	360	TOBY
Continuing Education & Professional Development	360	TOBY
Professional Development Plan	360	TOBY
Professional Membership	360	TOBY
BOMA Education & Events	360	TOBY
Training for Building Personnel	360	TOBY