



## BOMA 360 Performance Program® Application Guide Office (2026)

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### Welcome

Welcome to the BOMA 360 online application. This guide provides step-by-step instructions to help you complete your submission. For all related questions, contact the Program Administrator at [recognition@boma.org](mailto:recognition@boma.org).

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### Eligibility

- **Building Type:** Occupied commercial office buildings, including:
    - Multi-tenant and single-tenant office buildings
    - Corporate, government, medical and life-science office buildings
    - Suburban and mixed-use buildings (only the office portion is considered)
  - **Occupancy Requirement:** The building must be occupied for at least one full year from the date of the first tenant's occupancy, with a minimum of 12 months of operations.
  - **Special Conditions:**
    - Buildings with separate ENERGY STAR® scores must submit individual applications.
    - Buildings sharing a central utility plant are considered a single entity and require one application.
    - Buildings without occupied commercial office space, or those classified as hotels, apartments, or multi-family complexes, are not eligible.
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### Fees & Payment

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

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

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### 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.

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## Scoring Requirements

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

Section	Max Points	Required Points
Building Operations & Management	18	14
Life Safety / Security / Risk Management	26	19
Training & Education	20	13
Energy	23	16
Environmental / Sustainability / Wellness	30	20
Tenant / Occupant Relations / Community	13	9

**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](mailto: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](mailto:recognition@boma.org).

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## SECTION 1: BUILDING OPERATIONS & MANAGMENT

**Maximum Points: 18 | Required Points: 14**

### 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.
- **Vendor Insurance Compliance (1 point)**
  - **Documentation:** Upload sample contract language that outlines vendor insurance requirements and alignment with contract templates.

### Preventive Maintenance Program (1 point)

- **Documentation:** Upload a preventive maintenance task sheet, provide the maintenance software name, or upload the maintenance program contract.

#### **Green Lease (1 point)**

- **Documentation:** Upload lease language requiring tenants to comply with green policies or sustainability practices. For non-leased corporate facilities, upload documentation of green operations policies requiring occupant compliance.

#### **Green Purchasing (Up to 4 points)**

- **Energy and Water Conservation (1 point)**
  - o **Documentation:** Check applicable items and describe products/services used to conserve energy or water (e.g., ENERGY STAR equipment, low-flow devices, local vendors).
- **Waste and Pollution Reduction (1 point)**
  - o **Documentation:** Check applicable items and describe products/services that reduce waste or pollutants (e.g., bio-based products, reduced packaging, composting).
- **Recycled and Recyclable Products (1 point)**
  - o **Documentation:** Check applicable items and describe products made from recycled materials or designed for reuse/recycling (e.g., construction materials, office supplies).
- **Renewable Energy Utilization (1 point)**
  - o **Documentation:** Check applicable items and describe the use of renewable energy resources (e.g., solar, wind, bio-based fuels).
- **Alternative to Hazardous Products (1 point)**
  - o **Documentation:** Check box and describe products used in place of hazardous chemicals (e.g., green janitorial supplies, benign adhesives).

**Additional Documentation:** Upload consolidated documentation supporting the items claimed, including policies, contracts, POs, or invoices.

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## **SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT**

**Maximum Points: 26 | Required Points: 19**

### **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.

**Automated External Defibrillators (AEDs) (2 points)**

- **Documentation:** Upload the AED policy or PAD program Table of Contents and provide photos of AED units installed at the property.

**Emergency Communications Program (Up to 2 points)**

- **Communication Network Participation (1 point)**
  - **Documentation:** Upload a description or agreement showing participation in a communications network with neighboring facilities or local police/fire (e.g., CEAS).
- **Additional Network Participation (1 point)**
  - **Documentation:** Describe participation in any additional emergency communication networks, such as terrorism task forces or alert systems.

**Code Compliance (Up to 2 points)**

- **Code Compliance Documentation (1 point)**
  - **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)**
  - **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)**
  - **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)**
  - **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)*
  - **Documentation:** Upload evidence that evacuation drills have been conducted within the past 12 months.
- **Fire Department Participation** *(1 point)*
  - **Documentation:** Upload evidence that evacuation drills are conducted in coordination with the local fire department.
- **Additional Life Safety Exercises** *(1 point)*
  - **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)*
  - **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)*
  - **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.

### **Access Control & Surveillance Systems** *(1 point)*

- **Documentation:** Upload the section of the Standard Operating Procedures (SOP) manual or other documentation describing policies and procedures for access control and surveillance systems, including a description of the system in place.

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## **SECTION 3: TRAINING & EDUCATION**

**Maximum Points: 20 | Required Points: 13**

### **Professional Designations** *(Up to 5 points)*

- **Primary Contact** *(3 points)*
  - **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)**
  - **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.

