Instructions for BOMA 360 Performance Program® Online Application
for Office Buildings
2024

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 <u>occupied</u> 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 ENERGY STAR® scores alters eligibility for certain points within the BOMA 360 application.

- The building must be occupied for at least one full year from the date of occupancy of the first tenant, with a minimum of 12 months of building operations.

- For multi-use buildings (i.e. office/retail, office/residential, mixed-use, etc.), information should be reported <u>only on the office portion of the building</u>. If the building contains <u>no</u> occupied commercial office space as described above, or is a hotel, apartment/multi-family complex it is<u> not</u> eligible for participation.

Fee Schedule

BOMA Members*	Non-Members
$995	$1500

Payment

Payment choice of Credit Card or Invoice may be selected at time of submission.

Renewal of Designation Every 3 Years

Renewal of the BOMA 360 designation is required every three (3) years. Designees will be required to complete a new application for the building/facility and submit fees in effect at the time of renewal. BOMA will contact designees well in advance of their renewal date with instructions. The designation is assigned to the management company at the time of the first review. If the management company changes during the three years prior to renewal, a new application must be submitted.

Scoring Information

To receive the designation, the required points for <u>each section</u>, 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

Starting Your BOMA 360 Application

- To access the BOMA 360 online application, go to http://recognition.boma.org/
- If you have a username and password on the BOMA International website, <u>www.boma.org</u>, use the same log in credentials on the 360 portal. If you do not have an existing BOMA International account, you will be asked to establish a user name and password. Your username is your current email address and your password must be at least 7 characters and any combination of alpha and numeric, but must include one non-alphanumeric character, such as a symbol like @, #, $, etc.). The password is case sensitive. Please record your user name and password and keep them in a safe place.

- You will be asked to upload a photo of the outside of your building (mandatory).

- To claim the BOMA member discount and points for BOMA membership, you must provide the name of the BOMA member for the building and BOMA membership number.

- Once you have logged in, click on "My Buildings." You will see 3 listings: Incomplete Buildings, Renewals, and Completed Buildings.

- You can enter and exit the system as many times as you would like for each application. Your information is automatically saved. **Once you select "submit" at the end of the application process, however, you will not be able to change any information on your application or access your application for any reason unless authorized by the Program Administrator**. We suggest you establish a paper or electronic file and save copies of all documentation you submit.

- Throughout the application, you will be asked to upload documents to support responses to questions. **To upload more than one document for a single question, you must cut and paste all documents into a single document before uploading**.

- Incomplete applications (i.e. not submitted) will be automatically locked out from the system and may be deleted after nine (9) months.

- If you are contacted regarding a completed application, and are asked to submit additional information or documentation, you will have up to sixty (60) days from receipt of notice to do so. After 60 days, the application will be automatically deleted from the system and you will forfeit your BOMA 360 designation.

- Once you submit your application, you will receive email confirmation of your application and payment.

- Points assigned by the computer during the application process are checked for each application during the review process. Reviewers may adjust points assigned if they determine that documentation provided is insufficient or incorrect. You may be contacted by a reviewer for additional information.

- The BOMA 360 Program designation is conferred by the BOMA 360 Program Council of BOMA International. For a roster of Council members and/or procedures for challenging any decision of the Council, please contact the BOMA 360 Program Administrator at **boma360@boma.org**.

- All data submitted is kept in strictest confidence. No building/facility-specific data is shared, published or reported.

Step-by-Step Guide to Completing the BOMA 360 Application

As you work through the six sections of the application, you will be asked to describe and/or upload documentation to support your application. The application process will progress more quickly and smoothly if you gather this information in advance. Most applications can be completed in one hour after all documentation has been collected. **Please Note: To upload more than one document for a single question, you must cut and paste or create a pdf file of all documents into a single document before uploading.**

We also recommend that you save all uploaded documents into a file for future reference. Once you complete and submit your application, you will not be able to access these documents in the BOMA 360 system. Also, when you renew your application, you will not be able to access documents from your original application in the BOMA 360 system.

Section 1: Building Operations & Management (Max. Points: 18; Required Points: 14)

- **Standard Operating Procedures (SOP) Manual must be in place for the building or facility. (1 point)**
  - *Documentation*—Upload a copy of the Table of Contents from the SOP Manual used by the building or facility.

