

ANSI/BOMA Z65.1-1996

# STANDARD METHOD FOR MEASURING FLOOR AREA IN OFFICE BUILDINGS

An American National Standard  
Approved June 7, 1996 by American National Standards Institute, Inc.

Secretariat  
Building Owners and Managers Association International



1201 New York Avenue, N.W.  
Suite 300  
Washington, D.C. 20005  
(202) 408-2662  
Fax: 202-371-0181  
<http://www.boma.org>

## BUILDING OWNERS AND MANAGERS ASSOCIATION (BOMA) INTERNATIONAL

The premiere trade association of the office building industry, BOMA International is a dynamic international federation of 87 U.S., ten Canadian, and three international associations. Individuals join BOMA through local BOMA associations. Principal members own and/or manage more than 6 billion square feet of commercial office space. Associate members provide the goods and services needed to operate those properties.

Founded in 1907, BOMA International's mission is to actively and responsibly represent and promote the commercial real estate industry's interests through effective leadership and advocacy; the collection, analysis, and dissemination of information; and professional development.

### MEMBER SERVICES AND PROGRAMS

BOMA International's Annual Convention and The Office Building Show are held each June, with the Winter Business Meeting and Leadership Conference taking place each January. BOMA offers continuing educational opportunities through timely seminars on relevant topics. Professional certification programs are offered through the Building Owners and Managers Institute (BOMI) and BOMA Local Associations.

The combined lobbying efforts of BOMA Local Associations and BOMA International effectively represent the industry's interests before legislative, regulatory, and code-making bodies.

BOMA's annual Office Building of The Year (TOBY) awards recognize outstanding commercial, corporate, medical, and government office buildings.

### PUBLICATIONS

Members receive *Skylines*, BOMA's award-winning newsmagazine. *Skylines* provides national and regional news and feature stories on industry issues.

BOMA International publishes numerous research and reference materials. Since 1920, the annual *Experience Exchange Report* has provided operating expense and income data on more than 4,700 buildings. Subjects of other BOMA publications include the Americans with Disabilities Act, Leasing, Security and Emergency Planning, Medical Office Buildings, Preventive Maintenance, Telecommunications, and Indoor Air Quality. For a publications catalog, call 1-800-426-6292, or visit BOMA's web site, <http://www.boma.org>.

For information on BOMA International membership, research activities, industry representation, seminars, and the annual convention, contact BOMA International at (202) 408-2662 or visit BOMA's home page, <http://www.boma.org>.

An American National Standard  
ANSI/BOMA Z65.1-1996

# STANDARD METHOD FOR MEASURING FLOOR AREA IN OFFICE BUILDINGS

## PUBLISHED BY:

Building Owners and Managers Association International  
1201 New York Avenue, N.W., Suite 300  
Washington, D.C. 20005  
Phone: (202) 408-2662 Fax: (202) 371-0181  
Home page: <http://www.boma.org>

## PUBLISHED BY BOMA INTERNATIONAL UNDER THE DIRECTION OF:

George A. Julin, III, RPA, President  
W.S. (Bill) Garland, First Vice President  
Edmund J. Mazzei, Sr., RPA, Secretary/Treasurer  
Mark W. Hurwitz, Ph.D., CAE, Executive Vice President

## PRODUCED BY:

Henry Chamberlain, CAE, APR, Senior Vice President  
Gerard L. Lederer, Esq., Vice President, Government and  
Industry Affairs  
Lisa M. Prats, Vice President, Communications and  
Membership  
Michael Jawer, Assistant Vice President, Government and  
Industry Affairs  
Theresa M. Kramer, Director of Marketing  
Erin Hensley, Manager, Graphics Services

## SPECIAL THANKS TO:

Briggett L. Reilly, RPA, Reilly Asset Management, who provided invaluable leadership for this project both as Chair of BOMA's Standard Method of Floor Measurement Committee and the ANSI Z65.1 Canvass Group

Jean-Pierre Bertrand, RPA, The Montreal General Hospital, who provided immeasurable support both as Vice Chair of BOMA's Standard Method of Floor Measurement Committee and the ANSI Z65.1 Canvass Group

Kent Gibson, CPM, Michael J. Maher, RPA, and Robert Parfet, who provided long-term assistance as members of BOMA's Standard Method of Floor Measurement Committee as well as the Steering Committee of the ANSI Z65.1 Canvass Group

Robert Finke, Phynyx Realty Services, who developed and revised the illustrations that accompany the text; and

Jocelyn Lafond, RPA, President of BOMA/Quebec, who had the illustrations reformatted.

BOMA International has developed this publication as a service to the office building industry and to the public. Use of this publication is voluntary and should be undertaken after an independent review of the applicable facts and circumstances of the particular projects. Although BOMA International has made all reasonable efforts to present comprehensive and accurate information, NO GUARANTEES OR WARRANTIES, INCLUDING ANY EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS ARE MADE WITH RESPECT TO THIS PUBLICATION BY BOMA INTERNATIONAL, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS, WHO ALSO ASSUME NO LEGAL RESPONSIBILITY FOR THE ACCURACY OF THE PRESENTATIONS, COMMENTS, OR OTHER INFORMATION IN THIS PUBLICATION. IN ADDITION, NO LIABILITY IS ASSUMED AND ALL LIABILITY IS EXPRESSLY DISCLAIMED FOR NEGLIGENCE OR DAMAGES OF ANY KIND, ANY DECISIONS, CONTRACTS, COMMITMENTS, OBLIGATIONS OR ANY OTHER ACTIONS UNDERTAKEN OR MADE ON THE BASIS OF THE INFORMATION CONTAINED IN THIS PUBLICATION. This document has important legal consequences and independent consultation with an attorney is advised and encouraged with respect to execution or modification.

Copyright (c) 1996 by BOMA International. All rights reserved. Printed in the United States of America. No part of this publication may be reproduced or distributed in any form or by any means, or stored in a data retrieval system, without prior written permission of the publisher, BOMA International.

ISBN: 0-943130-18-2

Published by:  
Building Owners and Managers Association International  
1201 New York Avenue, N.W., Suite 300  
Washington, D.C. 20005  
Phone: (202) 408-2662 Fax: (202) 371-0181  
Home page: <http://www.boma.org>  
Publication orders: 1-800-426-6292

# DEVELOPED AND APPROVED BY THE ANSI Z65.1 CANVASS GROUP

(Note: the following list is not meant to imply that every member voted to approve the revised Standard)

| <u>Individual</u>                      | <u>Organization Represented</u>                                 |
|--|---|
| Brigett L. Reilly, RPA (Chair)         | Reilly Asset Management   |
| Jean-Pierre Bertrand, RPA (Vice Chair) | The Montreal General Hospital                                   |
| Craig A. Auberger                      | American Association of Certified Appraisers                    |
| Richard D. Baier                       | Koll Real Estate Services                                       |
| J. Fernando Barrueta                   | Barrueta & Associates   |
| Henry T. Dechert                       | Plan Data Corporation   |
| Robert Finke                           | Phynyx Realty Services, Inc.                                    |
| John Frain                             | Peregrin Property Services                                      |
| Kent C. Gibson, CPM                    | Zions Securities Corp.  |
| Barbara S. Harris                      | City Centre Development   |
| William H. Heerdt                      | ITT Hartford Insurance Group                                    |
| James E. Herbert, Jr.                  | U.S. General Services Administration - Public Buildings Service |
| Carl H. Jordan, PE                     | Consulting Mechanical Engineer                                  |
| R. Scott Kuklish                       | KCS Properties, Inc.  |
| Michael J. Maher, RPA                  | GE Capital  |
| Ronald E. Malmfeldt, MAI               | Southwest Realty Advisors                                       |
| Janice Marquis                         | Russell Development Co., Inc.                                   |
| Bruce Megowan, CPA                     | The Yarmouth Group, Inc.  |
| Robert E. Messer, AIA                  | Consulting Architect  |
| Gerald A. Miller                       | State of Wisconsin - Department of Administration               |
| W. Lee Minnerly                        | The Appraisal Institute   |
| Suzanne Mintz                          | Greenwell Goetz Architects, PC                                  |
| John F. Olson, CFM                     | John Olson & Associates   |
| Robert Parfet                          | Planimetron   |
| Terry Resnick                          | Pace Compumetrics, Inc.   |
| Michael Schley, AIA                    | FM: Systems   |
| W. David Snook                         | The Appraisal Foundation  |
| Peter L. Stevenson                     | Stevenson Systems, Inc.   |
| John A. Van Deusen                     | John A. Van Deusen & Associates                                 |
| Everett Whiteside                      | State of California - Office of Buildings and Grounds           |

## HISTORY

In 1915, the Building Owners and Managers Association (BOMA) International developed the *Standard Method of Floor Measurement for Office Buildings*. This first *Standard* was readily accepted as a national industry standard and stood for over 35 years without amendment. With the advent of 'block type' building design, a revised *Standard* was adopted by BOMA International in 1952. This was further revised in 1955 to become the American National Standard, of which BOMA International was a cosponsor.

In 1971, the *Standard* was revised to reflect leasing concepts and practices in effect at that time. BOMA International revised the *Standard* in 1980 to further clarify the point to which measurements are taken relative to the exterior wall of a building, and to establish the basic methods for measuring the office area of a given floor. The 1989 review resulted in a French translation and the addition (not officially part of the *Standard*) of a Question and Answer section with the most frequently asked questions about the *Standard*.

This *Standard Method for Measuring Floor Area in Office Buildings* is the result of joint action by participating organizations under the auspices of the American National Standards Institute. It was originally adopted September 15, 1915. Reissued (without change) December 1, 1925. Revised and reissued December 8, 1952. Revised and readopted December 6, 1955, and reissued January 10, 1956. Reprinted April 1963; April 1966; April, 1970. Revised and readopted June, 1971 and reprinted April, 1972; February, 1973; August, 1976. Revised and readopted June, 1980 and reissued August, 1980. Reaffirmed June 21, 1989, and reprinted August 1990. Revised and readopted June 7, 1996.

## AMERICAN NATIONAL STANDARD

An American National Standard implies a consensus of those substantially concerned with its scope and provisions. An American National Standard is intended as a guide to aid the manufacturer, the consumer, and the general public. The existence of an American National Standard does not preclude anyone, whether he/she has approved the standard or not, from manufacturing, marketing, purchasing, or using products, processes, or procedures not conforming to the standard. American National Standards are subject to periodic review and users are cautioned to obtain the latest editions.

The American National Standards Institute does not develop standards and will in no circumstances give an interpretation of any American National Standard. Moreover, no person shall have the right or authority to issue an interpretation of an American National Standard in the name of the American National Standards Institute.

**CAUTION NOTICE:** This American National Standard may be revised or withdrawn at any time. The procedures of the American National Standards Institute require that action be taken to reaffirm, revise or withdraw the standard no later than five years from the date of publication. Purchasers of American National Standards may receive the most current information on all standards by contacting the American National Standards Institute at (212)-642-4900.

## INTRODUCTION

This revised *Standard* is a building-wide method of measurement, allowing spaces that benefit all the building occupants to be measured and allocated on a pro-rata basis. This represents a major change from the previous (1981) edition, which measured office space on a floor-by-floor basis.

The need for such a changed approach was first identified within BOMA International in 1992. While surveys showed that the *Standard* was the most commonly used method of measurement for office buildings, they also documented that it was not being universally applied on a floor-by-floor basis. Buildings constructed during the 1980s tended to incorporate design elements intended to benefit building occupants generally, rather than on a floor-by-floor basis (for example, spacious entrance lobbies with concierge desks, health clubs, daycare facilities, conference centers, etc.). In view of this trend, BOMA's marketplace information indicated a widespread need to fairly account for these building-wide amenities.

Additionally, revision of the *Standard* meets a need for greater clarity in the presentation of concepts and definitions. The previous edition generated too many questions on too many issues to be considered adequate for continued use. These concerns have been thoroughly discussed, and are addressed in a definitive manner here.

