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BOMA STANDARDS

Office Buildings: Standard Methods of Measurement (ANSI/BOMA Z65.1-2010)



The “BOMA Standard” offers a uniform base for measuring rentable area in office buildings. It provides a methodology for measuring both occupant space as well as the space that benefits all occupants. Features of the 2010 Office Standard include: Single Load Factor Method calculation that can

be applied to the occupant area of each floor to determine the rentable area, a new class of space, “Occupant Storage,” for measuring occupant areas that are not calculated in the Single Load Factor and regional leasing practices.

eBook Item# OFFICESTAND10e

List Price: \$59.95 | BOMA Member Price: \$49.95

Print Item# OFFICESTAND10p

List Price: \$75.95 | BOMA Member Price: \$65.95

Bundle Item# OFFICESTAND10b

List Price: \$122.50 | BOMA Member Price: \$104.50

Gross Areas of a Building: Standard Methods of Measurement (ANSI/BOMA Z65.3-2009)



Providing a uniform basis from which to compute, communicate and compare the measurement of buildings by gross areas, this standard offers the industry’s first direct measure of the physical size of a building. Key features of this Gross Area Standard include application to all types of new and existing buildings as well as a

uniform basis for measuring both the construction gross area and the exterior gross area of a building.

eBook Item# GROSSAREAE

List Price: \$44.95 | BOMA Member Price: \$34.95

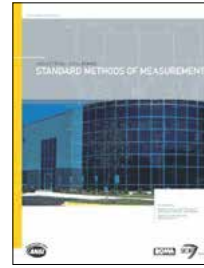
Print Item# GROSSAREAP

List Price: \$60.95 | BOMA Member Price: \$50.95

Bundle Item# GROSSAREAB

List Price: \$96.00 | BOMA Member Price: \$78.00

Industrial Buildings: Standard Methods of Measurement (ANSI/BOMA Z65.2-2012)



This standard details procedures for determining the area of an industrial building using the two dominant market measurement practices observed in North America—the Exterior Wall Methodology (Method A) or the Drip Line Methodology (Method B). Key features of the Industrial Standard include

measurement information for determining and calculating rentable area, 22 definitions of common terms used in industrial building measurement, illustrations demonstrating different measurement methodologies for various building sizes and occupancy types and information on areas/items to be excluded in floor area calculations.

eBook Item# INDUSTSTANDE

List Price: \$44.95 | BOMA Member Price: \$34.95

Print Item# INDUSTSTANDP

List Price: \$60.95 | BOMA Member Price: \$50.95

Bundle Item# INDUSTSTANDB

List Price: \$96.00 | BOMA Member Price: \$78.00

Mixed-Use Properties: Standard Methods of Measurement (ANSI/BOMA Z65.6-2012)



Floor measurements in mixed-use properties often present challenges to developers, property managers, design professionals and others in the real estate industry, creating a clear need for a measurement standard to address these complexities. The Mixed-Use Standard allows users to classify the

floor areas of a mixed-use property into use components as well as measure the exterior gross areas of use components including office, industrial, retail and multi-unit residential, theaters, institutional and civic uses and parking components as well as common areas and parking components within a mixed-use property.

eBook Item# MIXEDSTANDE

List Price: \$44.95 | BOMA Member Price: \$34.95

Print Item# MIXEDSTANDP

List Price: \$60.95 | BOMA Member Price: \$50.95

Bundle Item# MIXEDSTANDB

List Price: \$96.00 | BOMA Member Price: \$78.00

Multi-Unit Residential Buildings: Standard Methods of Measurement (ANSI/BOMA Z65.4-2010)



The Multi-Unit Residential Standard provides a uniform methodology for the measurement of floor areas in new and existing multi-unit residential buildings. Key features include flexibility (offering two measurement methods: a Gross Method and a Net Method); versatility, as it is intended for measuring individual

units as well as the aggregate area of a building; clarity via step-by-step procedures for calculating measurement as well as a Measurement Concepts section providing further clarification of terms.