- **Preventive Maintenance Program must be in place for the building or facility. (1 Point)**
  - *Documentation*—Upload a sample preventive maintenance task sheet, type in name of software program, or upload copy of maintenance program contract.

- **Document use of BOMA Floor Measurement Standard (2 points)**
  - *Documentation*—Upload or type in section of lease where the BOMA floor measurement standard is referenced, or upload other documentation, such as a sample lease document or architectural calculations referencing the BOMA office standard or other pre-approved standard *If* a lease is not available, such as in a corporate facility, upload other documentation such as architectural calculations.

- **Financial Management (Up to 6 points)**
  - o *Documentation* – Identify (by checking box) frequency of financial reporting (i.e. quarterly, monthly) and whether financial report is approved by ownership or corporate department for the property/facility. (up to 3 points)
  - o *Documentation* – As best practices, the following type of financial reports should be included in the financial reporting package. Please check all that apply, as required by ownership. In, addition, identify the accounting software utilized. (up to 3 points)
    - ▪ Operating Statement
    - ▪ Variance Report
    - ▪ Aged A/R
    - ▪ Rent Roll
    - ▪ Capital Expenditure Report
    - ▪ Bank Reconciliation

- **Insurance (Up to 3 points)**
  - o *Documentation*—Indicate (by checking box) if the building/facility is covered by insurance policies for comprehensive (1 point) and/or liability insurance (1 point). Also upload certificates of insurance or proof of self-insurance.
  - o *Documentation* - Indicate (by checking box) if Vendor Certificates of Insurance are aligned with vendor contract templates to prevent coverage gaps and upload sample contract language requiring vendor insurance. (1 point)

- **Green Lease (1 point)**
  - o *Documentation*—Upload a sample section or sections from standard lease form detailing the requirement for tenant(s) to comply with green policies and/or practices. In the case of a corporate facility with no lease, provide a description or documentation of green operations policies requiring occupant compliance.

- **Green Purchasing (Up to 4 points)**
  - o *Documentation*—Check (from list) or describe (in text box) products and services that conserve energy and water. These may include ENERGY STAR® ® products, energy efficient products, low-flow water devices, products from local vendors/suppliers, or other. (1 point).
  - o *Documentation*—Check (from list) or describe (in text box) products and services that minimize generation of waste and release of pollutants. These may include bio-based products, non-ozone depleting substances, water management, reduced packaging waste, composting or other. (1 point).
  - o *Documentation*—Check (from list) or describe (in text box) products used that are made from recycled materials and that can be re-used or recycled. These may include construction products, landscaping, recycled content products, non-paper office products, office paper and paper products, or other. (1 point)
  - o *Documentation*—Check (from list) or describe (in text box) utilization of energy from renewable resources. These may include bio-based fuel, solar power, wind power, alternative fuel vehicles, or other. (1 point)
  - o *Documentation*—Check (from list) or describe (in text box) use of alternative products rather than hazardous or toxic chemicals, radioactive materials and bio-hazardous agents. These may include green janitorial products and services, elimination of hazardous material, environmentally benign adhesives, or other. (1 point)

o *ADDITIONAL Documentation*—Upload consolidated documentation to explain purchase policies and examples for any and all of the 5 areas you claimed above, which may include policies, invoices, etc.

Section 2: Life Safety/Security/Risk Management (Max. Points: 27; Required Points: 17)

- **Emergency/Disaster/Pandemic Preparedness and Recovery Plan (Up to 4 points)**
    o *Documentation*—Identify (type in) section of SOP Manual or upload copy of table of contents from building's/facility's emergency preparedness plan. (2 points)
    o *Documentation*—Identify (type in) section of SOP Manual or upload copy of table of contents from building's/facility's emergency recovery plan. (1 point)
    o *Documentation* – Identify (type in) section of SOP Manual or upload copy of table of contents from building's/facility's pandemic and infectious disease preparedness/response plan (may include monitoring of federal, state, and local changes or mandates and adjustments to your pandemic plan where necessary for most up-to-date pandemic and transmittable airborne virus guidelines). (1 point)

