



BOMA 2017 For Office Buildings

Standard Methods of Measurement - ANSI/BOMA Z65.1-2017



Building Owners and Managers
Association (BOMA) International

www.boma.org

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*An American National Standard
Approved September 12, 2017 by American National Standards Institute, Inc.*

*Secretariat
Building Owners and Managers Association International*

Table of Contents

Legal Notice / Special Note Re: ANSI	i
Table of Contents	ii, iii
List of Illustrations	iv
Acknowledgements	v
Executive Summary	vi
1.0 Introduction	1
About BOMA International	2
About ANSI	2
IPMS Compatibility	3-4
Application and Use	5
Discrepancy (2%)	6
Interpretation	6
Source Information	7
What's New?	7
2.0 Select Method A or Method B	8
Method A – Multiple Load Factor Method	8
Method B – Single Load Factor Method	8
Method A vs. Method B Comparison	9
3.0 Learning the Standard	10
3.1 Boundary Area (IPMS 2)	11
Boundary Conditions	11
Dominant Portion	12
No Dominant Portion	13
Non-Vertical Building Enclosure	14
Exterior Door Setback	15
Adjacent to Building Void	16
Unenclosed Occupant Circulation	17-18
Unprotected Exterior Opening	19
Partial Enclosure	20
Unenclosed (Building or Occupant) Feature	21
Property Limit	22
Non-Resolvable Condition	23
3.2 Space Classifications	24
Wall Priority	25
Rentable Exclusions	26
Major Vertical Penetrations (MVP)	26
MVP - Vertical Service Area	26
MVP - Vertical Circulation Area	27-28
Parking Area	29
Unenclosed Building Feature: Covered Gallery	29
Occupant Storage Area	30
Occupant Area - Tenant Area	31
Occupant Area - Tenant Ancillary Area	32-33
Floor Service Area (FSA)	34
Building Amenity Area (BAA)	35
Building Service Area (BSA)	36
Base Building Circulation (BBC)	37
BBC Width	38
BBC Length	39
3.3 Special Conditions	40
Exterior Areas	41
Building Void	42
Interstitial Space	43
Interior Door Setback	44
Restricted Headroom	45
Connectors	46
Vault Space	47
Occupant Void	48
Mezzanines	49-50
Publicly Accessible Floors	51
Service/Freight Elevator Lobbies	52
Sky Lobbies, Crossover Floors and Elevator Transfer Corridors	53
Multi-Wing and Multi-Core Floors	54
Dedicated Restrooms	55
Retail Space & Kiosks	56
Single Floor Office Building	57
Perimeter Columns	58
Unenclosed Building Feature	59
3.4 Put it all Together	60
Method A Floor Plans	61-66
Method B Floor Plans	67-72
4.0 Applying the Standard	73
4.1 Method A	74
Global Summary of Areas Spreadsheet	74
Column Description	75-76
4.2 Method B	77
Global Summary of Areas Spreadsheet	77
Column Description	78-79
5.0 Advanced Concepts	80
5.1 Inter-Building Area	81-93
5.2 Tenant Ancillary Area	94
Extended Circulation Example	95
Interior Door Setback Example	95
5.3 Occupant Storage Circulation	96
5.4 Capped Load Factors	97
6.0 Definitions	98
A Actual Load Factor	98
Adjacent to Building Void	98
Amenity	98
Amenity Area	98
Ancillary Retail	98
B Balcony	98
Base Building	98
Base Building Circulation	98
Boundary Area	98
Boundary Conditions	98
Building	98
Building Allocation Ratio	98
Building Amenity Area	98
Building Amenity and Service Area	99
Building Boundary Area	99
Building Enclosure	99
Building Service Area	99
Building Void	99