In order to produce a revised *Standard* that achieves the aims in a clear and practicable way, various new definitions have been introduced, explaining concepts such as Floor Usable Area, Floor Rentable Area, Floor Common Area, and Building Common Area. With each new term, illustrations were developed to convey the new approach visually.

While additional questions will no doubt arise and further guidance materials may need to be developed, those responsible for the revised *Standard* believe it is a sound document that will meet the needs of architects, space planners, interior designers, engineers, building owners and managers, facility owners and managers, leasing professionals, asset managers, appraisers, and others concerned with the measurement of office space.

The document is designed to be easier to use through the inclusion of two new features: the "Overview of Method" section on page 4, and the "Global Summary of Areas" section on pages 26-27. In addition to familiarizing themselves with the definitions used in the *Standard* (all of which are capitalized for quick recognition), users are encouraged to reference these two sections. The "Overview of Method" outlines the steps needed to measure areas within an office building, while the "Global Summary" enables users to step back and chart the interrelationship of concepts and terms described in the *Standard*.

## TABLE OF CONTENTS

|   |    |
|---|----|
| History .....                             | iv |
| American National Standard .....          | iv |
| Introduction .....                        | v  |
| Foreword .....                            | 1  |
| Preface .....                             | 1  |
| Definitions .....                         | 2  |
| Overview of Method .....                  | 4  |
| Ratios and Equations .....                | 4  |
| Illustrations, DOMINANT PORTION .....     | 5  |
| Measuring GROSS BUILDING AREA .....       | 10 |
| Measuring FLOOR RENTABLE AREA.....        | 12 |
| Measuring FLOOR USABLE AREA .....         | 14 |
| Measuring USABLE AREA .....               | 16 |
| Illustrations, USABLE AREA .....          | 17 |
| Illustrations, FLOOR COMMON AREA .....    | 18 |
| Calculating STORE AREA .....              | 20 |
| Calculating BASIC RENTABLE AREA.....      | 21 |
| Measuring BUILDING COMMON AREA.....       | 22 |
| Illustrations, BUILDING COMMON AREA ..... | 24 |
| Calculating RENTABLE AREA .....           | 25 |
| Global Summary of Areas .....             | 26 |



## FOREWORD

A standard's purpose is to permit communication and computation on a clear and understandable basis. Another important purpose is to allow comparison of values on the basis of a generally agreed upon method of measurement.

For more than 75 years, BOMA International has sponsored the *Standard Method for Measuring Floor Area in Office Buildings*. The BOMA Standard has been the one accepted and approved by the American National Standards Institute (ANSI). The result is a method of measurement used by building owners, managers, facilities managers, tenants, appraisers, architects, leasing professionals, lending institutions and others to compute the floor area of an office building.

This *Standard* may be used to measure space in both existing and new office buildings. BOMA International urges all its members and others in the office building industry to use the *Standard* to measure office space. Facilities professionals are also encouraged to use the *Standard* in allocating building expenses to various cost centers or for comparing occupancy.

(This Foreword is not officially a part of the *Standard Method for Measuring Floor Area in Office Buildings, ANSI/BOMA Z65.1-1996*.)

## PREFACE

It is not uncommon for an area calculated from the building plans to differ from the area measured on site. It is also not uncommon for a site measurement and calculation by one party to differ from the same measurement and calculation by another party. The calculation for an area, resulting from site measurement by the building owner or manager, is deemed accurate if a re-measurement gives result with variance of two percent (2%) or less. If the variance is greater than two percent (2%), BOMA International recommends that an unbiased professional third party be sought to assist in resolving the matter.

## DEFINITIONS

*FINISHED SURFACE* shall mean a wall, ceiling or floor surface, including glass, as prepared for tenant use, excluding the thickness of any special surfacing materials such as panelling, furring strips and/or carpet.

*DOMINANT PORTION* shall mean the portion of the inside *FINISHED SURFACE* of the permanent outer building wall which is 50% or more of the vertical floor-to-ceiling dimension, at the given point being measured as one moves horizontally along the wall. *DOMINANT PORTION* itself is a vertical measurement between *FINISHED SURFACES* (or a series of vertical measurements), with the number of measurements needed based upon the conditions found along the wall. If, for instance, a window system is 4'-6" (1.372 meters) high and the floor to ceiling dimension is 9'-0" (2.743 meters), the *DOMINANT PORTION* is the inside surface of the glass for the full width of the window system. If, however, the window system is 4'-5" (1.346 meters), the *DOMINANT PORTION* is the inside surface of the wall. In designs of alternating window systems and wall sections, the *DOMINANT PORTION* will move in and out as often as conditions dictate. If no *FINISHED SURFACE* of the permanent outer building wall is 50% or more of the vertical floor-to-ceiling dimension, or if the permanent outer building wall is not vertical, the *DOMINANT PORTION* shall be the inside finished surface of the wall where it intersects the finished floor. In the case of *STORE AREA* with street level frontage, the *DOMINANT PORTION* shall be the building line.

*GROSS BUILDING AREA* shall mean the total constructed area of a building. It is generally not used for leasing purposes.

*GROSS MEASURED AREA* shall mean the total area of a building enclosed by the *DOMINANT PORTION*, excluding parking areas and loading docks (or portions of same) outside the building line. It is generally not used for leasing purposes and is calculated on a floor by floor basis.

*MAJOR VERTICAL PENETRATIONS* shall mean stairs, elevator shafts, flues, pipe shafts, vertical ducts, and the like, and their enclosing walls. Atria, lightwells and similar penetrations above the finished floor are included in this definition. Not included, however, are vertical penetrations built for the private use of a tenant occupying *OFFICE AREAS* on more than one floor. Structural columns, openings for vertical electric cable or telephone distribution, and openings for plumbing lines are not considered to be *MAJOR VERTICAL PENETRATIONS*.

*FLOOR RENTABLE AREA* shall mean the result of subtracting from the *GROSS MEASURED AREA* of a floor the *MAJOR VERTICAL PENETRATIONS* on that same floor. It is generally fixed for the life of the building and is rarely affected by changes in corridor size or configuration.

*USABLE AREA* shall mean the measured area of an *OFFICE AREA*, *STORE AREA*, or *BUILDING COMMON AREA* on a floor. The total of all the *USABLE AREAS* for a floor shall equal *FLOOR USABLE AREA* of that same floor.

*OFFICE AREA* shall mean the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed.

*STORE AREA* shall mean the area of an office building suitable for retail occupancy. *STORE AREAS* are included in *FLOOR RENTABLE AREA* and *RENTABLE AREA*.

## FOREWORD

A standard's purpose is to permit communication and computation on a clear and understandable basis. Another important purpose is to allow comparison of values on the basis of a generally agreed upon method of measurement.

For more than 75 years, BOMA International has sponsored the *Standard Method for Measuring Floor Area in Office Buildings*. The BOMA Standard has been the one accepted and approved by the American National Standards Institute (ANSI). The result is a method of measurement used by building owners, managers, facilities managers, tenants, appraisers, architects, leasing professionals, lending institutions and others to compute the floor area of an office building.

This *Standard* may be used to measure space in both existing and new office buildings. BOMA International urges all its members and others in the office building industry to use the *Standard* to measure office space. Facilities professionals are also encouraged to use the *Standard* in allocating building expenses to various cost centers or for comparing occupancy.

(This Foreword is not officially a part of the *Standard Method for Measuring Floor Area in Office Buildings, ANSI/BOMA Z65.1-1996*.)

## PREFACE

It is not uncommon for an area calculated from the building plans to differ from the area measured on site. It is also not uncommon for a site measurement and calculation by one party to differ from the same measurement and calculation by another party. The calculation for an area, resulting from site measurement by the building owner or manager, is deemed accurate if a re-measurement gives result with variance of two percent (2%) or less. If the variance is greater than two percent (2%), BOMA International recommends that an unbiased professional third party be sought to assist in resolving the matter.

## DEFINITIONS

*FINISHED SURFACE* shall mean a wall, ceiling or floor surface, including glass, as prepared for tenant use, excluding the thickness of any special surfacing materials such as panelling, furring strips and/or carpet.

*DOMINANT PORTION* shall mean the portion of the inside *FINISHED SURFACE* of the permanent outer building wall which is 50% or more of the vertical floor-to-ceiling dimension, at the given point being measured as one moves horizontally along the wall. *DOMINANT PORTION* itself is a vertical measurement between *FINISHED SURFACES* (or a series of vertical measurements), with the number of measurements needed based upon the conditions found along the wall. If, for instance, a window system is 4'-6" (1.372 meters) high and the floor to ceiling dimension is 9'-0" (2.743 meters), the *DOMINANT PORTION* is the inside surface of the glass for the full width of the window system. If, however, the window system is 4'-5" (1.346 meters), the *DOMINANT PORTION* is the inside surface of the wall. In designs of alternating window systems and wall sections, the *DOMINANT PORTION* will move in and out as often as conditions dictate. If no *FINISHED SURFACE* of the permanent outer building wall is 50% or more of the vertical floor-to-ceiling dimension, or if the permanent outer building wall is not vertical, the *DOMINANT PORTION* shall be the inside finished surface of the wall where it intersects the finished floor. In the case of *STORE AREA* with street level frontage, the *DOMINANT PORTION* shall be the building line.

*GROSS BUILDING AREA* shall mean the total constructed area of a building. It is generally not used for leasing purposes.

*GROSS MEASURED AREA* shall mean the total area of a building enclosed by the *DOMINANT PORTION*, excluding parking areas and loading docks (or portions of same) outside the building line. It is generally not used for leasing purposes and is calculated on a floor by floor basis.

*MAJOR VERTICAL PENETRATIONS* shall mean stairs, elevator shafts, flues, pipe shafts, vertical ducts, and the like, and their enclosing walls. Atria, lightwells and similar penetrations above the finished floor are included in this definition. Not included, however, are vertical penetrations built for the private use of a tenant occupying *OFFICE AREAS* on more than one floor. Structural columns, openings for vertical electric cable or telephone distribution, and openings for plumbing lines are not considered to be *MAJOR VERTICAL PENETRATIONS*.

*FLOOR RENTABLE AREA* shall mean the result of subtracting from the *GROSS MEASURED AREA* of a floor the *MAJOR VERTICAL PENETRATIONS* on that same floor. It is generally fixed for the life of the building and is rarely affected by changes in corridor size or configuration.

*USABLE AREA* shall mean the measured area of an *OFFICE AREA*, *STORE AREA*, or *BUILDING COMMON AREA* on a floor. The total of all the *USABLE AREAS* for a floor shall equal *FLOOR USABLE AREA* of that same floor.

*OFFICE AREA* shall mean the area where a tenant normally houses personnel and/or furniture, for which a measurement is to be computed.

*STORE AREA* shall mean the area of an office building suitable for retail occupancy. *STORE AREAS* are included in *FLOOR RENTABLE AREA* and *RENTABLE AREA*.

## DEFINITIONS

*BUILDING COMMON AREA* shall mean the areas of the building that provide services to building tenants but which are not included in the *OFFICE AREA* or *STORE AREA* of any specific tenant. These areas may include, but shall not be limited to, main and auxiliary lobbies, atrium spaces at the level of the finished floor, concierge areas or security desks, conference rooms, lounges or vending areas, food service facilities, health or fitness centers, daycare facilities, locker or shower facilities, mail rooms, fire control rooms, fully enclosed courtyards outside the exterior walls, and building core and service areas such as fully enclosed mechanical or equipment rooms. Specifically excluded from *BUILDING COMMON AREA* are *FLOOR COMMON AREAS*, parking space, portions of loading docks outside the building line, and *MAJOR VERTICAL PENETRATIONS*.

*FLOOR USABLE AREA* shall mean the sum of *USABLE AREAS* of *OFFICE AREAS*, *STORE AREAS* and *BUILDING COMMON AREAS* of a floor. The amount of *FLOOR USABLE AREA* can vary over the life of a building as corridors expand and contract and as floors are remodeled.