- **Infectious Disease Compliance & Training (1 point)**
    o Ensure personnel are aware of and following any CDC guidelines, local codes, and ordinances as related to infectious diseases. Provide your staff with the equipment and training necessary to perform their jobs safely, including the use of personal protective equipment (PPE).
        ▪ *Documentation* – Provide evidence of employee awareness training to help educate on infectious disease prevention and mitigation; keep detailed records of when trainings are provided. Training should include how to interact with tenants and visitors in such an environment (e.g. elevator operations and capacity, engaging tenants in their space, social distancing, face masks/covering usage, proper hygiene, etc.). (1 point)

- **Automated External Defibrillators in Building or Facility (2 points)**
    o *Documentation*—Upload AED policy or PAD program/training guide table of contents

- **Emergency Communications Network (Up to 2 points)**
    o *Documentation*—Upload description or agreement for an established communications network with neighboring facilities and/or local police/fire departments, such as CEAS (Corporate Emergency Access System). (1 point)
    o *Documentation*—Upload description of participation in other networks, such as terrorism task force or local alert networks. (1 point)

- **Code Compliance (Up to 2 points)**
    o *Documentation*—Upload copy of Certificate of Occupancy or business license for the building or facility or Copy of Lease Language that states building is in compliance with all current codes. (1 point)
    o *Documentation*—Indicate (by checking box) that a system is in place to confirm that all common, leased or occupied spaces in the building or facility are compliant with any requirements of local government agency or building department for a certificate of occupancy or other applicable permit to conduct business. *Note: If not required in your jurisdiction, you may still check this item to claim the point.* (1 point).

- **Fire and Life Safety Systems (Up to 3 points)**
  - *Documentation*—Describe (type in) policies or procedures to ensure the building/facility complies with fire safety codes, or reference section of SOP Manual table of contents for fire safety code compliance. (2 points)
  - *Documentation* – Upload a copy of both the monitoring and the maintenance contracts for the fire safety system for the building/facility. (1 point)

- **Life Safety Drills (Up to 5 points)**
  - *Documentation—Upload evidence of evacuation drills conducted within the past 12 months. (3 points)*
  - *Documentation*—Indicate (by checking box) if evacuation drills are conducted with the local fire department. (1 point)
  - *Documentation* – Upload evidence of any other relevant life safety exercise (ex. Active Shooter, Shelter-in-Place, etc. (1 point)

- **Building Technology Systems – Cyber Security Protections (Up to 2 points)**
  - Building Automation Systems (BAS) use Endpoint Protection to mitigate threats of penetration/exploitation by hackers from open network access. *Documentation* – Upload description of BAS security protection. (1 point)
  - Building Wi-Fi is provided on a separate, independent network from the BAS system. *Documentation* – Upload description of wireless network. (1 point)

- **Written Security Procedures Manual (3 points)**
  - *Documentation*—Reference (type in) section of SOP Manual table of contents or other document containing procedures for how security personnel deal with events such as bomb threats; chemical, biological, nuclear, or radiological events; civil disorder/disturbances; crime; hostage situations; medical emergencies; suicide attempts; active shooter, etc.

- **Access Control and Surveillance Systems (1 point)**
  - *Documentation*—Reference (type in) section of SOP Manual or other document containing information, policies or procedures for access control and surveillance systems in the building/facility or describe system.

- **Americans with Disabilities Act (1 point)**
  - *Documentation*—Upload copy of ADA Compliance Guide table of contents or other documentation of ADA plan in effect or upload lease section which confirms the building is in compliance with ADA.

Section 3: Training & Education (Max. Points: 19; Required Points: 10)

- **Professional Designations (Up to 5 points)**
  - *Documentation*—Check (from list) professional designations earned by the primary contact responsible for the day-to-day operation of the property or indicate (type in) comparable bachelor's or master's degree in real estate. Designations may include RPA,

FMA, CMCP, CPM, CFM, CCIM, CSM, PCAM, ARM, RAM, SIOR, FMP, WELL AP, Fitwel Ambassador, LEED AP, LEED Green Associate, or other relevant industry designations. If you checked more than one designation above, please make sure to compile the proof of active designations into one file. (3 points)
- o *Documentation*—Check (from list) professional designations earned by any additional member of the building team or indicate (type in) comparable bachelor's or master's degree in real estate. Designations may include RPA, FMA, CMCP, CPM, CFM, CCIM, CSM, PCAM, ARM, RAM, FMP, SMA, SMT, WELL AP, Fitwel Ambassador, LEED AP, LEED Green Associate, or other relevant industry designations. If you checked more than one designation above please make sure to compile the proof of active designations into one file. (2 points)

- **Continuing Education (4 points)**
  - o *Documentation*—Indicate (by checking box) if the primary contact responsible for the day-to-day operations of the property has completed at least 8 hours total of continuing education programs or professional development courses in the past 12 months. In the text box, type the names of the programs or courses attended and the hours earned for each.