Table of Contents

C	Capped Load Factor	99	K	Kiosk	101	Restricted Headroom	104
	Calculating Column	99				Rentable Area	104
	Circulation	99	L	Landlord	101	Rentable Exclusions	104
	Circulation Area	99		Load Factor	102	Retail Space	104
	Connector	99		Load Factor A	102		
	Covered Gallery	99		Load Factor B	102	S	Service
							104
D	Dedicated Restroom	99	M	Major Vertical Penetrations	102	Service Area	104
	Dominant Portion	99		Method A	102	Service & Amenity Area	104
E	Enhanced Global Summary of Areas	99		Method B	102	Sidelight	104
	Exclusive Use	99		Mezzanine	102	Space Classification	104
	Extended Circulation	100		Multi-Building Set	102	Space ID	104
	Exterior Door Setback	100	N	No Dominant Portion	102	Special Conditions	104
F	Finished Rooftop Terrace	100		Non-Permanent	102	T	Temporary Mezzanine
	Finished Surface	100		Non-Resolvable Condition	102		104
	Floor	100		Non-Vertical Building Enclosure	102	Tenant Area	104
	Floor Allocation	100	O	Occupant	102	Tenant Ancillary Area	105
	Floor Allocation Ratio	100		Occupant Area	102	Tenant Ancillary Ratio	105
	Floor Amenity Area	100		Occupant Storage Area	103	Total Inter-Building Allocation	105
	Floor Boundary Area	100		Occupant Storage Circulation	103	U	Unclassified Mezzanine
	Floor Circulation Area	100		Occupant Storage Rooms	103		105
	Floor Rentable Area	100		Occupant Void	103	Unenclosed Building Feature	105
	Floor Service Area	100		Office Building	103	Unenclosed Occupant Circulation	105
	Floor Usable Area	101				Unenclosed Occupant Feature	105
G	Global Summary of Areas	101	P	Parking Area	103	Unprotected Exterior Opening	105
				Partially Enclosed	103	V	Vault Space
I	Input Column	101		Partial Enclosure	103		105
	Input Values	101		Permanent	103	Vertical Circulation Area	105
	Inter-Building Amenity Area	101		Permanent Mezzanine	103	Vertical Service Area	105
	Inter-Building Area	101		Property Limit	103	W	Wall Priority
	Inter-Building Area Allocation Spreadsheet	101		Property Line	103		105
	Inter-Building Load Factor	101		Proportionate Share (proportionate, proportionately)	103		
	Inter-Building Rentable Areas	101	R	Publicly Accessible Floor	103		
	Inter-Building Service Area	101		Reallocated Load Factor B	104		
	Interior Door Setback	101		Reallocated Rentable Area	104		
	Interstitial Space	101					

List of Illustrations

illustration 1a	Dominant Portion	12	illustration 24a	Interior Door Setback	44
illustration 1b	Dominant Portion	12	illustration 24b	Interior Door Setback	44
illustration 2	No Dominant Portion	13	illustration 25a	Restricted Headroom	45
illustration 3a	Non-Vertical Building Enclosure	14	illustration 25b	Restricted Headroom	45
illustration 3b	Non-Vertical Building Enclosure	14	illustration 26a	Connectors	46
illustration 4a	Exterior Door Setback	15	illustration 26b	Connectors	46
illustration 4b	Exterior Door Setback	15	illustration 27	Vault Space	47
illustration 4c	Exterior Door Setback	15	illustration 28a	Occupant Void	48
illustration 5	Adjacent to Building Void	16	illustration 28b	Occupant Void	48
illustration 6a	Unenclosed Occupant Circulation	18	illustration 29a	Mezzanines	49
illustration 6b	Unenclosed Occupant Circulation	18	illustration 29b	Mezzanines	49
illustration 7a	Unprotected Exterior Opening	19	illustration 30a	Service/Freight Elevator Lobbies	52
illustration 7b	Unprotected Exterior Opening	19	illustration 30b	Service/Freight Elevator Lobbies	52
illustration 7c	Unprotected Exterior Opening	19	illustration 31	Multi-Wing and Multi-Core Floors	54
illustration 8a	Partial Enclosure	20	illustration 32a	Dedicated Restrooms	55
illustration 8b	Partial Enclosure	20	illustration 32b	Dedicated Restrooms	55
illustration 9a	Unenclosed (Building or Occupant) Feature	21	illustration 33a	Retail Space and Kiosks	56
illustration 9b	Unenclosed (Building or Occupant) Feature	21	illustration 33b	Retail Space and Kiosks	56
illustration 9c	Unenclosed (Building or Occupant) Feature	21	illustration 34a	Perimeter Columns	58
illustration 10	Property Limit	22	illustration 34b	Perimeter Columns	58
illustration 11a	Wall Priority - Special Considerations	25	illustration 34c	Perimeter Columns	58
illustration 11b	Wall Priority - Special Considerations	25	illustration 34d	Perimeter Columns	58
illustration 12	Wall Priority - Major Vertical Penetrations	26	illustration 34e	Perimeter Columns	58
illustration 13a	Major Vertical Penetrations	28	illustration 34f	Perimeter Columns	58
illustration 13b	Major Vertical Penetrations	28	illustration 34g	Perimeter Columns	58
illustration 13c	Major Vertical Penetrations	28	illustration 34h	Perimeter Columns	58
illustration 13d	Major Vertical Penetrations	28	illustration 34i	Perimeter Columns	58
illustration 13e	Major Vertical Penetrations	28	illustration 34j	Perimeter Columns	58
illustration 13f	Major Vertical Penetrations	28	illustration 34k	Perimeter Columns	58
illustration 13g	Major Vertical Penetrations	28	illustration 34l	Perimeter Columns	58
illustration 13h	Major Vertical Penetrations	28	illustration 34m	Perimeter Columns	58
illustration 13i	Major Vertical Penetrations	28	illustration 35a	Put it all Together/Method A: Basement	61
illustration 13j	Major Vertical Penetrations	28	illustration 35b	Put it all Together/Method A: Ground Floor	62
illustration 14	Wall Priority - Parking Area	29	illustration 35c	Put it all Together/Method A: Mezzanine	63
illustration 15	Occupant Storage Area	30	illustration 35d	Put it all Together/Method A: Single Occupant Floor	64
illustration 16	Wall Priority - Tenant Area & Tenant Ancillary Area	31	illustration 35e	Put it all Together/Method A: Multi-Occupant Floor	65
illustration 17	Wall Priority - Floor Service Area	34	illustration 35f	Put it all Together/Method A: Mechanical Penthouse	66
illustration 18	Wall Priority - Building Amenity Area	35	illustration 36a	Put it all Together/Method B: Basement	67
illustration 19	Wall Priority - Building Service Area	36	illustration 36b	Put it all Together/Method B: Ground Floor	68
illustration 20	Wall Priority - Base Building Circulation	37	illustration 36c	Put it all Together/Method B: Mezzanine	69
illustration 21	Exterior Areas	41	illustration 36d	Put it all Together/Method B: Single Occupant Floor	70
illustration 22a	Building Void	42	illustration 36e	Put it all Together/Method B: Multi-Occupant Floor	71
illustration 22b	Building Void	42	illustration 36f	Put it all Together/Method B: Mechanical Penthouse	72
illustration 23	Interstitial Space	43			