eBook Item# MULTIUNITe

List Price: \$44.95 | BOMA Member Price: \$34.95

Print Item# MULTIUNITp

List Price: \$60.95 | BOMA Member Price: \$50.95

Bundle Item# MULTIUNITb

List Price: \$96.00 | BOMA Member Price: \$78.00

Retail Buildings: Standard Methods of Measurement (ANSI/BOMA Z65.5-2010)



BOMA's Retail Standard relieves the pressure of measuring and calculating rental rates for retail space in shopping centers by providing a uniform methodology for computing, communicating and comparing the measurement of the gross leasable area in retail buildings. Key features

of the Retail Standard include an unequivocal direct measure of the physical size of the floor area and three measurement methods, as well as a consistent, unambiguous measurement of gross leasable area.

eBook Item# RETAILSTANDe

List Price: \$44.95 | BOMA Member Price: \$34.95

Print Item# RETAILSTANDp

List Price: \$60.95 | BOMA Member Price: \$50.95

Bundle Item# RETAILSTANDb

List Price: \$96.00 | BOMA Member Price: \$78.00

A Unified Approach for Measuring Office Space: For Use in Facility and Property Management



A Unified Approach reveals and harmonizes the differences between the IFMA floor measurement standard for spatial planning and the BOMA Office Standard, which is used for leasing purposes. It includes cutting-edge concepts and definitions that will be used by each organization as the basis for future

floor measurement standard development. A Unified Approach is a must-have for commercial real estate professionals and for building and interior designers. Available in eBook format only.

eBook Item #UNIFIEDAPPe

List Price: \$59.95 | BOMA Member Price: \$49.95

COMMERCIAL REAL ESTATE - DEVELOPMENT

Developing, Leasing and Managing Healthcare Facilities in an Evolving Healthcare Environment



Healthcare real estate continues to be one of the strongest market sectors in commercial real estate. With an aging population and healthcare reform, there's no end in sight to the growth. This book helps you stay on top of this fast-paced market with in-depth analysis and explanations of the complex issues and

trends confronting healthcare real estate professionals.

eBook Item# MOB2013e

List Price: \$59.95 | BOMA Member Price: \$49.95

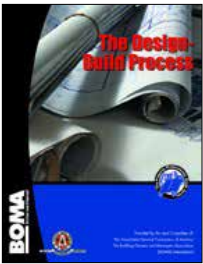
Print Item# MOB2013p

List Price: \$75.95 | BOMA Member Price: \$65.95

Bundle Item# MOB2013b

List Price: \$122.50 | BOMA Member Price: \$104.50

The Property Professional's Guide to the Design-Build Process



The design-build contracting method, a project delivery system that includes an agreement between an owner and a design-builder to perform both design and construction under one contract, has been growing. BOMA International collaborated with the Associated General Contractors to produce this publication to help foster

understanding of this process in the commercial real estate industry. This book takes the reader through the design build system and highlights the issues and concerns that owners must address for their operations to be successful in the design-build arena. Available in soft-cover book format only.

Book Item# DESIGNBUILDP

List Price: \$44.00 | BOMA Member Price: \$35.00

COMMERCIAL REAL ESTATE – PROPERTY MANAGEMENT

Allocating Common Area Maintenance (CAM) Charges in Mixed-Use Properties



This publication helps demystify the complexities of allocating CAM charges among various entities in mixed-use developments by outlining methods and guidelines that can be applied to existing or new projects. It examines day-to-day management strategies and offers a variety of approaches to CAM

allocations for several key areas. Proven strategies featured in this indispensable guide include managing mixed-use developments with multiple owners and uses, transitioning from development to operation, identifying mixed-use common areas and expenses, selecting the most appropriate methods for CAM expense allocations and much more.

eBook Item# CAMCHARGESe

List Price: \$59.95 | BOMA Member Price: \$49.95

Print Item# CAMCHARGESp

List Price: \$75.95 | BOMA Member Price: \$65.95

Bundle Item# CAMCHARGESb

List Price: \$122.50 | BOMA Member Price: \$104.50

Building Systems Desk Reference



This comprehensive guidebook is a must-have reference to the equipment associated with various building systems including: HVAC, electrical, plumbing, elevator and fire and life safety. Written in layman's terms and considered an essential publication for all levels of property professional—from entry level

to seasoned executive—this book features more than 600 images illustrating the more than 500 terms associated with these systems. It also provides sections on preventive maintenance and energy conservation.