- **Professional Development Plan (Up to 4 points)**
  - o *Documentation*—Upload a copy of the professional development plan for members of the building team (management, and engineering). (2 points)
    A professional development plan is in place for members of the building team to help identify and nurture growth potential and to ensure all members are being developed with an eye towards future workplace changes. This plan should include both formal and informal professional development opportunities and requirements, potential career path goals and other opportunities for growth. Formal opportunities include 1) vocational education, typically post-secondary or polytechnic training leading to qualification or a credential required to maintain employment; 2) licensing; 3) training to keep current with changing best practices or technology in a profession; and 4) continuing education opportunities. Informal opportunities can include mentorship and other professional guidance. If a professional development plan is in place, upload documentation.
  - o *Documentation* —Upload a copy of the corporate professional development plan for all company employees (management, technical, administrative, etc.). (2 points)

- **Professional Memberships (Up to 3 points)**
  - o *Documentation*—Indicate (by checking box) if anyone on the building team is a BOMA member. (2 points)
  - o *Documentation*—Indicate (check from a list) if anyone on the building team holds other relevant industry memberships. Examples of other memberships are CCIM, CREW, ICSC, IFMA, IREM, NAIOP, SIOR, etc. (1 point)

- **BOMA Education and Events (Up to 3 points)**
  - *Documentation*—Indicate (by checking box) if any member of the building team has participated in at least one local or regional BOMA-sponsored event in the last 12 months. In the text box, type the name of the event attended and the attendee's name. (1 point)
  - *Documentation*—Indicate (by checking box) if any member of the building team has participated in a second local or regional BOMA-sponsored event in the last 12 months. In the text box, type the name of the event attended and the attendee's name. (1 point)
  - *Documentation*—Indicate (by checking box) if any member of the building team has participated in at least one BOMA International-sponsored event in the last 12 months. In the text box, type the name of the event attended and the attendee's name. (1 point)

Section 4: Energy (Max. Points: 23; Required Points: 13)

- **ENERGY STAR® ® Benchmarking (Up to 4 points)**
  - *Documentation*—Upload copy of Statement of Energy Performance from ENERGY STAR® Portfolio Manager from the last 12 months. Note: An ENERGY STAR® label for the building is **NOT** required. (1 point)
    - *Buildings outside the U.S. and Canada may be eligible for alternative benchmarking programs to ENERGY STAR® depending on their location. Please contact BOMA360@boma.org for more information.*
  - ENERGY STAR® *Documentation*—Indicate (by checking box) if building/facility has achieved an ENERGY STAR® average score of 50 or higher over last calendar year. (1 point)
  - *Documentation*—Indicate (by checking box) if building/facility has achieved an ENERGY STAR® average score of 75 or higher over last calendar year. (1 point)
  - *Documentation*—Indicate (by checking box) if building/facility has achieved an ENERGY STAR® average score of 90 or higher over last calendar year. (1 point)

- **ENERGY STAR® Products for Building and Tenants (Up to 3 points)**
  - *Documentation*—Upload copy of preferred purchase policy for the building for ENERGY STAR® and/or environmentally friendly products. (1 point)
  - *Documentation*—Upload copy of policy or other communications to tenants or occupants recommending purchase of ENERGY STAR® products, such as kitchen or office equipment. (2 points)

- **Building Energy Management (Up to 4 points)**
  - *Documentation*—Upload copy or summary of building's/facility's energy management plan to include: commitment to ongoing improvement of energy performance; frequency of reporting (at least quarterly); performance assessment using ENERGY STAR® benchmarking tool; energy performance goals; action plan; evaluation of progress; and review/reassessment process. (3 points)
  - *Documentation*—Upload copy of real-time energy metering report. (1 point)

