



Overview and Best Practices

www.recognition.boma.org



BOMA 360



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AGENDA

WHY BOMA360 - Tyler

HOW BOMA360 - Melanie

PRO TIPS BOMA360 - Amy





WHAT ARE THE BENEFITS?

BOMA 360 has proven interconnected benefits including, but not limited to:

- Higher Tenant Satisfaction
- Increased Tenant Retention
- Lower Vacancy Rates
- Optimized Operational Performance
- Third Party Validation of Performance
- Strong Team Morale
- *Training Tool for Building Personnel!*

WITH THESE BENEFITS,
WHY WOULDN'T YOU WANT
BOMA 360?!

ELIGIBILITY

01

CURRENTLY
OCCUPIED

02

12 MONTHS OF
OPERATIONS

03

ONE APPLICATION
PER ENERGY STAR
SCORE



IMPORTANT DATES

01/15

Applications must be submitted by January 15th the same year you are applying for a TOBY in order to qualify!

90 Days

You can begin your BOMA 360 renewal 90 days prior to expiration. Designations are good for 3 years.

06/30

BOMA 360 designations must extend through June of the year you are competing for a TOBY award in order to qualify!

PROPERTY TYPES



- MULTI-TENANT OFFICE
- Single Tenant
- Corporate Facilities



- GOVERNMENT
- Medical Building
- Suburban Office



- MULTI-USE
- Mixed Use
- Industrial*

*Industrial has a separate application with different criteria

My Profile

Add Building

My Buildings



THE BOMA 360 PERFORMANCE THE TOBY AWARDS

Now together in one streamlined applica
BOMA 360 Performance Program and the
just what you need to take your building t

BOMA 360 Office

BOMA 360 Industrial

TOBY Office

TOBY Earth

TOBY Industrial

TOBY Mixed Use

TOBY Renovated



THE BOMA 360 PERFORMANCE THE TOBY AWARDS

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just what you need to take your building

Recognition.boma.org offers members all the information that they might need to complete their BOMA 360 and TOBY applications in one convenient location! Information that can be found here include the buildings you create or are assigned to in the system, category criteria, frequently asked questions and information regarding our Building Recognition Programs.



G R E S B

GRESB - Third Party Validation

Don't take our word for it, listen to the industry leading third party validator (GRESB) as they fully recognize both BOMA 360 and BOMA BEST as Operational Green Building Certification Schemes.

GRESB is an independent organization providing validated ESG performance data and peer benchmarks for investors and managers to improve business intelligence, industry engagement and decision-making.

WHAT IS BOMA 360?



The BOMA 360 Performance Program showcases your building's best practices in the following categories:



**BUILDING OPERATIONS
AND MANAGEMENT**



ENERGY



**LIFE SAFETY, SECURITY
AND RISK MANAGEMENT**



**TRAINING AND
EDUCATION**



**ENVIRONMENTAL /
SUSTAINABILITY**



**TENANT / OCCUPANT
RELATIONS AND COMMUNITY
INVOLVEMENT**

- BOMA 360 Office
- BOMA 360 Industrial
- TOBY Office
- TOBY Earth
- TOBY Industrial
- TOBY Mixed Use
- TOBY Renovated

Office

ew_Office_Criteria_with_Pricing.pdf

1 / 14

100%

Download, Print, Close icons

Instructions for BOMA 360 Performance Program® Online Application For Office Buildings In New 2022 Portal

NOTE – FOR SECTIONS HIGHLIGHTED IN YELLOW, ALLOWANCES HAVE BEEN MADE TO THE SUBMISSION REQUIREMENTS DUE TO COVID-19.

Welcome to the BOMA 360 Program online application. **Please read the following instructions in their entirety before starting your application. Step-by-step instructions for completing your application are included in this document.** If you have any questions that are not answered below, please contact the BOMA 360 Program Administrator at boma360@boma.org

Eligibility

- Only occupied commercial office buildings/facilities are eligible for the BOMA 360 Performance Program designation for office buildings. Commercial office buildings include: multi-tenant office buildings; single-tenant office buildings; corporate facilities; government buildings; medical office buildings; suburban office buildings; and multi-use/mixed-use buildings. **Office complexes containing multiple buildings or properties with separate ENERGY STAR scores will need to create separate applications for each respective building** – variance in ES scores alters eligibility for certain points within the BOMA 360 application.

That information is not part of the BOMA 360 Performance Program...

Scoring Information

To receive the designation, the required points for each section, as detailed below, must be achieved.

Section	Maximum Points	Required Points
Building Operations and Management	18	14
Life Safety/Security/Risk Management	27	17
Training/Education	19	10
Energy	23	13
Environmental/Sustainability/Health & Wellness	29	14
Tenant/Occupant Relations/Community Involvement	13	7

SCORING

Split between the six categories previously discussed, there is 129 possible points, with a minimum score of 75 to qualify.



