



Floor Area Measurement Best Practices #6

Downloading BOMA Global Summary of Area Spreadsheets

Applicable to: BOMA 2010 Office Standard (ANSI/BOMA Z65.1–2010)

Approved: 04-Feb-2014

Introduction The Floor Measurement Standards Committee of BOMA International has approved this Best Practice to provide guidance in addition to that included in the BOMA 2010 Office Standard. This Best Practice does not modify the BOMA 2010 Office Standard published as ANSI/BOMA Z65.1-2010 but may be considered for inclusion in future updates of that publication. The provisions in section of the Legal Notice page of ANSI/BOMA Z65.1-2010 are included herein by reference.

Question Are the BOMA Global Summary of Area Spreadsheets available for downloading into Microsoft Excel™?

Answer BOMA does not distribute the Global Summary of Areas spreadsheets in Excel™ format.

The BOMA 2010 Office Standard includes illustrations of the Global Summary of Area spreadsheets, for both Method A and Method B, which explicitly show the Excel™ formulas required in every cell of the spreadsheet. The process of entering these formulas in Excel™ to build the spreadsheet will provide the user with an understanding of how it works and how to adapt it to buildings that contain a different number of floors. The user should familiarize themselves with the syntax and formulas employed by the spreadsheet.

BOMA Spreadsheets may be available from third parties over the Internet. When applying any spreadsheets acquired from third parties, the user must ascertain:

- Which BOMA standard it applies to (1996, 2010, etc.). The spreadsheets for previous BOMA Standards differ from those for the BOMA 2010 Office Standard.
- Whether the formulas contained therein are functionally identical to the formulas shown in the Global Summary of Areas Worksheets illustrated in the BOMA 2010 Office Standard.

For multi-building properties, a separate but compatible set of Global Summary of Area spreadsheets is contained in BOMA Best Practice #3, Inter-Building Service and Amenity Areas in Campuses & Multi-Building Sets.

Citations: **BOMA 2010 Office Standard (ANSI/BOMA Z65.1-2010)**

Refer to the last pages of the Illustrations in Section 7 for the Global Summary of Areas Worksheets.

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