- **Energy Audit and System Commissioning (Up to 5 points)**
  - *Documentation*—Upload proof of energy audit conducted within the past 5 years, including summary of audit. (2 points)
  - *Documentation*—Upload proof of current commissioning
    - Recommissioning/retro-commissioning at least every 5 years (2 points)
    - Ongoing commissioning plan, minimum every 2 years (1 points)

- **Energy Awareness (Up to 5 points)**
  - o *Documentation*—Upload list of education courses, including program titles, dates, and sponsoring organizations, on energy management topics attended by building's or facility's management and operations staff over the past 2 years. Courses may include BEEP® or other training. Documentation for a minimum of 12 hours (cumulative) is required. (3 points)
  - o *Documentation*—Upload an example of a typical communication to tenants or occupants regarding energy use and savings, to include at least one of the following: specific ways tenants/occupants can impact energy savings; information about energy savings initiatives undertaken by management; energy-saving tips for individuals. (2 points)

- **Renewable Energy (Up to 2 points)**
  - o *Documentation*—Upload specifications documentation for purchase of renewable energy for at least 25% of building consumption. – OR -
  - o *Documentation*—Upload contract documentation for generation of at least 1 percent of renewable energy. (1 point)
  - o Demand Response Program
    - ▪ *Documentation*—Upload section of contract document that stipulates reducing or shifting electrical usage during peak periods. - OR -
  - o Internal Scheduling Program
    - ▪ *Documentation*—Upload past six-month energy distribution report illustrating how electricity was shifted during peak periods. (1 point)

Section 5: Environmental/Sustainability/Health & Wellness (Max. Points: 29; Required Points: 14)

- **Other Sustainability Building Certifications (Up to 2 points)**
  - o *Documentation*—Indicate (by checking box) if your building has achieved any level of LEED® certification for new construction or existing buildings, Green Globes® (any level), or BOMA BEST (any level), BREEAM, Living Building Challenge, New Buildings Institute or can demonstrate compliance with ANSI/ASHRAE/USGBC/IES Standard 189.1 (2008 or 2011 Edition) Standard for the Design of High-Performance Green Buildings Except Low Rise Residential Buildings, or the International Green Construction Code (2012 Edition). You may check all that apply; however, the maximum number of points you will receive is 2 points. Certifications must be current.
    AND
  - o *Documentation*—For any **one** of the certifications checked, upload verification: copy of certificate, letter or other documentation from program sponsor that the certification is current. For Standard 189.1 or International Green Code, upload a copy of verification of compliance from either a state or municipal building official or an independent inspector or other professional certified by ASHRAE or ICC as competent to conduct such inspections.
- **Other Health and Wellness Certifications (Up to 2 points)**
  - o *Documentation—Indicate (by checking box) if your building has achieved any level of WELL Building Certification, Fitwel Certification or a similar health or wellness certification.*
    You may check all that apply; however, the maximum number of points you will receive is 2 points. Certifications must be current.

AND

- o *Documentation*—For any **one** of the certifications checked, upload verification: copy of certificate, letter or other documentation from program sponsor that the certification is current.

- **Waste Management and Recycling Programs (Up to 8 points)**
  - o Indicate whether the building/facility benchmarks waste through EPA's ENERGY STAR® ® Portfolio Manager (1 point for benchmarking)
  - o *Documentation*—**For each area (point) claimed below, upload copies of building's/facility's waste management plan and recycling policies, or a letter from vendor(s) who removes specified materials describing program/practice.** All procedures must comply with applicable local, state and federal laws. There are 6 areas where documentation can be provided to earn a maximum of 8 points:

    (1) **Waste management and Recycling Program**: overall program that ensures on-site source separation of cardboard, mixed paper, glass, metal, and plastic from other waste. (2 points)

    (2) **Universal and Hazardous Waste**: including procedures for proper storage and disposal of mercury-containing fluorescent bulbs and other mercury-containing devices; batteries; toner cartridges; and electronics. (1 point)

    (3) **Construction and Demolition Waste**: including diversion of materials by salvage for donation or reuse, or for recycling. (1 point)

    (4) **Bulk Waste**: including guidelines for diversion of as much material as possible from landfill by salvage for donation or reuse, or for recycling. Includes large or bulky items not typically generated on a day-to-day basis and that are generally removed separately from the regular waste stream, such as furniture and appliances. (1 point)