*FLOOR COMMON AREA* shall mean the areas on a floor such as washrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies, and public corridors which are available primarily for the use of tenants on that floor.

*FLOOR R/U RATIO* shall mean the conversion factor that, when applied to *USABLE AREA*, gives the *BASIC RENTABLE AREA* of the *OFFICE AREA*, *STORE AREA* or *BUILDING COMMON AREA*.

*BASIC RENTABLE AREA* of an *OFFICE AREA*, *STORE AREA* or *BUILDING COMMON AREA* shall mean the *USABLE AREA* of that *OFFICE AREA*, *STORE AREA* or *BUILDING COMMON AREA* and its share of the *FLOOR COMMON AREAS* on that floor. *BASIC RENTABLE AREA* is determined by multiplying the *USABLE AREA* of that *OFFICE AREA*, *STORE AREA* or *BUILDING COMMON AREA* by the *FLOOR R/U RATIO*. The total *BASIC RENTABLE AREA* of a tenant occupying more than one floor shall be the sum of its *BASIC RENTABLE AREAS* on each floor. The total of all *BASIC RENTABLE AREAS* on a floor shall equal the *FLOOR RENTABLE AREA* of that same floor.

*BUILDING RENTABLE AREA* shall equal the sum of all the *FLOOR RENTABLE AREAS*.

*BUILDING R/U RATIO* shall mean the conversion factor that distributes the *BUILDING COMMON AREA* of a building.

*RENTABLE AREA* shall mean the *USABLE AREA* of an *OFFICE AREA* or *STORE AREA* with its associated share of *FLOOR COMMON AREAS* and *BUILDING COMMON AREAS*. *RENTABLE AREA* is determined by multiplying the *USABLE AREA* of an *OFFICE AREA* or *STORE AREA* by the *R/U RATIO*. The total of all *RENTABLE AREAS* equals the *BUILDING RENTABLE AREA* for the building.

*R/U RATIO* shall mean the conversion factor that, when applied to *USABLE AREA*, gives the *RENTABLE AREA* of the *OFFICE AREA* or *STORE AREA*.

## OVERVIEW OF METHOD

The following steps must be followed to obtain the *RENTABLE AREA* of an *OFFICE AREA* or *STORE AREA*. Please note that an *OFFICE AREA* located in a *STORE AREA* is measured as a *STORE AREA*.

1. Determine, for record keeping, the overall *GROSS BUILDING AREA*.
2. Ascertain the *GROSS MEASURED AREA* of each floor of the building, applying the concepts of *FINISHED SURFACE* and *DOMINANT PORTION*.
3. Establish the *FLOOR RENTABLE AREA* for each floor by deducting from each floor *GROSS MEASURED AREA* the area of its *MAJOR VERTICAL PENETRATIONS*.
4. Measure the *USABLE AREA* of *OFFICE AREAS*, *STORE AREAS* and *BUILDING COMMON AREAS* on each floor to determine each *FLOOR USABLE AREA*.
5. Determine the *FLOOR COMMON AREA* of every floor by subtracting from each *FLOOR RENTABLE AREA* its *FLOOR USABLE AREA*.
6. The *FLOOR COMMON AREA* is allocated to each *USABLE AREA* on that floor by applying that *FLOOR R/U RATIO*. The result is the *BASIC RENTABLE AREA*.
7. The *BUILDING COMMON AREA* is allocated to each *BASIC RENTABLE AREA* by applying the *BUILDING R/U RATIO*. The result is the *RENTABLE AREA*.

Note that the *RENTABLE AREA* can be calculated by applying to the *USABLE AREA* of *OFFICE AREA* and *STORE AREA* the *R/U RATIO* (*BUILDING R/U RATIO* X *FLOOR R/U RATIO*). See chart on pages 26-27 for a summary of the interrelationship of areas.

## RATIOS AND EQUATIONS

$$FLOOR\ R/U\ RATIO = FLOOR\ RENTABLE\ AREA \div FLOOR\ USABLE\ AREA$$

$$BASIC\ RENTABLE\ AREA = USABLE\ AREA \times FLOOR\ R/U\ RATIO$$

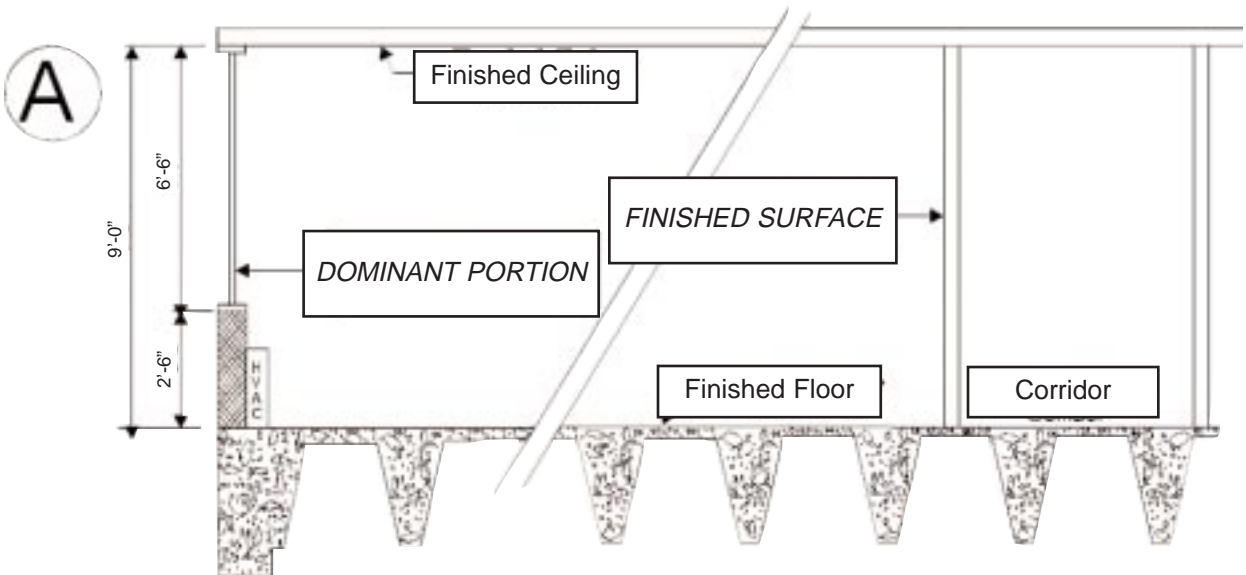
$$BUILDING\ R/U\ RATIO = BUILDING\ RENTABLE\ AREA \div (BUILDING\ RENTABLE\ AREA - BASIC\ RENTABLE\ AREA\ of\ BUILDING\ COMMON\ AREA)$$

$$RENTABLE\ AREA = BASIC\ RENTABLE\ AREA \times BUILDING\ R/U\ RATIO$$

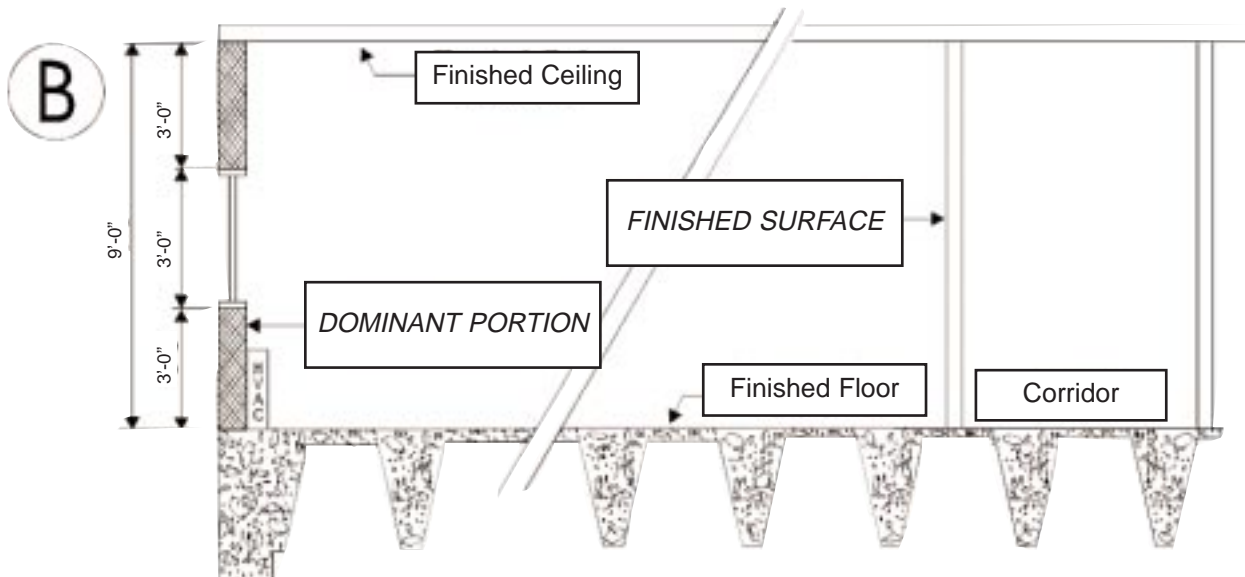
$$R/U\ RATIO = FLOOR\ R/U\ RATIO \times BUILDING\ R/U\ RATIO$$

$$RENTABLE\ AREA = USABLE\ AREA \times R/U\ RATIO$$

## ILLUSTRATIONS, DOMINANT PORTION

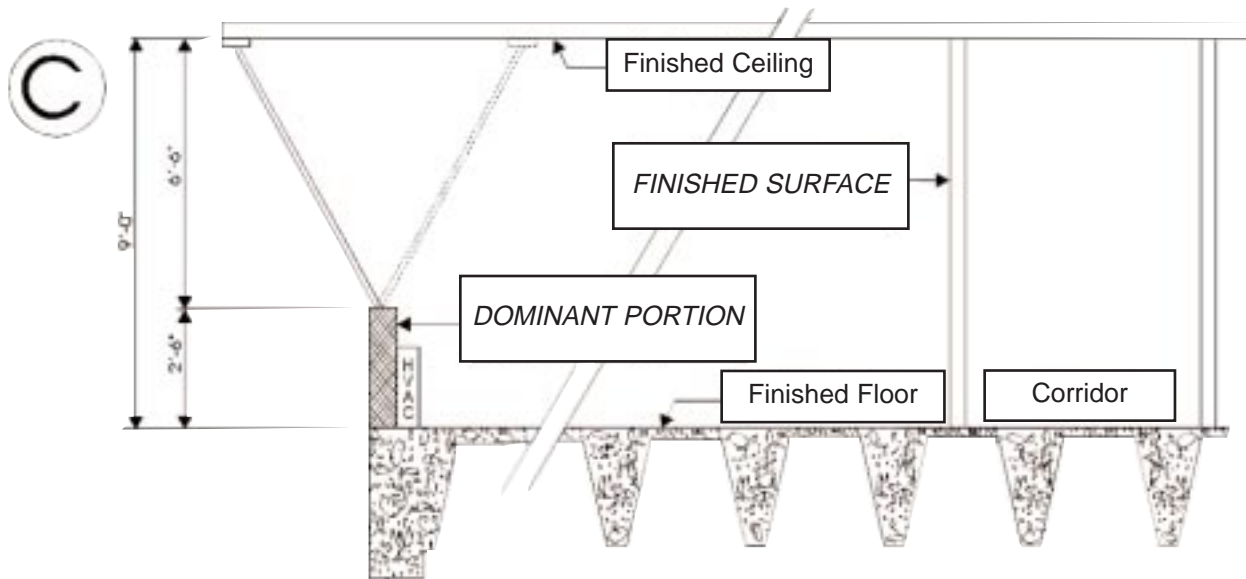


Illustrates a vertical permanent outer building wall where the window system comprises 50% or more of the vertical floor-to-ceiling dimension and, therefore, is the *DOMINANT PORTION*. Points of measurement are shown by the connected arrows.

