BOMA 360 Performance Program® Application Guide
Industrial & Retail (2026)

Welcome

Welcome to the BOMA 360 Performance Program online application. Please read the following instructions carefully before beginning your application. This document provides step-by-step guidance to help you complete the process. If you have any questions not addressed here, please contact the BOMA 360 Program Administrator at recognition@boma.org.

Eligibility

To qualify for the BOMA 360 designation, buildings must meet the following criteria:

- **Building Type**: Eligible properties include single-building industrial facilities that are one to two stories in height, with more than 5% and less than 50% of the total area designated as office space.
- **Occupancy Requirement**: The building must have been occupied for at least one full year from the date the first tenant moved in, with a minimum of 12 months of operational history.
- **Industrial-Specific Criteria**:
  - The building must include a loading dock and either roll-up or sliding rear doors for loading.
  - There should be no common lobby or corridors, except for restroom vestibules and access to utility or fire equipment.

Fees & Payment

Payment Options: Credit Card or Invoice (selected at submission).

Applicant Type	Fee
BOMA Members	$995
Non-Members	$1500

Renewal

Designation must be renewed every 3 years. Renewal requires:

- A new application
- Applicable fees
- Updated documentation

If the management company changes before renewal, a new application is required.

Scoring Requirements

To earn the designation, buildings must meet the required points in each section:

Section	Max Points	Required Points
Building Operations & Management	22	15
Life Safety / Security / Risk Management	22	16
Training & Education	21	12
Energy	17	11
Environmental / Sustainability / Wellness	18	12
Tenant / Occupant Relations / Community	13	8

NOTE: One renewal point is added to each of the Building Operations and Management, Life Safety/Security/Risk Management, and the Environmental/Sustainability/Health & Wellness sections.

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Getting Started & Using the Portal

- Access the Portal: http://recognition.boma.org
- Navigate to "My Buildings" to view Incomplete, Renewal, and Completed listings.
- You may enter and exit the system freely; data is saved automatically.
- Save all documentation in a separate file for future reference.
- Once submitted, changes cannot be made unless authorized by the Program Administrator.

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Document Submission Tips

- Consolidate multiple documents into a single PDF per question.
- Highlight relevant sections for reviewer clarity.
- Incomplete applications may be locked and deleted after 6 months.
- If additional documentation is requested post-submission, you'll be given a deadline to respond.

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Review Process

- You'll receive an email confirmation upon submission and payment.
- Applications are reviewed within 45 days.
- To participate in the TOBY Awards, submit by January 15.
- For special deadlines, submit at least 30 days in advance.

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International Entries

Submit documentation in English where possible. For non-English materials, contact recognition@boma.org in advance. Allow extra time for processing.

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Confidentiality

All submitted data is kept strictly confidential. No building-specific data is shared or published.

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Need Help?

Contact the BOMA 360 Program Administrator at recognition@boma.org.

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SECTION 1: BUILDING OPERATIONS & MANAGMENT

Maximum Points: 22 | Required Points: 15

Standard Operating Procedures (SOP) Manual *(1 point)*

- **Documentation**: Upload a copy of the Table of Contents from the SOP Manual used by the building or facility.

BOMA Floor Measurement Standard *(2 points)*

- **Documentation**: Upload a lease excerpt referencing the BOMA floor measurement standard or another approved measurement standard. If no lease is available, upload architectural calculations or comparable documentation referencing the BOMA Office Standard or another preapproved standard (e.g., REBNY).

Financial Management *(Up to 6 points)*

- **Description** (*up to 3 points*)
    - **Documentation**: Describe your financial reporting practices for the property/facility, including how often reports are prepared, whether the annual budget is reviewed or approved by ownership or the corporate office, and whether financial reports are regularly submitted to ownership or corporate oversight (***1 point***). Also note which financial documents are included in your reporting package such as operating statements, variance reports, aged accounts receivable, rent rolls, capital expenditure reports, and bank reconciliations (***1 point***) and identify the accounting software used (***1 point***).
- **Upload** (*3 points*)
    - **Documentation**: Upload a Table of Contents from a monthly or annual operating report that identifies inclusion of all referenced documents.

Insurance *(Up to 3 points)*

- **Comprehensive Property Insurance** *(1 point)*
    - **Documentation:** Upload the certificate for comprehensive property insurance or proof of self-insurance.
- **Liability Insurance** *(1 point)*
    - **Documentation:** Upload the certificate for liability insurance or proof of self-insurance.
- **Tenant Insurance Compliance** (*1 point*)
    - **Documentation**: Upload lease language requiring tenants to maintain property insurance.