    (5) **Onsite Trash Compaction**: program that enhances efficient disposal or recycling operations and lowers waste removal transportation costs by decreasing the frequency of removal. Should include paper, cardboard, bottles, glass and/or aluminum cans. Compaction of construction/demolition waste, hazardous waste and bulk waste are NOT in the onsite trash compaction program. The program may be comprehensive or limited in scope. (up to 2 points
        - **Limited in scope** (includes only certain waste streams). (1 point)
        OR
        - **Comprehensive** (for all building waste). (2 points)
        ADDITIONAL Documentation (this item only)—upload description with specifications of trash compaction program, including equipment used, OR haul report showing tonnage of compacted waste removed during a typical waste pickup
    (6) **Alternative Food Waste/Organic Material disposal program**: includes composting or other means of non-landfill disposal of food waste and other organic matter, including landscaping debris. (1 point)

- **Indoor Air Quality (Up to 5 points)**
    - Consult ASHRAE guidelines for operating heating, ventilating, and air-conditioning (HVAC) systems to ensure good indoor air quality (IAQ) and reduce infectious disease transmission, following CDC guidance where applicable. General best practices include increasing ventilation, improving filtration, managing humidity at 40-60%, and air cleaning.
        - *Documentation*: Upload summary of building strategy for improving IAQ eliminating/conditioning recirculated air. (1 point)
    - *Documentation*—Upload summary (no more than 2 pages) of building's or facility's IAQ plan to include performance goals and strategies for routine space temperature, humidity, particulate filtration systems, reduction of allergens and irritants, and CO_2 monitoring. (2 points)
    - *Documentation*—Upload description of daily feedback system to include type of system used (tenant/occupant form, report, memo, etc.) and the information gathered, and/or upload sample page from annual testing program report including a description of how information reported is used to evaluate and correct IAQ issues. (2 points)

- **Cleaning and Sanitizing (Up to 3 points)**
    - Indicate whether or not building follows EPA, CDC, OSHA, and other government-approved guidelines, recommendations, and directions for cleaning products, procedures, dwell times, and protocols; confirm with your service provider or consult a third party if practical. Ensure your plan meets or exceeds EPA, CDC, OSHA, or other regulatory guidance. (1 point)
    - *Documentation*—Upload table of contents of green cleaning program and/or summary of program to include procedures for the purchase, use and disposal of products (including cleaning products, janitorial paper products, trash bags, etc.); safe handling and storage of chemicals; procedures for managing spills or accidents; and training of personnel. Products should be Green Seal rated (or equivalent). (1 point)
    - *Documentation* – Upload evidence of touch-free hand sanitizer stations (if available) in lobbies, elevator lobbies, mailrooms, parking facilities, and other common areas, and near restrooms, fitness facilities, retail, and restaurants. Supply sanitizing wipes in fitness center for guests before and after equipment use. (1 point)

- **Exterior Maintenance Management (Up to 2 points)**
    - *Documentation*—Upload copy of exterior maintenance management plan that includes, at a minimum, green pest control, fertilizer strategies, and storm water control. (1 point)
    OR
    - *Documentation*—Upload copy of a comprehensive exterior maintenance management program that includes all the elements of the above *PLUS* proactive environmental management in at least 2 of the following areas: maintenance of roads and grounds; snow removal; landscaping and irrigation practices/erosion control; window cleaning; automated exterior light system; rooftop management. (2 points)

- **Water Management (Up to 3 points)**
  - Indicate that a building/facility benchmarks its water usage through EPA's ENERGY STAR® ENERGY STAR® ® Portfolio Manager. (2 points)
  - Indicate building/facility uses water sense fixtures or other water conservation measures. (1 point)

- **Traffic Reduction Initiatives (Up to 4 points)**
  - *Documentation*—Indicate (by checking box) which of the following strategies are in place: bike rack (1 point), carpooling incentives (1 point), public transportation incentives (1 point), car charging stations (on site or readily accessible to building) (1 point)

    AND
  - *Documentation*—Upload description of those checked and other additional traffic reduction initiatives

Section 6: Tenant/Occupant Relations/Community Involvement (Max. Points: 13; Required Points: 7)