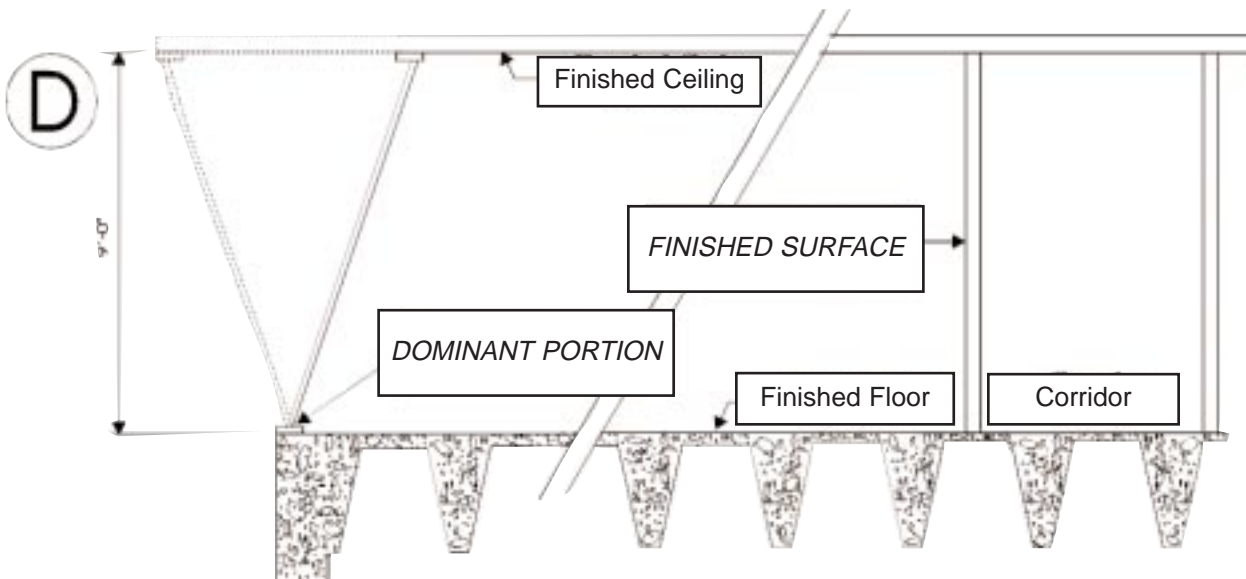


Illustrates a vertical permanent outer building wall where non-glass material comprises 50% or more of the vertical floor-to-ceiling dimension and, therefore, is the *DOMINANT PORTION*. Points of measurement are shown by the connected arrows.

# ILLUSTRATIONS, DOMINANT PORTION



Illustrates a partially non-vertical permanent outer building wall. Points of measurement are shown by the connected arrows.

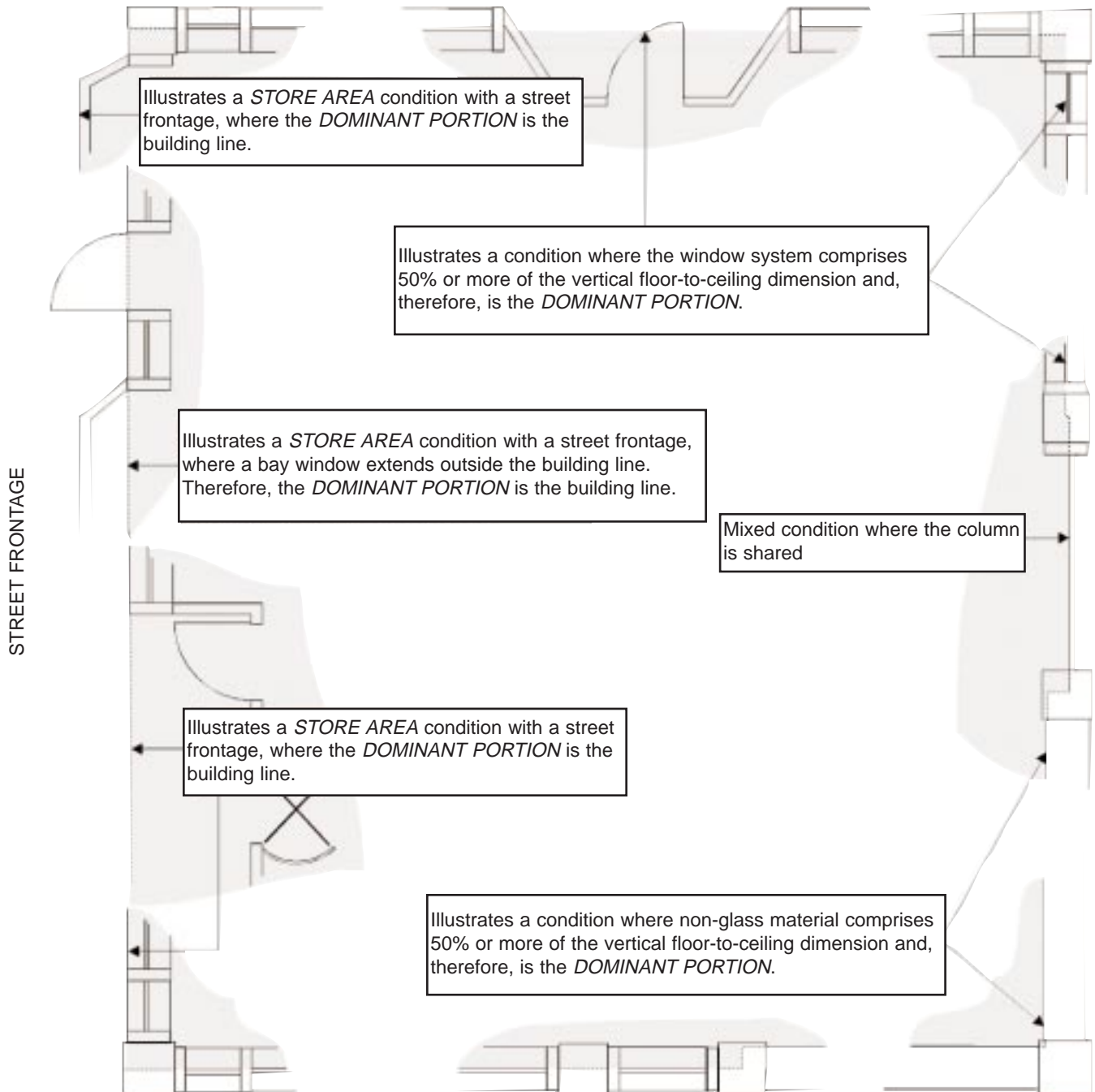


Illustrates a non-vertical permanent outer building wall. Points of measurement are shown by the connected arrows.