Preventive Maintenance Program *(4 points)*

- **Documentation**: Upload lease language requiring tenants to perform preventive maintenance on HVAC systems, dock doors/equipment, and fire/life safety equipment.

Repairs & Maintenance *(Up to 6 points)*

- **Tenant Obligations** *(3 points)*
    - o **Documentation**: Upload sample lease language requiring tenants to perform repairs and maintenance.
- **Property Inspections** *(3 points)*
    - o **Documentation**: Upload a tenant inspection checklist.

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SECTION 2: LIFE SAFETY / SECURITY / RISK MANAGEMENT
Maximum Points: 22 | Required Points: 16

Emergency/Disaster/Pandemic Preparedness & Recovery Plan *(Up to 4 points)*
Highlight the related areas in each Table of Contents uploaded.

- **Preparedness** *(2 points)*
    - o **Documentation**: Identify the SOP Manual section and upload the TOC from the emergency preparedness plan.
- **Recovery** *(1 point)*
    - o **Documentation:** Identify the SOP Manual section and upload the TOC from the disaster recovery plan.
- **Pandemic Response** *(1 point)*
    - o **Documentation:** Identify the SOP Manual section and upload the TOC from the pandemic and infectious disease plan. Plans should reflect current federal, state, and local guidance.

Infectious Disease Compliance & Training *(1 point)*
Ensure personnel understand and follow CDC guidelines and all applicable local infectious disease codes and ordinances. Provide staff with the necessary equipment and training to perform their duties safely, including proper use of personal protective equipment (PPE).

- **Documentation:** Upload evidence of employee awareness training such as communications, training summaries, class objectives, or similar materials, and maintain records of training dates. Training should address interactions with tenants and visitors, including elevator operations and capacity, tenant engagement, social distancing, face coverings, proper hygiene, and related protocols.

Emergency Communications Program *(1 point)*

- **Documentation**: Describe the building or facility's emergency communications plan, including key communication methods, partners, and procedures.

Code Compliance *(Up to 2 points)*

- **Code Compliance Documentation** *(1 point)*
    - o **Documentation**: Upload documentation issued within the last five years confirming compliance with current codes, such as a Certificate of Occupancy, construction permit, business license, jurisdiction-accepted documentation, lease language, or property condition assessment.
- **Compliance Verification System or Policy** *(1 point)*

o **Documentation**: Upload documentation showing a system or policy ensuring all common, leased, or occupied spaces comply with local permitting or Certificate of Occupancy requirements (e.g., inspection checklist or third-party verification).

Fire & Life Safety Systems *(Up to 3 points)*

- **Fire Safety Compliance Procedures** *(2 points)*
  - o **Documentation**: Describe the policies or procedures in place to ensure the building complies with fire safety codes, or upload the relevant section of the SOP Manual Table of Contents that covers fire safety code compliance.
- **Fire & Life Safety System Contracts** *(1 point)*
  - o **Documentation**: Upload copies of both the third-party alarm monitoring contract and the maintenance contracts for the fire and life safety systems. Contracts may cover the fire alarm system, sprinkler system, fire pump, backflow devices, and other applicable components.

Life Safety Drills *(Up to 5 points)*

- **Evacuation Drills** *(3 points)*
  - o **Documentation**: Upload evidence that evacuation drills have been conducted within the past 12 months.
- **Fire Department Participation** *(1 point)*
  - o **Documentation**: Upload evidence that evacuation drills are conducted in coordination with the local fire department.
- **Additional Life Safety Exercises** *(1 point)*
  - o **Documentation**: Upload evidence of any additional life safety training or exercises, such as Active Shooter, Shelter-in-Place, or similar programs.

Building Technology Systems – Cyber Security Protections *(Up to 2 points)*

- **Building Automation Systems (BAS) Security** *(1 point)*
  - o **Documentation**: Describe the BAS cybersecurity protections in place, including the use of Endpoint Protection to prevent unauthorized access or exploitation.
- **Building Wi-Fi Security** *(1 point)*
  - o **Documentation**: Describe the building's wireless network confirming that Wi-Fi is provided on a separate, independent network from the BAS system.