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Executive Summary

Since 1915, BOMA International has published the office floor measurement standard. The standard has evolved over time and is known as the preeminent standard for calculating areas in Office Buildings. The application of the standard produces areas vital to lease transactions and building valuation in a consistent manner, regardless of geographic location, building architecture, or the practitioner who applies it.

The BOMA 2017 Office Standard features two distinct methods of measurement called **Method A - Multiple Load Factor Method** and **Method B - Single Load Factor Method**. With both methods, it is necessary to measure all the floors of a building.

Method A follows the BOMA 1996 and BOMA 2010 Method A standards in its approach. It generates multiple Load Factors for various shared space types (e.g. Building Service Area, Floor Service Area, Inter-Building Area etc). These Load Factors are successively applied to Occupant Areas on a pro-rata basis.

Method B was first introduced in the 2010 Office Standard. Method B essentially consolidates all shared space types together to produce a single Load Factor for the Building which is then applied to all Occupant Areas uniformly. To achieve this, Method B establishes a consistent and permanent

corridor configuration called Base Building Circulation on every single and multi-tenant Floor, regardless of whether such corridors exist or not. This "fixed" allocation of shared space means that Load Factors are less likely to change over time and Rentable Areas are less likely to shift; even when Floors are physically reconfigured.

Both Method A and Method B offer their own advantages from a building management or leasing perspective; however neither Method A nor Method B create a larger or smaller Building. They simply allocate the same quantity of area differently.

The end product of applying this standard is a spreadsheet called the Global Summary of Areas. Practitioners must enter raw data called Input Values directly into the spreadsheet. It is advised that Input Values be determined in CAD, BIM, or other such spatially-aware software. Input Values are generated for each space in the Building according to its appropriate Space Classification while considering the outer extents of measurement (called Boundary Area) and the way such spaces adjoin each other (called Wall Priority).

Once the Input Values are determined and entered into the Global Summary of Areas, the spreadsheet allocates shared space among Occupants and calculates Rentable Area. Method A and Method B

are independent methodologies with their own distinct Global Summary of Areas.

Due to the sheer variety of architectural designs, space configurations, and business requirements found in today's Office Buildings, this standard goes to great detail in order to cover as many real-world building conditions as possible. Since it is not possible to cover every conceivable permutation, BOMA International does offer question-and-answer style interpretations to users of the standard via the Interpretations Subcommittee of BOMA International's Floor Measurement Standards Committee.