- **Community Impact (up to 3 points)**
  - *Documentation*— Upload description (no more than 1 page) of wellness/fitness center and/or programming, either in building *OR* off-site **but** that tenants have access to and/or is facilitated by building. (1 point)
  - *Documentation*—Upload description (no more than 1 page) of activities or events held at the property for the benefit of the community that are either open to the public or to tenants/occupants only. Examples: blood drives, charity events, fundraisers, etc. (1 point)
  - *Documentation*—Upload description (no more than 1 page) of activities or events sponsored by the building/facility that are for the benefit of the community but take place elsewhere, **OR** upload description of community service maintained in the building, such as daycare center, clinic, library, community center, community policing office, etc. (1 point)

- **Tenant and Occupant Relations/Communications (Up to 8 points)**
  - *Documentation* – Upload examples of signage in parking facilities, building entrances and exits, lobbies, common areas, and outside tenant and occupant spaces outlining any rules and procedures related to infectious disease prevention or mitigation, as well as examples of direct tenant communications. Display signs or posters about healthy best practices (i.e. taking the stairs, proper handwashing, etc.). (1 point including any permanent displays, information in tenant manual, or tenant communication providing guidance on health and wellness.
  - *Documentation*—Indicate (by checking box) if building/facility communicates with tenants/occupants by newsletter, Web site and/or customer service telephone number on at least 2 of the following topics: new building amenities; technology; life safety; security procedures; energy conservation measures. (1 point)
  - *Documentation*—Upload copy of tenant/occupant survey conducted in the last 12 months, or type in URL address of online survey. (1 point)
  - *Documentation*—Upload table of contents from tenant/occupant manual. (1 point)
  - *Documentation*—Upload a sample appreciation letter from tenant/occupant (1 point).
  - *Documentation*—Indicate (by checking box) if face-to-face meetings with tenants/occupants are conducted at least twice per year, OR if the building has a comprehensive management program for critical leasing or operations dates and information. If the latter, type in name of software or name of platform. (1 point)

- o *Documentation*—Indicate (by checking box) if building has a comprehensive work management system for responding to tenant/occupant maintenance issues, OR an ongoing program for informing and advising tenants/occupants about building operational problems, such as utility and service interruptions. If the latter, upload copy of blank notification template or example of a tenant/occupant communications piece. (1 point)
  - o *Documentation* – Multiple options for connectivity (fiber) and redundancy for Wi-Fi and cellular service or copy of certifications such as Wired Score. (1 point)

- **Advocacy on Commercial Real Estate Industry Related Issues (Up to 3 points)**
  - o *Documentation*—Describe (type in) activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within past 12 months. Also type in date of activity. (1 point)
  - o *Documentation*—Upload copy of article, editorial, or op-ed piece authored or co-authored by applicant within the past 12 months on relevant industry-related matters. (1 point)
  - o *Documentation*—Describe (type in) building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months. Also type in date of activity. (1 point)
  - o *Documentation*—Upload description of at least one (1) planned or unplanned event in cooperation with municipal departments, such as police department, fire department, special improvement districts, and public works. (1 point)

(Optional) TOBY Awards Application and On-Site Verification/Judging – Pending successful completion of a BOMA 360 application
- Per alignment with The Outstanding Building of the Year (TOBY) Awards program, buildings that earn the BOMA 360 designation AND are BOMA Members, may then proceed to the supplemental portion pertaining to the TOBY Awards.
  - o Third-party (and on-site or virtual) judging and verification as part of the TOBY Awards competition will take place at the local, regional, and /or international level.

Checking and Submitting Your Application

Congratulations! You are now ready to submit your application and pay the total application fee due. If the online system does not allow you to submit your application, this means that you have not achieved the required points in one or more of the sections. Go back and check your work.

Remember, once you select "submit" at the end of the application process, you will not be able to change any information on your application or access your application for any reason unless authorized by the Program Administrator. We suggest you establish a paper or electronic file and save copies of all documentation you submit.

When Will I Hear from BOMA International Regarding the Status of My Application?
You will receive an automated email confirmation when your application is submitted and payment is made. Failure to pay may result in the rescinding of a building's certification.

Applications are reviewed within thirty (30) days of submission but must be submitted by January 15 to compete in that year's TOBY cycle.

Every effort is made to finish all reviews in time for designees to be recognized for various BOMA International deadlines. Any building needing approval for separate deadline is encouraged to submit their application at least 30 day prior to when they need confirmation of approval.

Questions? **Contact the BOMA 360 Program Administrator at boma360@boma.org**