



BOMA 360 Performance Program Mandatory Requirements/Prerequisites

In addition to meeting eligibility requirements, the following are required to enter a building into the BOMA 360 Performance Program.

- Standard Operating Procedures Manual must be in place for the building.
- Preventive Maintenance Program must be in place for the building.
- The building's income and expense performance data must be submitted to the most recent BOMA Experience Exchange Report (EER) survey, unless exempt from this requirement.*
- Participation in the EER survey is required every year to maintain the BOMA 360 designation.
- The building must be benchmarked through EPA's ENERGY STAR Portfolio Manager and data shared with BOMA International.**

*The BOMA Office EER and Industrial EER surveys are open from approximately January 15 through March 31 each year. All BOMA 360 new and renewal applications must comply with this requirement. Buildings with less than 70 percent office space are exempt from this requirement as data from these buildings is not reported in the EER.

If you miss the survey deadline, you can still apply for the BOMA 360 designation. Simply indicate on the application in the EER prerequisite section that you are applying for provisional approval, then complete and submit the rest of the application. BOMA will review your application, but will delay conferring the 360 designation until you complete the next EER survey.

Participation in IREM's most recent Office Buildings Income/Expense Analysis Report survey will satisfy this prerequisite if you did not participate in the most recent BOMA EER survey. Simply check the appropriate box in the EER prerequisite section of the application and upload a confirmation or receipt from IREM. Your application will be reviewed and the 360 designation confirmed without any delay. *Please note: IREM survey participation will only be accepted for the initial application. Participation in the EER survey is required every year thereafter to maintain the BOMA 360 designation.*

**Benchmarking through EPA's ENERGY STAR Portfolio Manager is easy. Go to www.energystar.gov.benchmark and log in to Portfolio Manager. For a tutorial on how to enter data into Portfolio Manager, go to www.energystar.gov/buildingstraining. To share data with BOMA, from "My Portfolio," select "Share Facilities." From the drop-down box, select "BOMA International BOMABEEP," and then click "Continue." It's that easy. If you have already entered your building's data, you may go back into the system at any time to share your data with BOMA. All data shared with BOMA is kept in strictest confidence. If you are applying for the 360 designation for a building located outside of the U.S., you may enter that building's data in Portfolio Manager or use one of the equivalent benchmarking resources approved by BOMA to satisfy this requirement. Contact BOMA at boma360@boma.org for the list of approved energy benchmarking resources.