eBook Item# DESKREFe

List Price: \$75.95 | BOMA Member Price: \$65.95

Print Item# DESKREFp

List Price: \$96.95 | BOMA Member Price: \$86.95

Bundle Item# DESKREFb

List Price: \$155.75 | BOMA Member Price: \$137.75

Commercial Lease: Guide to Sustainable and Energy Efficient Leasing for High-Performance Buildings



This lease guide provides a model for modifying lease terms to maintain energy efficient and sustainable building operations. It includes enforceable tenant responsibilities; pass-through provisions; and green certification notations for ENERGY STAR®, LEED and GBI rating points. Three models are presented:

Lease Agreement, Sublease and Guaranty of Lease which have been written to stand alone, but can easily be used in any combination. This publication also includes hundreds of easy-to-read footnotes for answers and suggestions to the toughest lease clauses and a new supplement: The RMI-BOMA Guide for Landlords and Tenants on implementing “split incentives.”

eBook Item # COMMLEASEe

List Price: \$59.95 | BOMA Member Price: \$49.95

Print Item # COMMLEASEp

List Price: 75.95 | BOMA Member Price: \$65.95

Bundle Item # COMMLEASEb

List Price: \$122.50 | BOMA Member Price: \$104.50

Emergency Preparedness Guidebook: The Property Professional's Resource for Developing Emergency Plans for Natural and Human-Based Threats



This is commercial real estate's definitive resource for developing emergency plans for natural and human-based threats. It is the industry's most up-to-date, must-have guide to help property professionals prepare for and respond to a broad range of potential threats. This guide walks users step-by-step through the four phases of emergency management—mitigation, preparedness, response and recover—to help ensure tenant safety and building security during emergency situations. Many types of emergencies are covered and there are checklists throughout to help users organize every step of their preparedness plan.

eBook Item# EMERGPPE

List Price: \$59.95 | BOMA Member Price: \$49.95

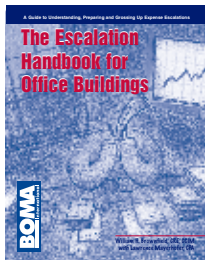
Print Item# EMERGPPEp

List Price: \$75.95 | BOMA Member Price: \$65.95

Bundle Item# EMERGPPEb

List Price: \$122.50 | BOMA Member Price: \$104.50

Escalation Handbook for Office Buildings



Determining operating expenses before and after occupancy begins, and understanding what drives them, can be a big challenge. This handbook provides insight into the methods used to correctly calculate and invoice expense escalations at your property. Focused on the concepts and preparation of escalation billings, chapters cover definitions, what kind of expenses are involved with escalation and grossing-up, why the tenant benefits, different approaches and which expense categories can and should be escalated.

eBook Item# ESCALATIONe

List Price: \$73.50 | BOMA Member Price: \$57.75

Print Item# ESCALATIONp

List Price: \$89.50 | BOMA Member Price: \$73.75

Bundle Item# ESCALATIONb

List Price: \$146.80 | BOMA Member Price: \$118.50

Guide to Developing a Standard Operating Procedure Manual



This all-inclusive guide provides a straightforward, organized process for property professionals looking to create or update an SOP Manual for their building or company. You'll find everything you need from information on what an SOP manual is, why it's important and how it's used, to steps to create one, as well as detailed

outlines of sections covering Tenant Emergency Plans, Lease Administration, Accounting and Reporting, Business Plans and Re-Forecasts, Contracts/Contract Services, Management Office Operations, Safety and OSHA Compliance, Fire and Life Safety Systems, Security and more.