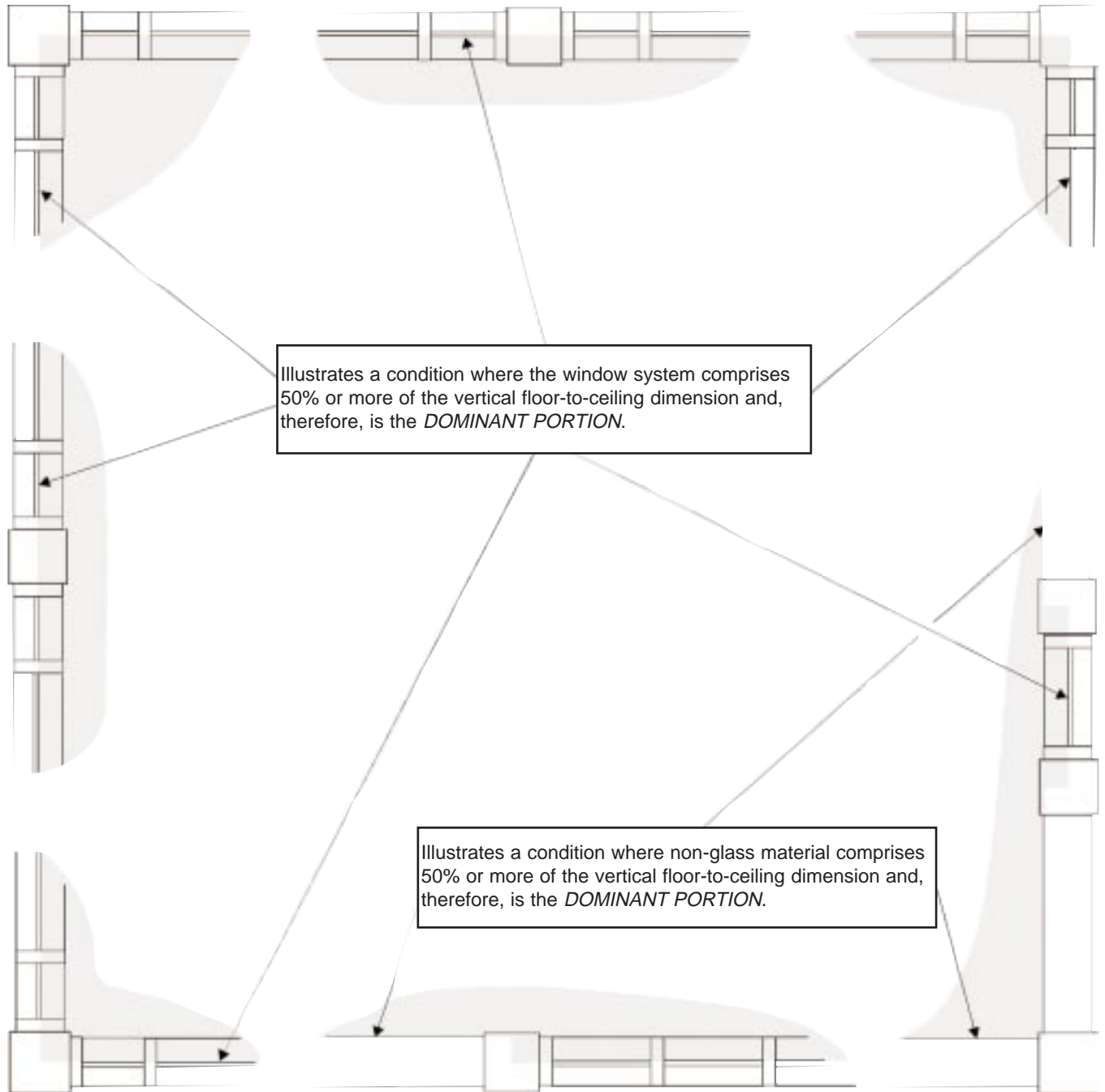
# ILLUSTRATIONS, DOMINANT PORTION

## TYPICAL GROUND LEVEL FLOOR



# ILLUSTRATIONS, DOMINANT PORTION

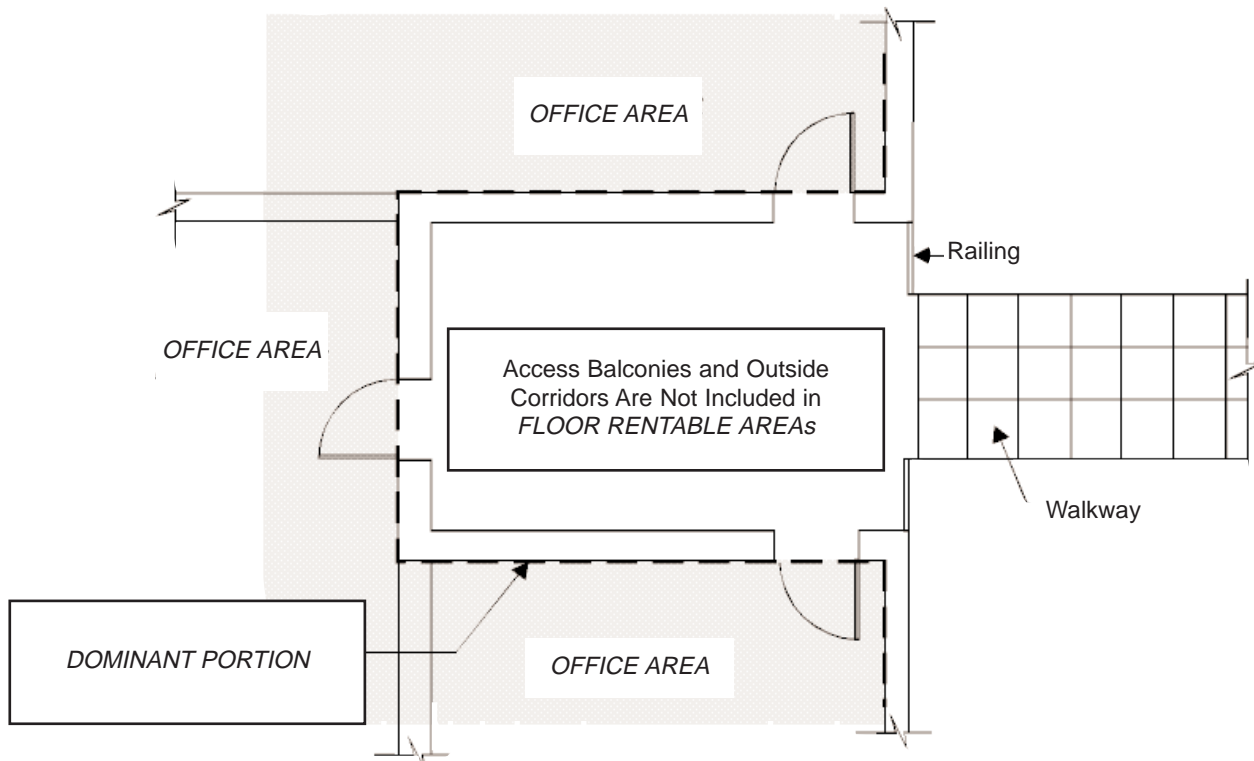
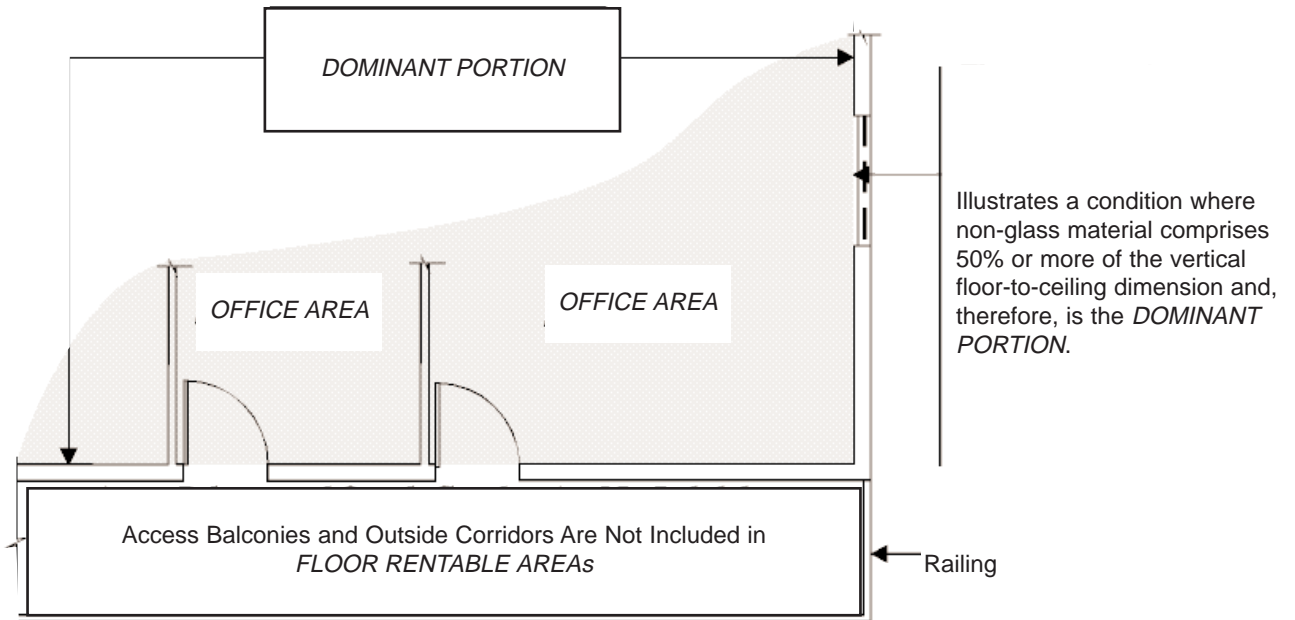
## TYPICAL UPPER LEVEL FLOOR



# ILLUSTRATIONS, DOMINANT PORTION

## OUTSIDE CORRIDORS & TERRACES

(These Styles of Building Entrances Are Common in Warmer Climates)



## MEASURING GROSS BUILDING AREA

*GROSS BUILDING AREA* is not to be used for leasing purposes except where an entire building is leased to a single tenant. This area is computed by measuring to the outside finished surface of permanent outer building walls, without any deductions. All enclosed floors of the building, including basements, garages, mechanical equipment floors, penthouses, and the like, are calculated. *GROSS BUILDING AREA* is sometimes referred to as “construction area” in the industry.

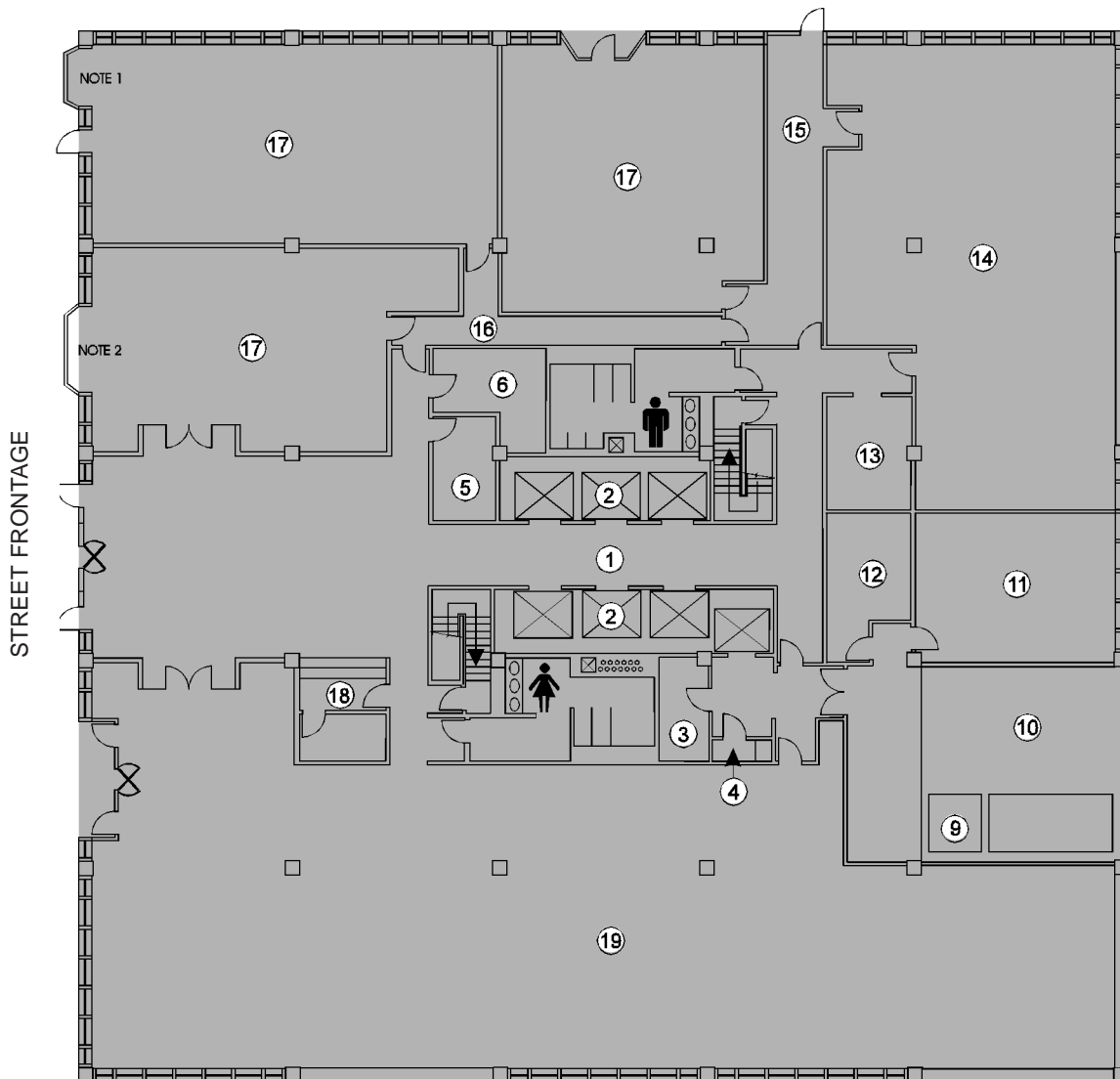


ILLUSTRATION OF *GROSS BUILDING AREA* FOR A TYPICAL GROUND LEVEL FLOOR WHERE THE BUILT AREA BOWS OUT OF AN OTHERWISE STRAIGHT BUILDING LINE (Note 1) AND A BAY WINDOW EXTENDS OUTSIDE THE BUILDING LINE (Note 2)

- |                        |                     |                            |
|------------------------|---------------------|----------------------------|
| 1 Lobby                | 8 Ventilation Shaft | 14 Exercise Club           |
| 2 Elevator             | 9 Trash Dumpster    | 15 Exit Corridor           |
| 3 Electricity          | 10 Loading Dock     | 16 Retail Service Corridor |
| 4 Janitor              | 11 Electrical Room  | 17 Store Area              |
| 5 Fire Command         | 12 Fire Pump        | 18 Security                |
| 6 Building Maintenance | 13 Vending Machines | 19 Restaurant              |
| 7 Fan Room             |                     |                            |

## MEASURING GROSS BUILDING AREA

*GROSS BUILDING AREA* is not to be used for leasing purposes except where an entire building is leased to a single tenant. This area is computed by measuring to the outside finished surface of permanent outer building walls, without any deductions. All enclosed floors of the building, including basements, garages, mechanical equipment floors, penthouses, and the like, are calculated. *GROSS BUILDING AREA* is sometimes referred to as “construction area” in the industry.

