



## **FAQ on BOMA BEST® 3.0**

On September 21, 2016, BOMA BEST®, Canada's premier green building certification, is launching BOMA BEST® 3.0. This new, robust platform will replace Version 2 (V2), our current version, for buildings seeking to achieve a BOMA BEST® certification.

### **What is the official time line for BOMA BEST® 3.0?**

- The official launch is September 21, 2016.
- After October 1<sup>st</sup> all new applications will be directed to 3.0.
- Starting on July 18, 2016, PDF and Excel worksheets of the 3.0 questionnaires will be made available – please email: [info@bomacanada.ca](mailto:info@bomacanada.ca) for a copy.

### **What happens to V2?**

- New V2 certifications or recertifications can be initiated until September 30, 2016.
- Applicants using the V2 system will have until February 28, 2017 to complete their assessment.
- V2 goes permanently offline on March 1, 2017.
- Final V2 verifications will occur by March 31, 2017.

### **What should I do if my certification is expiring this year (in 2016)?**

You have three choices:

1. Recertify using the current system (V2): Registrations are accepted until September 30, 2016 and assessments must be completed by March 1, 2017 – all work will be lost on March 2, 2017 when the system goes permanently offline. Certifications will be awarded by March 31<sup>st</sup>, 2017.
  - Benefits include familiarity and simplicity in regards to filling out the questionnaire – since the questionnaire will already be filled from the previous V2 certification.
2. Recertify using BOMA BEST® 3.0 on our new platform: Registration will open in September 2016.
  - Benefits include recertifying using the highest BOMA BEST® standard as well as accessing all the functionalities offered by the new platform.
3. Purchase an extension to your certification
  - Applicants whose certifications are expiring before September 30<sup>th</sup>, 2017 are welcome to purchase a 1 year extension of their certification. This will allow applicants to take the time to become fully comfortable with the new 3.0 standard. If interested, contact your Local BOMA Association or BOMA Canada at [info@bomacanada.ca](mailto:info@bomacanada.ca).



### **How is BOMA BEST® 3.0 superior to V2?**

- 3.0 will expand V2's 14 BEST practices up to 20.
- 3.0 will increase the current 6 core categories (Energy, Water, Waste & Site, Emissions & Effluents, Indoor Environment, and Environmental Management Systems) to 10 core categories (Energy, Water, Air, Comfort, Health & Wellness, Purchasing, Custodial, Waste, Site, Stakeholder Engagement).
- 3.0 is offered on a much more robust and dynamic platform.
- 3.0 reflects the best practices currently available – V2 was based on industry standards from 2010-2011.

### **What buildings can certify using 3.0?**

The following asset classes will be able to certify using the new BOMA BEST® 3.0 standard:

- Office
- Shopping Centres
- Open Air Retail
- Light Industrial
- Universal (NEW!) such as sports complexes, convention centres, schools, labs, etc.

### **What if my building is a Multi-Unit Residential Building or a Health Care building?**

You have three choices:

1. Recertify using the current system (V2): Registrations are accepted until September 30, 2016 and assessments must be completed by March 1, 2017. Certifications will be awarded by March 31<sup>st</sup>, 2017.
  - Benefits include familiarity and simplicity in regards to filling out the questionnaire – since the questionnaire will already be filled from the previous V2 certification.
2. Recertify using our new platform: Registration will open in September 2016. The content for these questionnaires remains unchanged but are offered on the new platform.
  - Benefits include being able to access all the functionalities offered by the new platform.
3. Purchase an extension to your certification
  - Applicants whose certifications are expiring before September 30<sup>th</sup>, 2017 are welcome to purchase a 1 year extension of their certification. This will allow applicants to take the time to become fully comfortable with the new 3.0 standard.



### **Is the process different for certifying with V2 versus 3.0?**

No, the same process will be in place:

- Applicants will register their username and their building.
- Payment for certification will be accepted by the Local BOMA Association (or by BOMA Canada in the case of the Portfolio Program).
- Access will be given to the questionnaire.
- The applicant will complete the questionnaire online, with the ability to save answers and return at a later time.
- Once the questionnaire has been completed, the applicant will indicate that they are ready for verification.
- The verifier will conduct a building survey and documentation review.
- Certification is awarded.

### **What are some of the new aspects of BOMA BEST® 3.0?**

- The ability to see multiple buildings, from across the country, in one place.
- Multiple users will be able to work on the same building.
- Users will be able to create performance-related exportable charts and tables.
- Integration with ENERGY STAR Portfolio Manager for water and energy benchmarking ensures that data entry does not need to be duplicated.
- Administrative summaries can be generated by users, providing an overview glimpse of all buildings in that user's portfolio and the building's status.
- Documentation supporting a given question can be uploaded directly into the questionnaire.
- Users will have continuous access to the questionnaire throughout the building's certification cycle. Even once certification has been achieved, users will have open access to the questionnaire throughout the certification period in order to update the questionnaire as improvements are made in the building. This allows for an up-to-date understanding of how changes can help improve the building's score.

### **Will I have to re-enter my building data when I go from V2 to 3.0?**

Unfortunately yes, however if the building has already achieved a certification in the past, a limited profile of the building (building name and asset class) will already exist in 3.0 the first time the applicant logs on. A record of the most recent certification will be visible (the date of the certification and the level achieved). Applicants will be happy to know that the building information section has been drastically reduced from previous iterations, requiring less time to complete.

### **At what point will all buildings be using 3.0?**

Starting on October 1, 2016, any building wishing to register for a BOMA BEST® certification will do so using the 3.0 platform. The last V2 certification will be awarded on March 31, 2017.