COMPLETE



PARTIALLY COMPLETED



NOT COMPLETED



BUILDING OPERATIONS & MANAGEMENT

Score: 15 (Minimum 14)

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

Building Operations & Management

- Standard Operating Procedure (SOP) Manual
 - Documentation – Upload table of contents (TOC) from building SOP Manual
- BOMA Floor Measurement Standard
 - Documentation: Upload tenant lease language or architectural calculations
- Financial Management – checkboxes for reports completed
- Green Purchasing
 - Documentation: descriptions and purchase policies

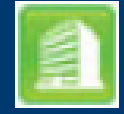
- ✔ Score: 2 (Max 2) BOMA Floor Measurement Standard
- ✔ Score: 6 (Max 6) Financial Management
- ✔ Score: 3 (Max 3) Insurance
- ✘ Score: 0 (Max 1) Green Lease
- ✔ Score: 2 (Max 4) Green Purchasing

LIFE SAFETY /SECURITY /RISK MANAGEMENT Score: 21 (Minimum 17)

- ✔ Score: 4 (Max 4) Emergency /Disaster /Pandemic Preparedness & Recovery Plan
- ✔ Score: 1 (Max 1) Infectious Disease Compliance & Training
- ✘ Score: 0 (Max 2) Automated External Defibrillators (AED) in Building
- ✔ Score: 2 (Max 2) Emergency Communications Network
- ✔ Score: 1 (Max 2) Code Compliance
- ✔ Score: 3 (Max 3) Fire & Life Safety Systems
- ✔ Score: 5 (Max 5) Life Safety Drills
- ✘ Score: 0 (Max 2) Building Technology Systems
- ✔ Score: 3 (Max 3) Written Security Procedures Manual
- ✔ Score: 1 (Max 1) Access Control & Surveillance Systems
- ✔ Score: 1 (Max 1) Americans with Disabilities Act (ADA)/Provincial Disabilities Legislation

Life Safety/Security/Risk Management

- Emergency/Disaster/Pandemic Preparedness and Recovery Plan
 - Documentation – Identify section of SOP Manual TOC for Emergency Preparedness Plan
- Automated External Defibrillators
 - Documentation – Upload AED policy and training TOC
- Life Safety Drills
 - Documentation: Upload evidence of evacuation drills conducted within the past 12 months.



TRAINING / EDUCATION

Score: 14 (Minimum 10)

- ✘ Score: 0 (Max 5) Professional Designations
- ✔ Score: 4 (Max 4) Continuing Education
- ✔ Score: 4 (Max 4) Professional Development Plan
- ✔ Score: 3 (Max 3) Professional Memberships
- ✔ Score: 3 (Max 3) BOMA Education & Events

Training / Education

- Professional Designations
 - Documentation – Proof of designation(s) for team
- Continuing Education
 - Documentation: Minimum of 8 hours required in past 12 months
- Professional Development
 - Documentation: Professional development plans for teams



ENVIRONMENTAL / SUSTAINABILITY / HEALTH & WELLNESS

Score: 18 (Minimum 14)

- ✘ Score: 0 (Max 2) Other Sustainability Building Certifications
- ✔ Score: 1 (Max 2) Other Health & Wellness Certifications
- ✔ Score: 3 (Max 8) Waste Management & Recycling Programs
- ✔ Score: 5 (Max 5) Indoor Air Quality
- ✔ Score: 3 (Max 3) Cleaning & Sanitation
- ✘ Score: 0 (Max 2) Exterior Maintenance Management
- ✔ Score: 3 (Max 3) Water Management
- ✔ Score: 3 (Max 4) Traffic Reduction Initiatives

Environmental / Sustainability / Health & Wellness

- Waste Management & Recycling Programs
 - Documentation – Recycling, hazardous, construction, & bulk waste programs, composting
- Indoor Air Quality
 - Documentation – IAQ Plan and Recirculated Air Strategy, Testing & feedback system
- Traffic Reduction Initiatives
 - Documentation: Upload descriptions of carpooling initiatives, transit or car charging, etc.



ENERGY

Score: 21 (Minimum 13)

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



TENANT / OCCUPANT RELATIONS / COMMUNITY INVOLVEMENT

Score: 10 (Minimum 6)

- ✔ Score: 3 (Max 3) Community Impact
- ✔ Score: 7 (Max 8) Tenant & Occupant Relations / Communications
- ✘ Score: 0 (Max 3) Advocacy on Commercial Real Estate Related Issues

Energy

- Benchmarking
 - Documentation: Upload copy of Statement of Energy Performance from Energy Star
- Energy Star Products for Buildings & Tenants
 - Documentation: Upload copy of preferred purchase policy for environmentally friendly products.

Tenant/Occupant Relations & Community Involvement

- Documentation: Upload description of wellness/fitness center
- Documentation: Upload description of activities or events held for the benefit of the community



HOW COULD IT GET ANY BETTER?

Better Together - Now together in one streamlined application portal, the BOMA 360 Performance Program and the TOBY Awards are just what you need to take your building to the next level.





PRO TIPS

Your entry should look the following, a single line/row, with TOBY building upon the BOMA360 submission.

My Buildings

Search --Filter-- [Clear filter](#)

Building Name	360 Status	360 Created Last Update	TOBY Status	TOBY Created Last Update	Actions
The RailYard	Completed 6/11/2021 15 Months Remaining Expires 6/11/2024	3/2/2021 6/3/2021	BOMA Southern Regional TOBY Awards Pending Review	1/25/2023 3/10/2023	--Select Action--

1 item(s) found << < > >> 10 Items Per Page Page 1 of 1

NOT like this (separate line/row):

My Buildings

Search --Filter-- [Clear filter](#)

Building Name	360 Status	360 Created Last Update	TOBY Status	TOBY Created Last Update	Actions
The Railyard	Completed 6/11/2021 15 Months Remaining Expires 6/11/2024	3/2/2021 6/3/2021			--Select Action--
The RailYard	Not Completed		BOMA Southern Regional TOBY Awards Incomplete	1/25/2023	--Select Action--

2 item(s) found << < > >> 10 Items Per Page Page 1 of 1

The same person should submit both BOMA360 and TOBY entries to avoid separate entries/accounts.

Questions?