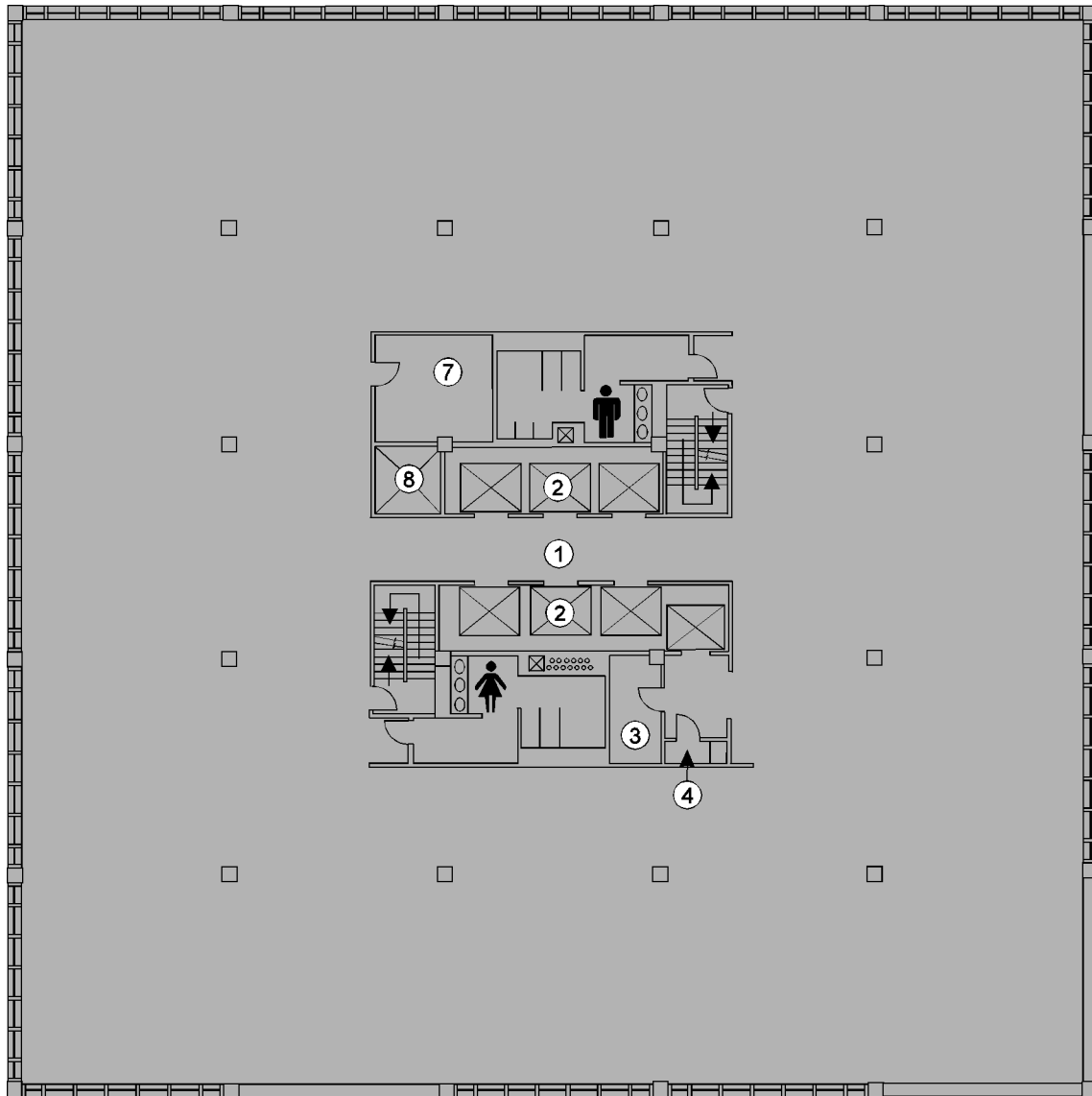


ILLUSTRATION OF *GROSS BUILDING AREA* FOR A TYPICAL UPPER LEVEL FLOOR

- |                        |                     |                            |
|------------------------|---------------------|----------------------------|
| 1 Lobby                | 8 Ventilation Shaft | 14 Exercise Club           |
| 2 Elevator             | 9 Trash Dumpster    | 15 Exit Corridor           |
| 3 Electricity          | 10 Loading Dock     | 16 Retail Service Corridor |
| 4 Janitor              | 11 Electrical Room  | 17 Store Area              |
| 5 Fire Command         | 12 Fire Pump        | 18 Security                |
| 6 Building Maintenance | 13 Vending Machines | 19 Restaurant              |
| 7 Fan Room             |                     |                            |

## MEASURING FLOOR RENTABLE AREA

*FLOOR RENTABLE AREA* shall mean the result of subtracting from the *GROSS MEASURED AREA* of a floor the area of the *MAJOR VERTICAL PENETRATIONS* on that same floor. No deduction shall be made for columns and projections necessary to the building. Spaces outside the exterior walls, such as balconies, terraces, or corridors, are excluded. *BUILDING RENTABLE AREA* shall equal the sum of all *FLOOR RENTABLE AREAS*.

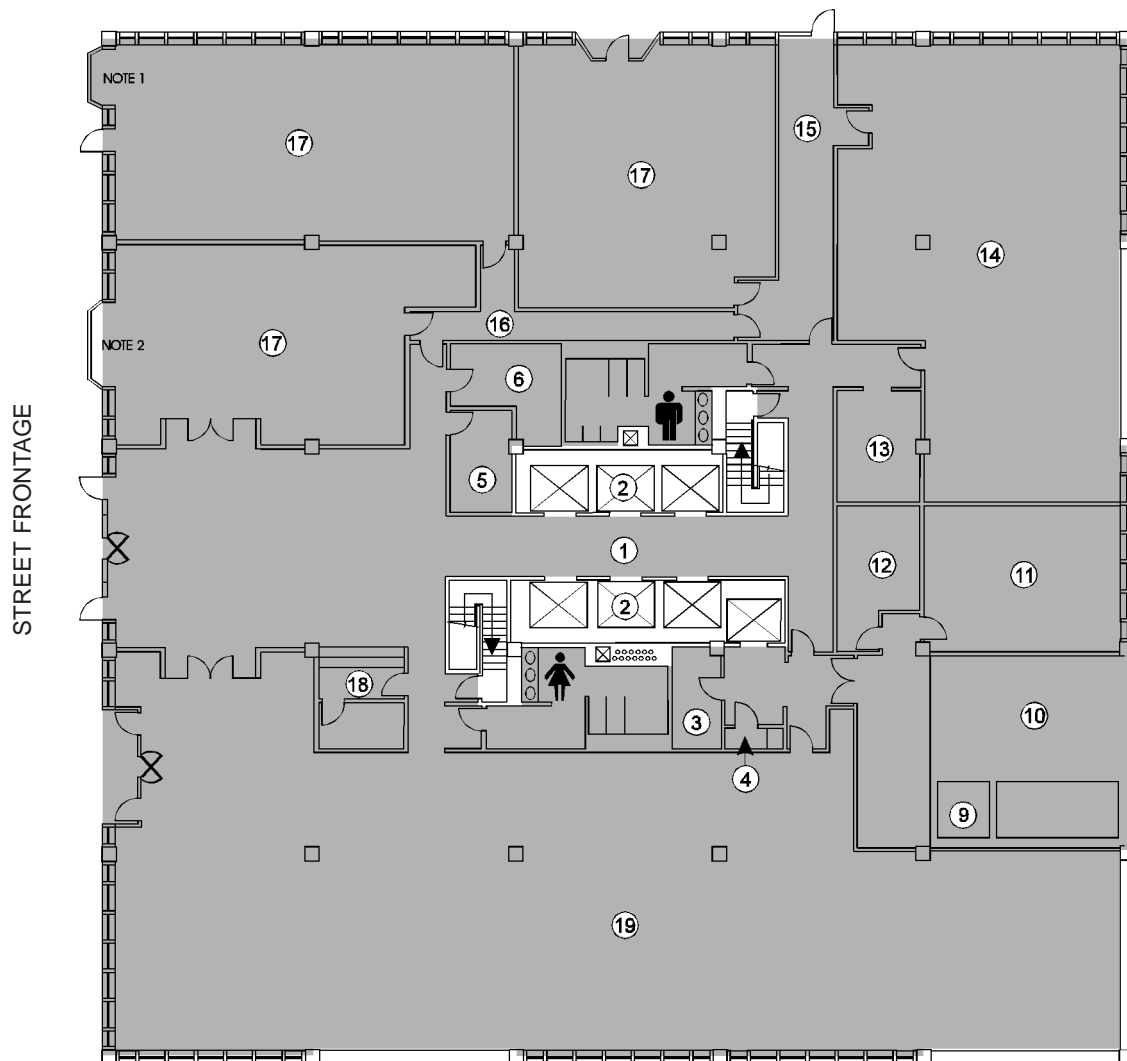


ILLUSTRATION OF *FLOOR RENTABLE AREA* FOR A TYPICAL GROUND FLOOR LEVEL FLOOR WHERE THE BUILT AREA BOWS OUT OF AN OTHERWISE STRAIGHT BUILDING LINE (Note 1) AND A BAY WINDOW EXTENDS OUTSIDE THE BUILDING LINE (Note 2)

- |                        |                     |                            |
|------------------------|---------------------|----------------------------|
| 1 Lobby                | 8 Ventilation Shaft | 14 Exercise Club           |
| 2 Elevator             | 9 Trash Dumpster    | 15 Exit Corridor           |
| 3 Electricity          | 10 Loading Dock     | 16 Retail Service Corridor |
| 4 Janitor              | 11 Electrical Room  | 17 Store Area              |
| 5 Fire Command         | 12 Fire Pump        | 18 Security                |
| 6 Building Maintenance | 13 Vending Machines | 19 Restaurant              |
| 7 Fan Room             |                     |                            |

## MEASURING FLOOR RENTABLE AREA

*FLOOR RENTABLE AREA* shall mean the result of subtracting from the *GROSS MEASURED AREA* of a floor the area of the *MAJOR VERTICAL PENETRATIONS* on that same floor. No deduction shall be made for columns and projections necessary to the building. Spaces outside the exterior walls, such as balconies, terraces, or corridors, are excluded. *BUILDING RENTABLE AREA* shall equal the sum of all *FLOOR RENTABLE AREAS*.

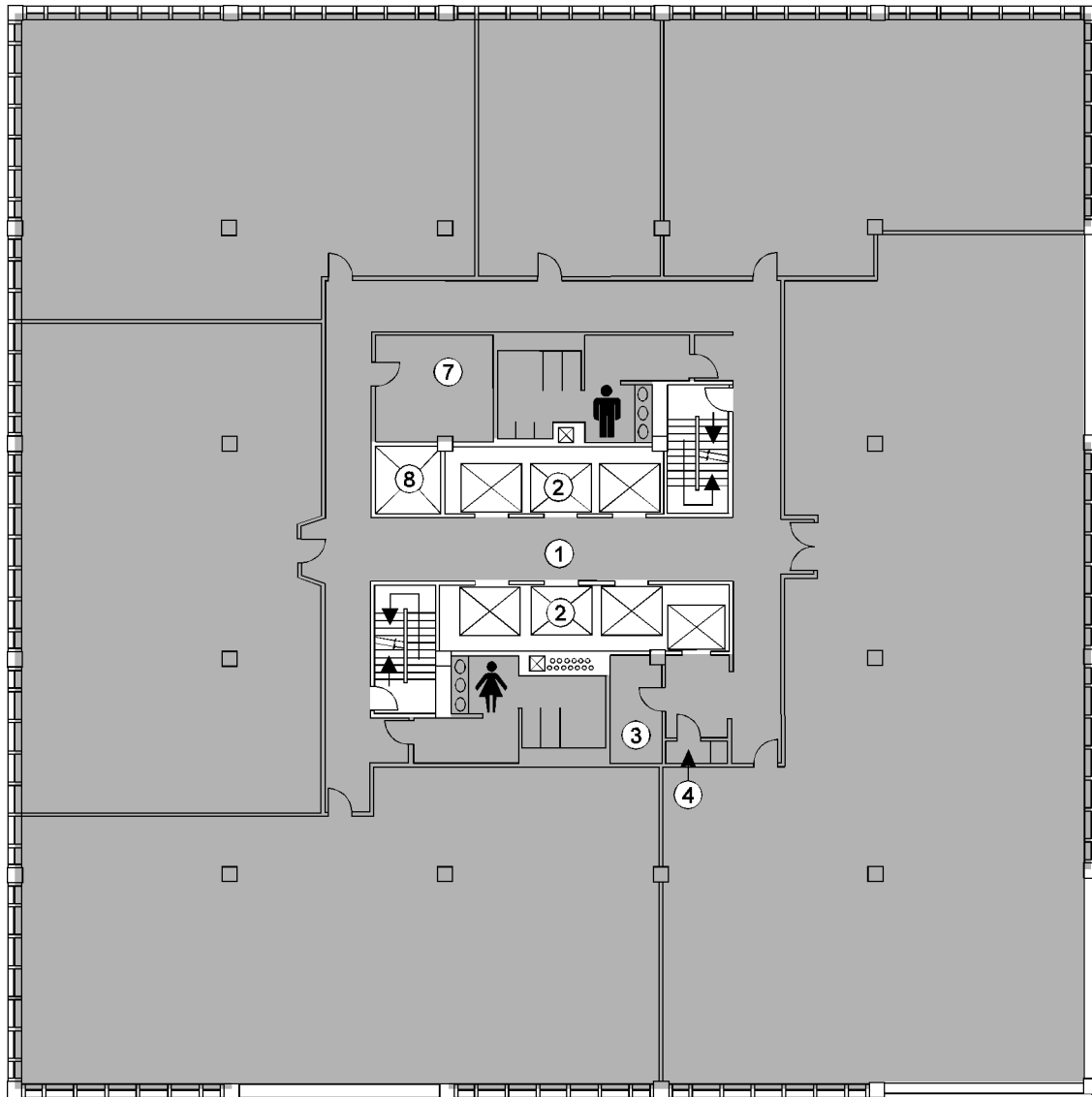


ILLUSTRATION OF *FLOOR RENTABLE AREA* FOR A TYPICAL UPPER LEVEL FLOOR

- |                        |                     |                            |
|------------------------|---------------------|----------------------------|
| 1 Lobby                | 8 Ventilation Shaft | 14 Exercise Club           |
| 2 Elevator             | 9 Trash Dumpster    | 15 Exit Corridor           |
| 3 Electricity          | 10 Loading Dock     | 16 Retail Service Corridor |
| 4 Janitor              | 11 Electrical Room  | 17 Store Area              |
| 5 Fire Command         | 12 Fire Pump        | 18 Security                |
| 6 Building Maintenance | 13 Vending Machines | 19 Restaurant              |
| 7 Fan Room             |                     |                            |