#### **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)**
  - **Documentation:** Upload a copy of the professional development plan for members of the building team (Management and Engineering).
- **Corporate Plan (2 points)**
  - **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)**
  - **Documentation:** Provide the name of the building team member or the building entity that is a current BOMA member.
- **Other Industry Memberships (1 point)**
  - **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)**
  - **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)**
  - **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: 23 | Required Points: 16

Buildings outside the U.S. and Canada may use alternative benchmarking programs based on location. Contact [recognition@boma.org](mailto:recognition@boma.org) for details.

#### ENERGY STAR Benchmarking (Up to 4 points)

*Note: These are cumulative points. Select all that apply.*

- **Statement of Energy Performance (1 point)**
  - o **Documentation:** Upload a Statement of Energy Performance (SEP) or other ENERGY STAR Portfolio Manager report from the past 12 months.
- **ENERGY STAR Score – 50+ (1 point)**
  - o Check the box if the building achieved an average ENERGY STAR score of 50 or higher over the last calendar year.  
*Note: SEP must be uploaded to claim this point.*
- **ENERGY STAR Score – 75+ (1 point)**
  - o Check the box if the building achieved an average ENERGY STAR score of 75 or higher over the last calendar year.  
*Note: SEP must be uploaded to claim this point.*
- **Medical/Life Science Building ONLY (2 points)**
  - o Check the box if an SEP or other documentation is uploaded in Section 1, even if no ENERGY STAR score is generated.  
*Note: SEP must be uploaded to claim this point.*

#### ENERGY STAR Products for Building & Tenants (Up to 3 points)

- **Building Purchase Policy (1 point)**
  - o **Documentation:** Upload the preferred purchasing policy that specifies the use of ENERGY STAR-rated and environmentally friendly products.
- **Tenant Communications (2 points)**
  - o **Documentation:** Upload the policy and any tenant or occupant communications recommending the purchase of ENERGY STAR products such as kitchen appliances, office equipment, or similar items.

#### Building Energy Management (Up to 4 points)

- **Energy Management Plan (3 points)**
  - o **Documentation:** Upload a copy or summary of the building's energy management plan that includes: a commitment to ongoing improvement of energy performance; reporting frequency (at least quarterly); performance assessment using ENERGY STAR benchmarking; 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 to meet policy goals.
- **Energy Metering (1 point)**



- o **Documentation:** Upload a real-time energy metering report from the Building Automation System or from a third-party monitoring provider.

#### **Energy Audit & System Commissioning** *(Up to 5 points)*

- **Energy Audit** *(Up to 2 points)*
  - o **Documentation:** Upload proof of energy audit conducted within the past 5 years, including a summary.
    - External audit (e.g., ASHRAE Level 1 or higher or equivalent): *(2 points)*
    - Internal assessment (or equivalent): *(1 point)*
- **System Commissioning** *(Up to 3 points)*
  - o **Documentation:**
    - Upload proof of recommissioning or retro-commissioning performed at least every 5 years. *(2 points)*
    - Upload proof of an ongoing commissioning plan conducted at a minimum of every 2 years. *(1 point)*

#### **Energy Awareness** *(Up to 5 points)*

- **Energy Management Training** *(3 points)*
  - o **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)*
  - o **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.

#### **Renewable Energy** *(Up to 2 points)*

- **Purchase of Renewable Energy** *(1 point)*
  - o **Documentation:** Upload specifications or documentation showing that at least 25% of the building's energy consumption is supplied by renewable energy.
- OR**
- **On-Site Renewable Energy Generation** *(1 point)*
  - o **Documentation:** Upload contract documentation showing the building generates at least 1% renewable energy on-site.
- **Demand Response Program** *(1 point)*
  - o **Documentation:** Upload the contract section demonstrating that the building participates in a utility curtailment program requiring the reduction or shifting of electrical use during peak periods.
- OR**
- **Internal Scheduling Program** *(1 point)*

- o **Documentation:** Upload a six-month energy distribution report demonstrating how electricity was shifted during peak periods through an internal scheduling or load-management program.

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## SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS

**Maximum Points: 30 | Required Points: 20**

### **Other Sustainability Building Certifications** *(Up to 2 points)*

- **Documentation:** Check all applicable current certifications (maximum 2 points):
  - o LEED® (New Construction or Existing Buildings)
  - o Green Globes
  - o BOMA BEST
  - o BREEAM
  - o Living Building Challenge
  - o New Buildings Institute
  - o International Green Construction Code
  - o Compliance with ANSI/ASHRAE/USGBC/IES Standard 189.1

**AND**

#### **Proof of Certification**

- o **Documentation:** Upload proof of certification for any one checked item. For Standard 189.1 or the International Green Construction Code, upload verification from a state or municipal official or an ASHRAE/ICC-certified inspector.