eBook Item# SOPMANUALE

List Price: \$49.95 | BOMA Member Price: \$39.95

Print Item# SOPMANUALp

List Price: \$65.95 | BOMA Member Price: \$55.95

Bundle Item# SOPMANUALb

List Price: \$104.50 | BOMA Member Price: \$86.50

Guide to Exterior Maintenance Management



Avoid the time, inconvenience and extra expense of repairing or replacing roofs, windows, lighting and other systems prematurely by implementing a comprehensive preventive and predictive maintenance plan for the exterior of your property. This guide covers the three main areas of maintenance: reactive, preventive

and predictive, and includes topics ranging from roofing systems to snow removal to pest management and contains checklists on subjects such as housekeeping inspection; exterior conditions; and preventive maintenance for roads, grounds and parking.

eBook Item# EXMAINE

List Price: \$59.95 | BOMA Member Price: \$49.95

Print Item# EXMAINp

List Price: \$75.95 | BOMA Member Price: \$65.95

Bundle Item# EXMAINb

List Price: \$122.50 | BOMA Member Price: \$104.50

Guide to the 2010 ADA Standards



This guidebook helps property professionals understand and implement the revised Americans with Disabilities Act (ADA) design standards, which took effect on March 15, 2012. It specifically addresses the next generation of accessibility rules and regulations to ensure your building is ADA compliant.

Updated requirements include accessible routes and a variety of building elements such as employee work spaces, restrooms, reach ranges, sales and service counters, stairways, telephones, special rooms and spaces, recreation facilities and much more.

eBook Item# 2010ADAe

List Price: \$59.95 | BOMA Member Price: \$49.95

Print Item# 2010ADAp

List Price: \$75.95 | BOMA Member Price: \$65.95

Bundle Item# 2010ADAb

List Price: \$122.50 | BOMA Member Price: \$104.50

Preventive Maintenance Guidebook: Best Practices to Maintain Efficient and Sustainable Buildings



Don't let unexpected and costly repairs wreak havoc on your budget. BOMA's comprehensive guidebook helps property professionals to understand and establish a preventive maintenance program.

Topics covered include a wide variety of valuable tools and information such as an overview of maintenance practices,

comparing outsourcing vs. in-house staffing, how to identify and tag equipment and systems, how to schedule preventive maintenance and how much time to allow for the tasks, as well as what predictive maintenance is and how it can save you money, useful life tables, plus much more.

eBook Item# PREVMAINE

List Price: \$59.95 | BOMA Member Price: \$49.95

Print Item# PREVMAINp

List Price: \$75.95 | BOMA Member Price: \$65.95

Bundle Item# PREVMAINb

List Price: \$122.50 | BOMA Member Price: \$104.50

Standard Agency Management Agreement



The Standard Agency Management Agreement is a handy, concise guide for preparing management agreements and features detailed explanations of important terms and concepts. This publication is available as an eBook only.

eBook Item #AGENCYMANe

List Price: \$36.75 | BOMA Member Price \$26.25

What Office Tenants Want: 2013 BOMA Global Office Tenant Survey Results



This unique research study contains everything property professionals need to know about office tenants and what they want, need and expect in today's demanding marketplace. The report reflects the latest workplace trends and developments in the U.S., Canada, New Zealand and South Africa. It reveals tenant

preferences and attitudes in categories ranging from building amenities and services to sustainability and maintenance practices, providing commercial real estate professionals with the in-depth trend analysis they need to attract and retain tenants.

Book Item# TENANT2013e

List Price: \$59.95 | BOMA Member Price: \$49.95

Print Item# TENANT2013p

List Price: \$75.95 | BOMA Member Price: \$65.95

Bundle Item# TENANT2013b

List Price: \$122.50 | BOMA Member Price: \$104.50

BENCHMARKING

Experience Exchange Report®



BOMA International is the leader in income and expense benchmarking for commercial buildings. This online, searchable report, published annually, is the industry standard for office building financial data and operations information, covering more buildings in more geographic areas than any other

publication available. Property professionals use the EER to communicate metrics to owners, investors and tenants more effectively, verify market data from brokers, analyze and underwrite acquisitions, identify opportunities to increase operational efficiency and so much more.

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