## MEASURING FLOOR USABLE AREA

*FLOOR USABLE AREA* shall be computed by measuring the area enclosed between the *FINISHED SURFACE* of the *OFFICE AREA* side of corridors and the *DOMINANT PORTION* and/or *MAJOR VERTICAL PENETRATIONS*. *BUILDING COMMON AREAS* are considered to be part of *FLOOR USABLE AREA*. No deduction shall be made for columns and projections necessary to the building. Where alcoves, recessed entrances or similar deviation from the corridor line are present, *FLOOR USABLE AREA* shall be computed as if the deviation were not present.

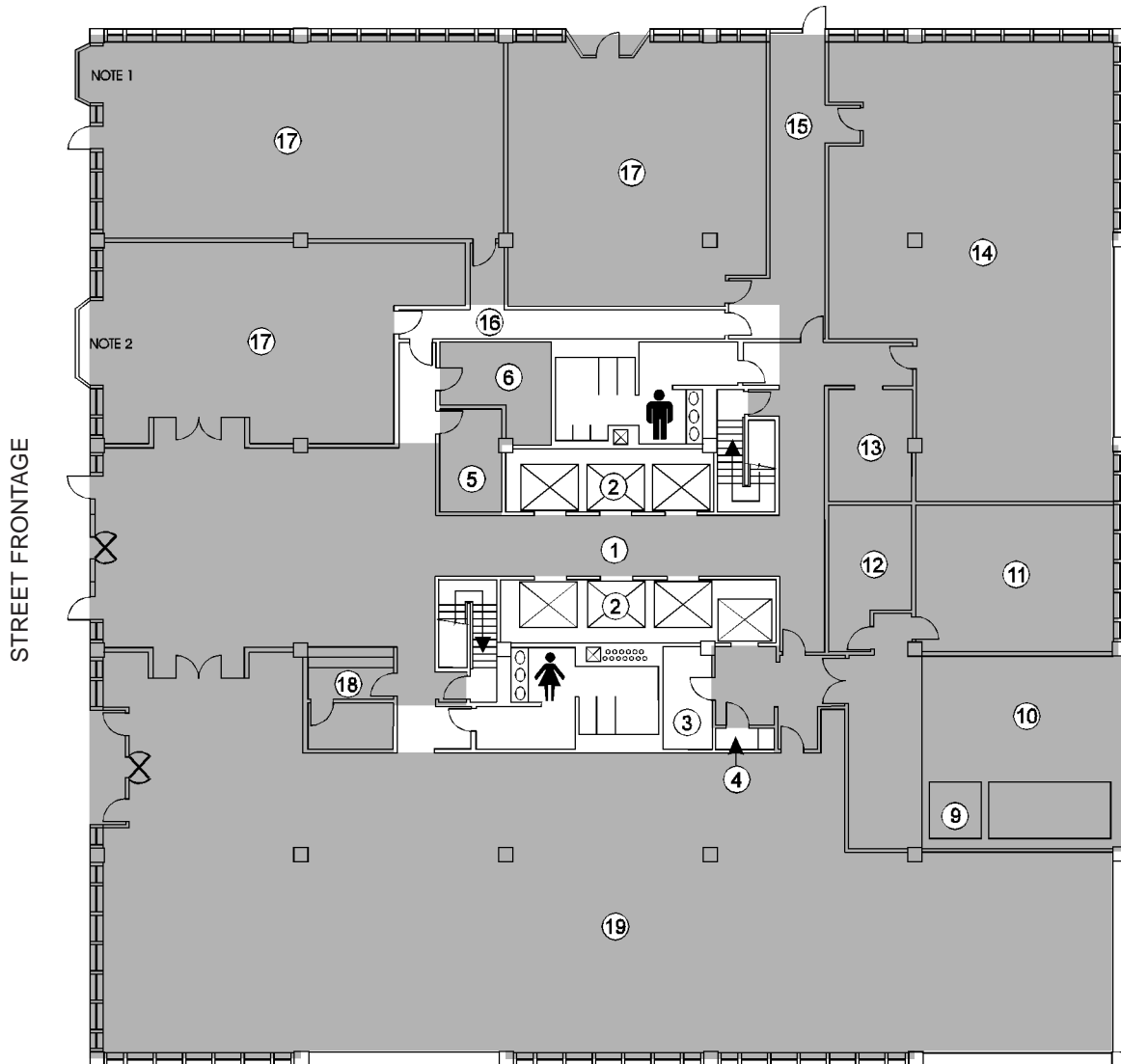


ILLUSTRATION OF *FLOOR USABLE AREA* FOR A TYPICAL GROUND FLOOR LEVEL WHERE THE BUILT AREA BOWS OUT OF AN OTHERWISE STRAIGHT BUILDING LINE (Note 1) AND A BAY WINDOW EXTENDS OUTSIDE THE BUILDING LINE (Note 2)

- |                        |                     |                            |
|------------------------|---------------------|----------------------------|
| 1 Lobby                | 8 Ventilation Shaft | 14 Exercise Club           |
| 2 Elevator             | 9 Trash Dumpster    | 15 Exit Corridor           |
| 3 Electricity          | 10 Loading Dock     | 16 Retail Service Corridor |
| 4 Janitor              | 11 Electrical Room  | 17 Store Area              |
| 5 Fire Command         | 12 Fire Pump        | 18 Security                |
| 6 Building Maintenance | 13 Vending Machines | 19 Restaurant              |
| 7 Fan Room             |                     |                            |



## MEASURING FLOOR USABLE AREA

*FLOOR USABLE AREA* shall be computed by measuring the area enclosed between the *FINISHED SURFACE* of the *OFFICE AREA* side of corridors and the *DOMINANT PORTION* and/or *MAJOR VERTICAL PENETRATIONS*. *BUILDING COMMON AREAS* are considered to be part of *FLOOR USABLE AREA*. No deduction shall be made for columns and projections necessary to the building. Where alcoves, recessed entrances or similar deviation from the corridor line are present, *FLOOR USABLE AREA* shall be computed as if the deviation were not present.

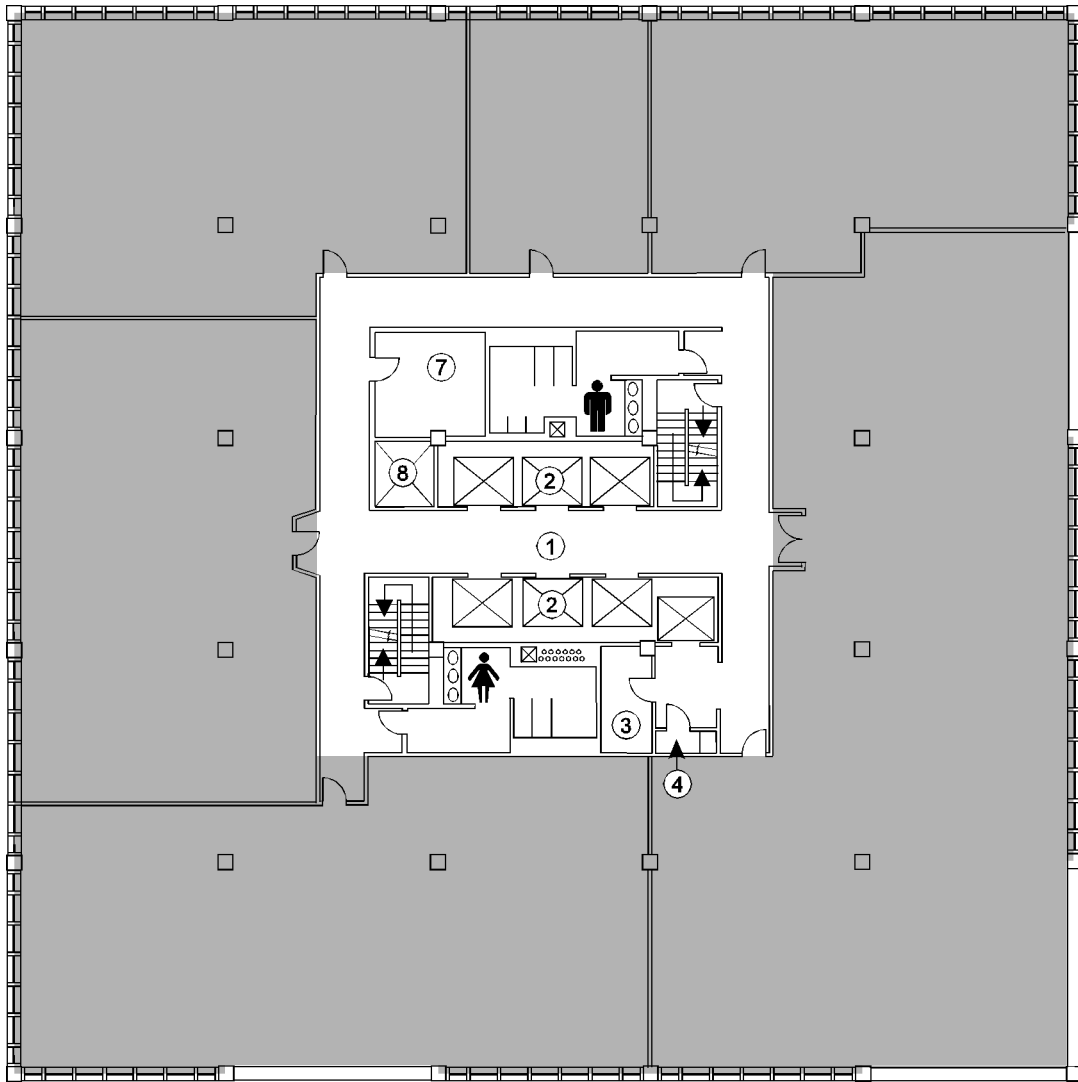
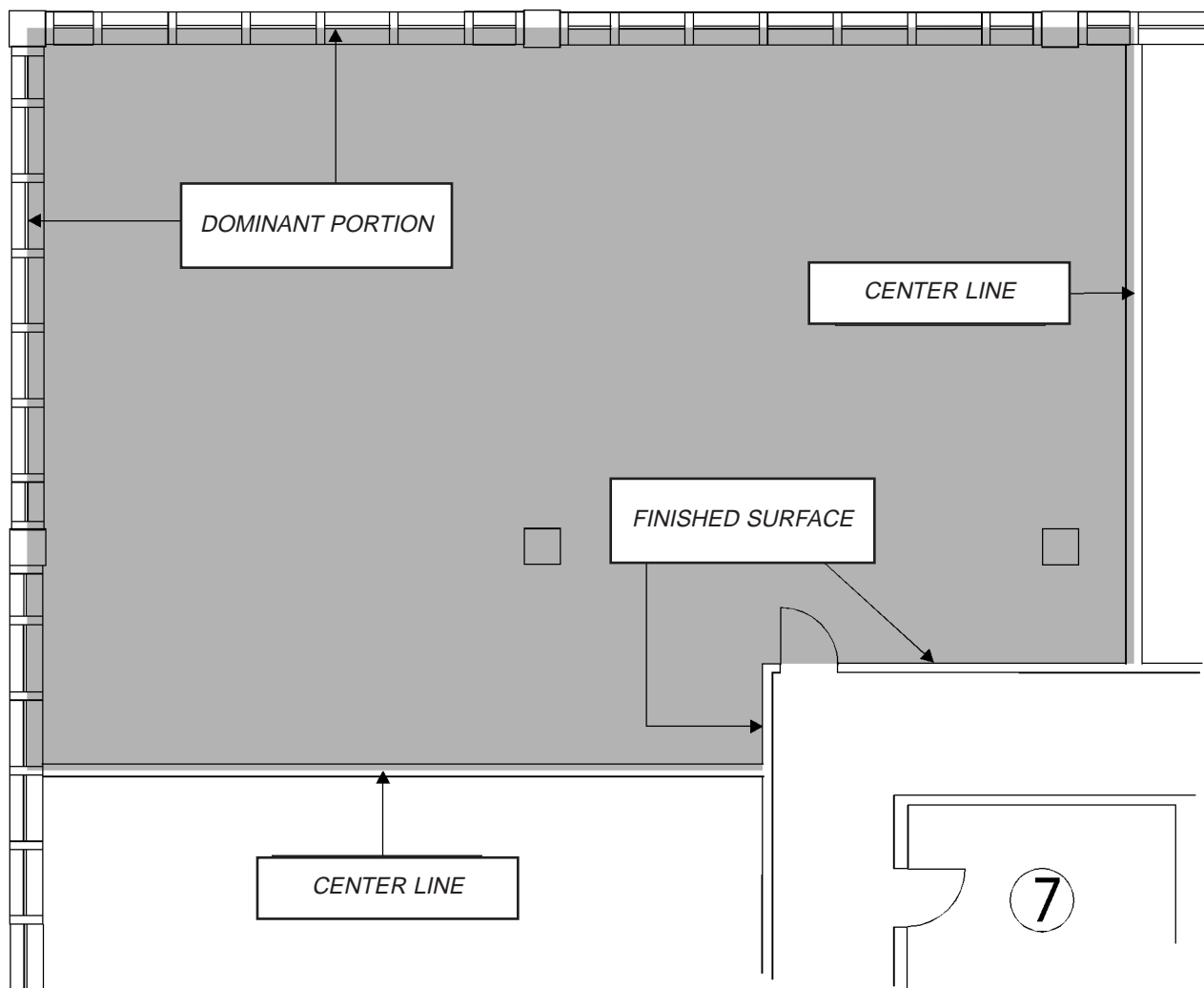