### **Other Health & Wellness Certifications** *(Up to 2 points)*

- **Documentation:** Check all applicable current certifications (maximum 2 points):
  - o WELL Building Certification
  - o Fitwel Certification
  - o Other similar health/wellness certification

**AND**

#### **Proof of Certification**

- o **Documentation:** Upload proof of certification for any one checked item, such as a certificate or documentation from the program sponsor.

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

- **Benchmarking** *(1 point)*
  - o **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.
  - o **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.
  - o **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.

#### **Indoor Air Quality (IAQ) (Up to 5 points)**

*Follow ASHRAE and CDC guidelines for ventilation, filtration, humidity control (40–60%), and air cleaning.*

- **Recirculated Air Strategy (1 point)**
  - **Documentation:** Describe how the building eliminates or conditions recirculated air to improve IAQ.
- **IAQ Plan (2 points)**
  - **Documentation:** Describe a summary (maximum 2 pages) of the IAQ plan, including goals and strategies for temperature, humidity, filtration, allergen reduction, and CO<sub>2</sub> monitoring.
- **Daily Feedback & Annual Testing Program (2 points)**
  - **Documentation:** Upload a description of the daily feedback system and a sample page from the annual IAQ report showing how findings are used to correct IAQ issues.

#### **Cleaning & Sanitation (Up to 3 points)**

- **Regulatory Compliance (1 point)**
  - **Documentation:** Upload a cleaning plan that meets or exceeds EPA, CDC, OSHA, or similar regulatory guidelines.
- **Green Cleaning Program (1 point)**
  - **Documentation:** Upload the Table of Contents or a summary of the green cleaning program, including product purchasing, use, and disposal; chemical handling and storage; spill management; and staff training. Products should be Green Seal or equivalent.
- **Sanitation (1 point)**
  - **Documentation:** Upload photos of touch-free hand sanitizer stations in common areas and sanitizing wipes in fitness centers.

### Exterior Maintenance Management (Up to 2 points)

- **Comprehensive Exterior Maintenance Plan (2 points)**
  - **Documentation:** Upload a comprehensive program 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 including green pest control, fertilizer strategies, and stormwater control.

### Water Management (Up to 3 points)

- **Benchmarking (2 points)**
  - **Documentation:** Upload the ENERGY STAR Portfolio Manager water benchmarking report.
- **Water Conservation (1 point)**
  - **Documentation:** Describe the use of WaterSense fixtures or other water-saving measures implemented in the building.

### Traffic Reduction Initiatives (Up to 4 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)
  - Car charging stations (on-site or readily accessible) (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: 14 | Required Points: 9

### Community Impact (Up to 3 points)

- **Wellness/Fitness Center (1 point)**
  - **Documentation:** Describe the wellness or fitness center and any on-site or off-site programming available to tenants.
- **Activities or Events on Property (1 point)**
  - **Documentation:** Describe activities or events held at the property or community services provided in the building for the benefit of the community, available to the public or to tenants only. Examples include blood drives, charity events, fundraisers, daycare centers, clinics, libraries, community centers, and community policing offices
- **Activities or Events off Property (1 point)**
  - **Documentation:** Describe off-site activities or events sponsored by the building that benefit the community, including volunteer events.

### **Tenant & Occupant Relations/Communications** *(Up to 8 points)*

- **Building Signage** *(1 point)*
  - **Documentation:** Upload a description and photos of permanent and temporary signage used for wayfinding, emergency notifications, tenant directory, special events, and wellness reminders.
- **Tenant Communication Program** *(1 point)*
  - **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)*
  - **Documentation:** Upload the summary page of a tenant/occupant survey completed within the past 12 months.
- **Tenant Manual** *(1 point)*
  - **Documentation:** Upload the Table of Contents from the tenant/occupant manual.
- **Tenant Appreciation Communication** *(1 point)*
  - **Documentation:** Upload a sample appreciation letter or email from a tenant/occupant.
- **Tenant Engagement** *(1 point)*
  - **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)*
  - **Documentation:** Check the box and upload evidence of a work order system **OR** a notification process for operational issues, with a sample work order or notice.
- **Connectivity** *(1 point)*
  - **Documentation:** Upload a description or certification showing multiple connectivity options (fiber, Wi-Fi, cellular redundancy) or a certification such as WiredScore.

### **Advocacy** *(Up to 3 points)*

- **Advocacy Activity** *(1 point)*
  - **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)*
  - **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)*
  - **Documentation:** Describe at least one planned or unplanned event conducted in cooperation with municipal departments (e.g., police, fire, public works, special improvement districts).
- **Building-Sponsored Forums** *(1 point)*
  - **Documentation:** Describe any building-sponsored issues forum or town-hall-style meeting held at the property within the past 12 months, including the date.

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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](http://www.boma.org).

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**Recognition Portal:** <https://recognition.boma.org> | **Email:** [recognition@boma.org](mailto:recognition@boma.org)