This 2017 Office Standard includes many new features, enhancements, and clarifications. Key among them are compatibility with *International Property Measurement Standards: Office Buildings*, greater flexibility in allocating shared space, improved text and illustrations throughout, helpful hints, and an easier step-by-step layout among other things. It also addresses many questions that users of the BOMA standard have asked about previous versions of the standard.

This executive summary is a convenience only. To fully understand and apply the standard, users must read the document in its entirety.

Introduction

BOMA 2017 for Office Buildings is published by the Buildings Owners and Managers Association (BOMA) International and is approved by ANSI (The American National Standards Institute). The standard is used by building owners, managers, tenants, appraisers, architects, space planners, and building measurement professionals to establish floor area in Office Buildings. The BOMA Standard is considered the de facto building measurement standard in many real estate markets throughout the United States, Canada, and internationally.

BOMA International published the first office measurement standard in 1915. Since then, it has undergone numerous revisions, most recently in 2010. This 2017 standard further builds upon BOMA's legacy of standards by clarifying existing concepts, introducing new concepts, and improving the applicability and readability of the document.

The primary objectives of this standard are:

- ▶ **To promote an unambiguous framework for determining the areas of Office Buildings with a strong focus on Rentable Area calculations.**
- ▶ **To facilitate transparency and clear communication of building measurement concepts among all participants in the commercial real estate industry.**
- ▶ **To allow a comparison of values on the basis of a clearly understood and generally agreed upon method of measurement.**
- ▶ **To align concepts and measurement methodologies with the *International Property Measurement Standards: Office Buildings* (November 2014) document.**

Helpful Hints

This document has been formatted to fit Letter Landscape (8.5"x11") paper to best accommodate computer monitors, smartphones, tablets, and the printed page.

When viewing this document on a computer or mobile device, the navigation links at top-left provide for easy access to major sections of this document. Additionally, blue underlined links throughout the document facilitate navigation.

About BOMA International

The Building Owners and Managers Association (BOMA) International is a federation of 91 BOMA U.S. associations and 18 international affiliates. Founded in 1907, BOMA represents the owners and managers of all commercial property types including nearly 10.5 billion square feet of U.S. office space that supports 1.7 million jobs and contributes \$234.9 billion to the U.S. GDP. Its mission is to advance a vibrant commercial real estate industry through advocacy, influence, and knowledge.

BOMA International is a primary source of information on building management and operations, development, leasing, building operating costs, energy consumption patterns, local and national building codes, legislation, occupancy statistics, technological developments, and other industry trends.

BOMA International's members are building owners, managers, developers, leasing professionals, corporate facility managers, asset managers, and the providers of the products and services needed to operate commercial properties.

About ANSI

The American National Standards Institute (ANSI) oversees and guides the development of BOMA floor measurement standards. ANSI facilitates the development of American National Standards (ANS) by accrediting the procedures of standards developing organizations (SDOs). These groups work cooperatively to develop voluntary national consensus standards. Accreditation by ANSI signifies that the procedures used by the standards body in connection with the development of American National Standards meet the Institute's essential requirements for openness, balance, consensus and due process.

Legacy BOMA Office Standards

Original publication	September 15, 1915
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Revised and readopted	May 11, 2010

IPMS Compatibility

The International Property Measurement Standards (IPMS) are developed by the International Property Measurement Standards Coalition (IPMSC). The IPMSC was founded at the World Bank offices in May 2013. The international coalition is represented by professional and not-for-profit organizations from around the world with a mutual interest in developing and implementing consistent measurement guidelines for all building types, regardless of geography. The IPMSC consists of a Standard Setting Committee and a Board of Trustees which includes several BOMA representatives. BOMA International and several of its affiliated associations throughout the world are key players in the development of the IPMS standards.

The first IPMS standard, known as IPMS for Office Buildings was published by the IPMSC on November 24, 2014. The primary purpose of IPMS for Office Buildings is to provide a common measurement language and a consistent measurement standard for measurement and reporting. IPMS for Office Buildings does not gross-up or apply Load Factors to a Building's Occupants. Therefore, it cannot be used in office leasing markets where tenant Rentable Areas include a proportionate share of Service and Amenity Areas. IPMS for Office Buildings is a building-wide measurement standard that reports areas on a floor-by-floor basis. The standard is comprised of three distinct measurement methods, known as IPMS 1, IPMS 2 and IPMS 3.