Written Security Procedures Manual *(3 points)*

- **Documentation**: Upload the SOP or Security Manual TOC section showing procedures for responding to threats and emergencies, including bomb threats; chemical, biological, nuclear, or radiological incidents; civil disturbances; crime; hostage situations; medical emergencies; suicide attempts; and active shooter scenarios.

Americans with Disabilities Act (ADA)/Provincial Disabilities Legislation *(1 point)*

- **Documentation**: Upload the ADA Compliance Guide TOC or other documentation confirming an ADA plan, or upload lease sections verifying compliance with ADA or other accessibility

legislation. For Canadian or international properties, upload jurisdiction-specific accessibility requirements or lease language confirming compliance.

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SECTION 3: TRAINING & EDUCATION
Maximum Points: 21 | Required Points: 12

Professional Designations *(Up to 5 points)*

- **Primary Contact** *(3 points)*
  - o **Documentation**: Upload proof of any professional designations or real estate degrees earned by the primary contact. Credentials must be current. Examples include RPA, FMA, CMCP, CPM, CFM, CCIM, CSM, PCAM, ARM, RAM, SIOR, FMP, LEED AP, LEED Green Associate, WELL AP, Fitwel Ambassador, or similar. Combine all proofs into a single file.
- **Additional Team Members** *(2 points)*
  - o **Documentation**: Upload proof of professional designations or real estate degrees earned by additional team members, following the same requirements listed above.

Continuing Education *(4 points)*

- **Documentation**: Describe if the primary contact referenced above has completed at least 8 hours of continuing education or professional development in the past 12 months. Include the individual's name, the programs or courses attended, the education provider, and the hours earned for each.

Licensing *(1 point)*

- **Documentation:** Upload verification of an active real estate license.

Professional Development Plan *(Up to 4 points)*
A professional development plan should identify and support employee growth while preparing team members for future workplace needs. Plans must include both formal and informal development opportunities, career path goals, and other growth options. Formal opportunities may include vocational education, licensing, training to stay current with best practices or technology, and continuing education. Informal opportunities may include mentorship and other professional guidance.

- **Building Team Plan** *(2 points)*
  - o **Documentation**: Upload a copy of the professional development plan for members of the building team (Management and Engineering).
- **Corporate Plan** *(2 points)*
  - o **Documentation**: Upload a copy of the corporate professional development plan for all company employees, including management, technical, administrative, and other roles.

Professional Memberships *(Up to 3 points)*

- **BOMA Membership** *(2 points)*
  - o **Documentation**: Provide the name of the building team member or the building entity that is a current BOMA member.
- **Other Industry Memberships** *(1 point)*

- o **Documentation**: Upload confirmation of any relevant industry memberships held by building team members. Examples include CCIM, CREW, ICSC, IFMA, IREM, NAIOP, SIOR, or similar professional organizations.

BOMA Education & Events *(Up to 4 points)*

- • **BOMA Local/Regional Event – First Submission** *(1 point)*
  - o **Documentation**: Describe at least one local or regional BOMA-sponsored event attended by a building team member in the past 12 months, including the event name, date, and attendee's name.
- • **BOMA Local/Regional Event – Second Submission** *(1 point)*
  - o **Documentation**: Describe a second local or regional BOMA-sponsored event attended by a building team member in the past 12 months, including the event name, date, and attendee's name.
- • **BOMA International Event** *(2 point)*
  - o **Documentation**: Describe at least one BOMA International-sponsored event attended by a building team member in the past 12 months, including the event name, date, and attendee's name.

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SECTION 4: ENERGY

Maximum Points: 17 | Required Points: 11

Buildings outside the U.S. and Canada may use alternative benchmarking programs based on location. Contact recognition@boma.org for details.

ENERGY STAR® Benchmarking *(Up to 4 points)*

- • **Statement of Energy Performance** *(2 points)*
  - o **Documentation**: Upload a Statement of Energy Performance (SEP) or other ENERGY STAR Portfolio Manager report.
    Note: An ENERGY STAR label is not required for this point.
  - o **ENERGY STAR Score** *(1 point)*
    - ▪ **Documentation**: Check the box if the building achieved an average ENERGY STAR score of 50 or higher over the last calendar year.
      Note: SEP or equivalent documentation must be uploaded to claim this point.
  - o **Bonus Point – Tenant Energy Data Sharing** *(1 point)*
    - ▪ **Documentation**: Upload sample lease language requiring tenants to share energy data.

