

INTERESTED IN BOMA BEST SMART

**But you're
not sure
where to
begin.**

**Consider this
your official
game plan!**



**BOMA BEST
SMART**

01

Get familiar with the questionnaire

Start by taking a look at the BOMA BEST Smart questionnaire to get a better understanding of what is being asked. There are 5 mandatory Baseline Practice questions assessing these 5 key focus areas:

- SECURITY AND SAFETY
- OPERATIONS AND MANAGEMENT
- NETWORK AND INTEGRATION
- END USER EXPERIENCE
- REPORTING AND ANALYSIS

Look through the full questionnaire including question requirements, documentation and more!

Check Out the BOMA BEST Smart Questionnaire



02

Review your building's current level of Smartness

Now that you have looked through the questionnaire, think about the questions in relation to your building's current level of smartness. Consider looking at some of these areas:

- How are you using your building's security systems, like cameras and access control, to keep people safe and well-protected?
- Are you using smart technology to make daily building tasks, like energy tracking and maintenance, more efficient?
- Is your building's network ready to support smart devices that can improve how your systems work together?
- How are you using technology to improve comfort and convenience for the people who use your building?
- Do you have a system to collect and use data on your building's performance to make better decisions on energy, sustainability, and comfort?

03

List your easy wins

Pin down actions that can be completed with little additional effort based on your building's status and the BOMA BEST Smart questionnaire requirements. What management programs, plans or policies can be immediately put into place? What low-cost/no cost initiatives can be implemented?

Consider the following checklist:

● Does your building have a data privacy policy in place?

● Does your building have a cybersecurity management policy in place?

● Is there a process for managing system changes during operation?

● Is there a training plan in place for the use of all integrated systems?

● Is all building system information and system architectures documented?

04

Form your team

Now that you understand where your building stands, it's time to identify who will be responsible for each task and setting up regular team meetings. These are the individuals who will form your team:

Building manager: the person responsible for day-to-day management of the building, they can provide insights into how the building is run, including security, maintenance and occupant services.

Building operator: the person responsible for the overall maintenance and physical aspects of the building, can help answer questions on operational efficiency and the integration of smart systems for maintenance and management.

IT team & providers: this team can help answer questions around the building's network and systems are capable of supporting smart technologies, integration and connectivity. They can help provide information on cybersecurity procedures in place at the building.

Security team: these individuals can help address questions about the safety measures in place such as surveillance systems, access control and alarm systems.

Sustainability team: this team can help answer questions focused on data reporting, analysis and the sustainability aspects of a building.

Get your building registered today.

Questions?

Reach out to us at
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