IPMS 1 is used for measuring the total area of a Building on a Floor-by-Floor basis, including external walls. It is similar to the Construction Gross Area (CGA) in the 2009 BOMA Gross Areas Standard (ANSI/BOMA Z65.3). The area of IPMS 1 includes below grade levels and it also includes balconies, covered galleries and rooftop terraces; however, these unenclosed areas are stated separately. IPMS 1 excludes open light wells and ground level patios and decks, external parking and other unenclosed ground level areas. The primary purpose of IPMS 1 is for building planning and development purposes. IPMS 1 is not applicable to this BOMA Office Standard. Please refer to the latest BOMA Gross Areas Standard (published after the 2009 version) for more information regarding IPMS 1 compatibility.

IPMS 2 is used for measuring the interior of a Building and reporting various areas by category on a Floor-by-Floor basis. The sum of the categorized areas equal the inside finished perimeter measurement, known as the Internal Dominant Face. The area of IPMS 2 is the equivalent to Boundary Area in this BOMA Office Standard, regardless of which Method (A or B) is used. IPMS for Office Buildings categorizes the spaces within IPMS 2 to

IPMS Compatibility

benchmark the efficient use of space, whereas BOMA categorizes the space within Boundary Area to calculate lease-related areas. The IPMS 2 categories are Vertical Penetrations, Structural Elements, Technical Services, Hygiene Areas, Circulation Areas, Amenities, Workspace, and Other Areas. As previously mentioned, none of the categorized areas in IPMS 2 are used to “gross-up” tenants. This is the most significant distinction between IPMS and BOMA.

IPMS 3 is used for determining the areas of a Building used exclusively by Occupants. It is the equivalent of Tenant Area in Method A of this BOMA Office Standard. Method B is not compatible with IPMS 3 since Base Building Circulation may encroach on Tenant Area. Both IPMS 3 and Tenant Area include private Balconies, Covered Galleries, and Rooftop Terraces (disclosed separately).

If you are applying Method A of this standard to a Building, you will also be determining IPMS 2 and IPMS 3 area information. If you are applying Method B of this standard, you will determine only IPMS 2 area information. The unification of IPMS and BOMA areas offer a comprehensive examination of any Office Building, which will be of great benefit to those in the commercial real estate industry.

For more detailed information about IPMS and the IPMS measurement standards, please go to

www.ipmsc.org

Application and Use

This standard is intended exclusively for Office Buildings and their associated structures and may be applied to single tenant, multi-tenant, or multi-building configurations. It may be used to measure new, existing, and proposed buildings. It does not measure sidewalks, surface parking, landscaping, drainage structures, or other ancillary site improvements. This standard is chiefly designed to generate Rentable Area figures – a key metric in office leasing; however, it also produces area figures which may be of interest to those examining space utilization, valuation, benchmarking, and the allocation of building expenses to various cost centers.

As of this writing, BOMA publishes six distinct building measurement standards, each of them targeting different building types and/or applications. Generally, a building whose occupancy comprises 50% or more of a particular use (e.g. Office, Industrial, Retail, or Multi-Unit Residential), should use the corresponding single-use standard. Therefore, a Building whose primary use is office with ancillary retail, parking, and storage should use this Office Standard.

It is preferable to apply a BOMA single-use standard whenever possible, however the BOMA Mixed-Use Standard is appropriate for buildings that do not have an easily identifiable “primary use,” or where the provisions of a governing document (such as a lease, cost sharing or easement agreement, condominium declaration, etc.) constitute an overriding direction with respect to floor measurement. Readers are encouraged to refer to the latest BOMA Mixed-Use Properties Standard (ANSI/BOMA Z65.6) for more information.

This standard is primarily designed to generate leasing figures based on Rentable Area according to the provisions herein. It may be used for Buildings leased to a single tenant without any other special considerations; however, for Buildings leased to a single tenant on a gross area basis, the latest BOMA Gross Areas of a Building Standard should be applied.

Each and every iteration of an Office Building measurement is a snapshot in time. It is important to remember that physical changes occurring within the Building may impact Load Factors; and consequently, the Rentable Areas on individual Floors or throughout the Building.

All BOMA Floor Measurement Standards

Single-Use Standards

- ▶ Office Buildings - ANSI/BOMA Z65.1
- ▶ Industrial Buildings - ANSI/BOMA Z65.2
- ▶ Multi-Unit Residential - ANSI/BOMA Z65.4
- ▶ Retail Buildings - ANSI/BOMA Z65.5

Additional Standards

- ▶ Gross Areas of a Building - ANSI/BOMA Z65.3
- ▶ Mixed-Use Properties - ANSI/BOMA Z65.6

The use of any BOMA floor measurement standard is completely voluntary.

BOMA Floor Measurement Standards are periodically subject to revision and republication. Please refer to www.boma.org for the latest versions.