Building Energy Management *(6 points)*

- • **Energy Management Plan** *(4 points)*
  - o **Documentation**: Upload a copy or summary of the building's energy management plan that includes: a commitment to ongoing energy performance improvement; reporting frequency (at least quarterly); performance assessment using ENERGY STAR benchmarking; defined energy performance goals; an action plan; evaluation of progress; and a review/reassessment process. If using a corporate policy, identify the property and highlight actual projects implemented.
    OR

- Upload a description of tenant- or management-initiated communication regarding energy programs along with a list of upgrades made at the property.

OR

- Upload a description of how the benefits of energy-reducing features such as LED lighting, motion sensors, updated HVAC systems, or roof replacements are communicated.

- **Tenant Improvement Specifications** *(2 points)*
  - **Documentation**: Upload tenant improvement specifications requiring ENERGY STAR-rated equipment, such as warehouse/store lighting, water heaters, HVAC systems, or plumbing fixtures.

Energy System Servicing/Maintenance *(2 points)*

- **Documentation**: Upload a section of sample lease language requiring tenants to maintain a regularly scheduled preventive maintenance or service contract with a qualified HVAC maintenance contractor.

Energy Awareness *(Up to 5 points)*

- **Energy Management Training** *(3 points)*
  - **Documentation**: Describe the list of energy-related education courses attended by the building or facility's management and operations staff within the past 2 years. Include program titles, dates, sponsoring organizations, and total hours earned. Courses may include BEEP® or similar training. A minimum of 12 cumulative hours is required.
- **Tenant/Occupant Energy Awareness Program** *(2 points)*
  - **Documentation**: Upload an example of a typical communication to tenants or occupants regarding energy use and savings. The communication must include at least one of the following:
    - Specific ways tenants/occupants can impact energy savings.
    - Information about energy initiatives undertaken by management.
    - Energy-saving tips for individuals.

SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS
Maximum Points: 18 | Required Points: 12

Sustainability & Health & Wellness Programs *(3 points)*

- **Documentation**: Upload a summary of sustainability and wellness programs at the property, such as green cleaning, green purchasing, integrated pest management, water conservation, wellness training, immunization clinics, or similar initiatives. Tenant-generated programs or management communications encouraging sustainability or wellness participation are acceptable.

Waste Management & Recycling Programs *(Up to 9 points)*

- **Benchmarking** *(1 point)*
  - **Documentation**: Upload an ENERGY STAR Portfolio Manager waste benchmarking report.

- **General Documentation Requirements (Up to 8 Points)**
- **Documentation**: Upload supporting documentation for each area claimed. All procedures must meet applicable regulations.
    - **Waste Management & Recycling Program** *(2 points)*
        - **Documentation:** Describe the waste management and recycling program, including how onsite source separation of cardboard, mixed paper, glass, metal, and plastic is ensured.
    - **Universal & Hazardous Waste** *(1 point)*
        - **Documentation:** Upload procedures for storing and disposing of bulbs, batteries, toner cartridges, and electronics.
    - **Construction & Demolition Waste** *(1 point)*
        - **Documentation**: Describe the construction and demolition waste diversion practices used, such as donation, reuse, or recycling.
    - **Bulk Waste** *(1 point)*
        - **Documentation**: Upload guidelines showing how large items (e.g., furniture, appliances) are diverted from landfill.
    - **Onsite Trash Compaction** *(Up to 2 points)*
      A program that improves disposal and recycling efficiency and reduces transportation costs; applicable to paper, cardboard, bottles, glass, and aluminum cans. Construction/demolition waste, hazardous waste, and bulk waste are excluded.
        - **Documentation**: Upload a description and equipment specifications plus a haul report showing tonnage of compacted waste.
            - Comprehensive (all building waste) *(2 points)*
            - Limited scope (specific waste streams) *(1 point)*
    - **Alternative Food Waste/Organic Material Disposal** *(1 point)*
        - **Documentation**: Describe the building's composting program or other non-landfill methods used for disposing of food waste and landscaping debris.

Exterior Maintenance Management *(Up to 2 points)*

- **Comprehensive Exterior Maintenance Plan** *(2 points)*
    - **Documentation**: Upload a program showing tenant communication and including the above plus at least two of the following: roads/grounds maintenance, snow removal, landscaping and irrigation/erosion control, window cleaning, automated exterior lighting, or rooftop management.

OR

- **Basic Exterior Maintenance Plan** *(1 point)*
    - **Documentation**: Upload a plan showing tenant communication on green exterior practices, including green pest control, green fertilizer strategies, and stormwater management. If stormwater is landlord-managed, describe site management, EPA compliance, and flood-resiliency practices.

Traffic Reduction Initiatives *(Up to 5 points)*

- **Documentation – Strategy**: Indicate (by checking box) which of the following are in place:
    - Bike Racks *(1 point)*
    - Carpooling Incentives *(1 point)*
    - Public Transportation Incentives *(1 point)*

- o Car charging stations (on-site or readily accessible) *(1 point)*
- o Access to outdoor spaces, walking trails, fitness areas, or installation of sustainable features (e.g., solar panels, HVLS fans, electric forklifts, automation efforts). *(1 point)*

AND

- **Documentation – Evidence:** Upload a description and photos of all checked initiatives, along with any additional traffic reduction programs and supporting evidence of implementation.

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SECTION 6: TENANT / OCCUPANT RELATIONS & COMMUNITY INVOLVEMENT
Maximum Points: 13 | Required Points: 8

Community Impact (1 point)

- **Documentation**: Upload a description of activities or events held on-site or off-site with or by the tenant that benefit the community, open to the public or to tenants/occupants only. Examples include blood drives, charity events, fundraisers, electronics recycling, weekend parking for community events, or volunteer efforts by the building team.

Tenant & Occupant Relations/Communications *(Up to 9 points)*

- **Building Signage** *(1 point)*
  - o **Documentation**: Upload a description and photos of permanent and temporary signage for wayfinding, emergency notifications, tenant directory, special events, and wellness reminders.
- **Tenant Communication Program** *(1 point)*
  - o **Documentation**: Check the box and upload verification of tenant communication via newsletter, website, or customer service phone number on at least two topics (amenities, technology, life safety, security, or energy conservation).
- **Tenant Surveys** *(1 point)*
  - o **Documentation**: Upload the summary page of a tenant/occupant survey completed within the past 12 months.
- **Tenant Manual** *(1 point)*
  - o **Documentation:** Upload the Table of Contents from the tenant/occupant manual.
- **Tenant Appreciation Communication** *(1 point)*
  - o **Documentation**: Upload a sample appreciation letter or email from a tenant/occupant.
- **Tenant Engagement** *(1 point)*
  - o **Documentation**: Upload evidence of at least two tenant engagement activities per year such as in-person meetings, participation in tenant events, scheduled check-ins, or inspection walk-throughs with action plans or upload a brief description of your management program for tracking critical leasing and operations dates, including the software or platform used.
- **Work Order Management** *(1 point)*
  - o **Documentation**: Upload a description and evidence of a work order system **OR** a notification process for operational issues, with a sample work order or notice.
- **Tenant Relations Programs** *(1 point)*
  - o **Documentation**: Describe tenant relations or appreciation programs (e.g., ice-cream social, dessert reception, bike tune-up).
- **Tenant Amenities** *(1 point)*

- o **Documentation**: Upload a description and photos of tenant amenities. Examples include car charging stations, free Wi-Fi (including shopper access for Retail) and outdoor fitness, dining, or public amenities.
- **Retail ONLY – Merchants Association** *(1 point)*
  - o **Documentation**: Describe participation in a Merchants Association, including membership details, fees, events, and management involvement.

Advocacy *(Up to 3 points)*

- **Advocacy Activity** *(1 point)*
  - o **Documentation**: Describe participation in advocacy days, meetings, or correspondence with elected officials or regulatory agencies on industry-related matters within the past 12 months, including the date.
- **Authored Article or Editorial** *(1 point)*
  - o **Documentation**: Upload a copy of an article, editorial, or op-ed authored or co-authored by the applicant within the past 12 months on an industry-related topic.
- **Municipal Cooperation Events** *(1 point)*
  - o **Documentation**: Describe at least one planned or unplanned event conducted in cooperation with municipal departments (e.g., police, fire, public works, special improvement districts).

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* * * * * END OF APPLICATION * * * * *

Building Owners and Managers Association (BOMA) International
The Building Owners and Managers Association (BOMA) International is a federation of U.S. associations and international affiliates. Founded in 1907, BOMA represents the owners and managers of all commercial property types including nearly 10 billion square feet of U.S. office space that supports 3.7 million jobs and contributes $205 billion to the U.S. GDP. Its mission is to advance the interests of the entire commercial real estate industry through advocacy, education, research, standards and information. Learn more at www.boma.org.

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