ILLUSTRATION OF *FLOOR USABLE AREA* FOR A TYPICAL UPPER LEVEL FLOOR

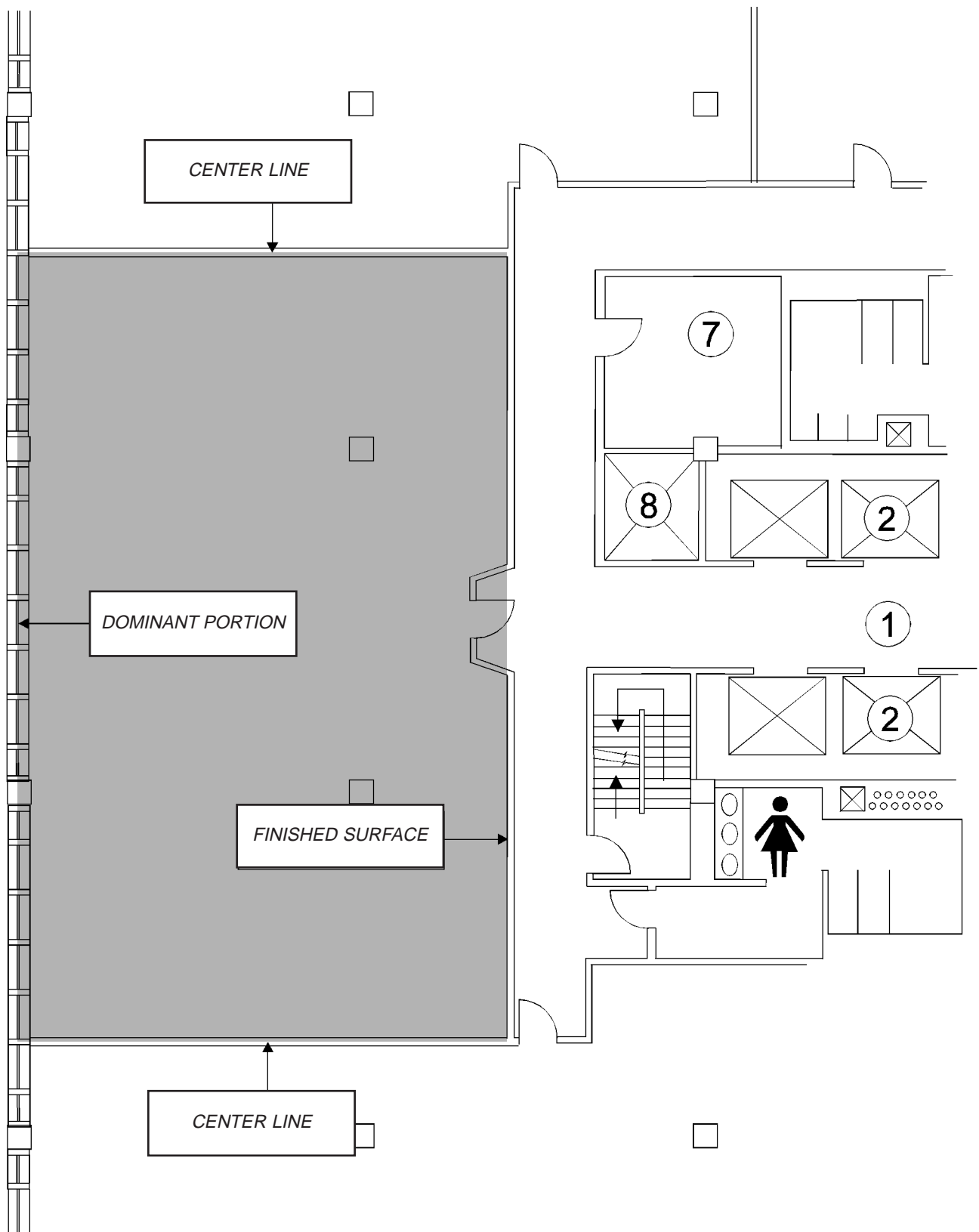
- |                        |                     |                            |
|------------------------|---------------------|----------------------------|
| 1 Lobby                | 8 Ventilation Shaft | 14 Exercise Club           |
| 2 Elevator             | 9 Trash Dumpster    | 15 Exit Corridor           |
| 3 Electricity          | 10 Loading Dock     | 16 Retail Service Corridor |
| 4 Janitor              | 11 Electrical Room  | 17 Store Area              |
| 5 Fire Command         | 12 Fire Pump        | 18 Security                |
| 6 Building Maintenance | 13 Vending Machines | 19 Restaurant              |
| 7 Fan Room             |                     |                            |

## MEASURING USABLE AREA

*USABLE AREA* of an *OFFICE AREA*, *STORE AREA* or *BUILDING COMMON AREA* shall be computed by measuring the area enclosed by: the *FINISHED SURFACE* of the *OFFICE* side of corridor and other permanent walls; the *DOMINANT PORTION* or a *MAJOR VERTICAL PENETRATION*; and the center of partitions that separate the area being measured from adjoining *OFFICE AREAs*, *STORE AREAs* and/or *BUILDING COMMON AREAs*. No deductions shall be made for columns and projections necessary to the building. *FLOOR USABLE AREA* of a floor shall be equal to the sum of all the *USABLE AREAs* on that same floor. Where alcoves, recessed entrances or similar deviation from the corridor line are present, *USABLE AREA* shall be computed as if the deviation were not present.



# ILLUSTRATIONS, USABLE AREA



## ILLUSTRATIONS, FLOOR COMMON AREA

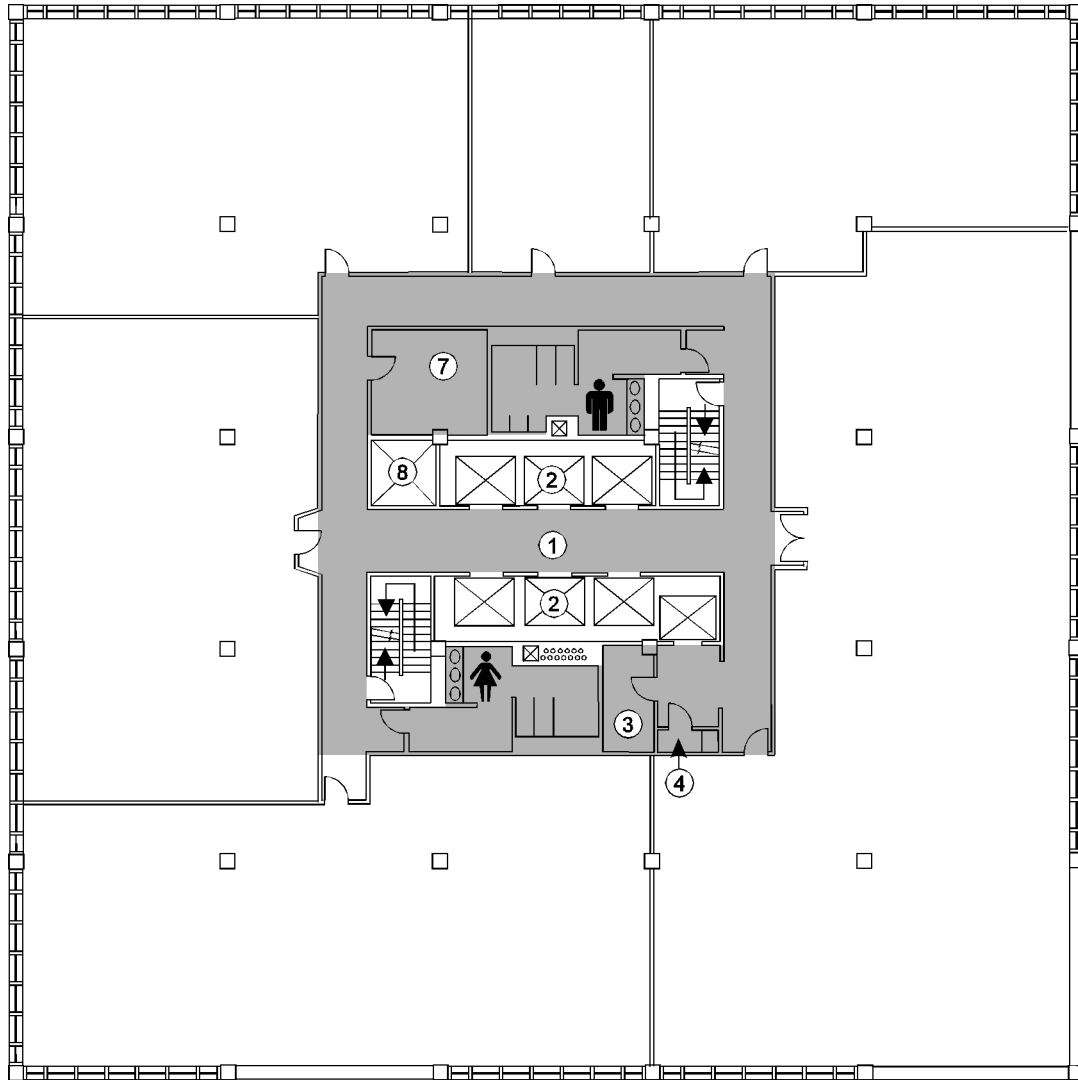
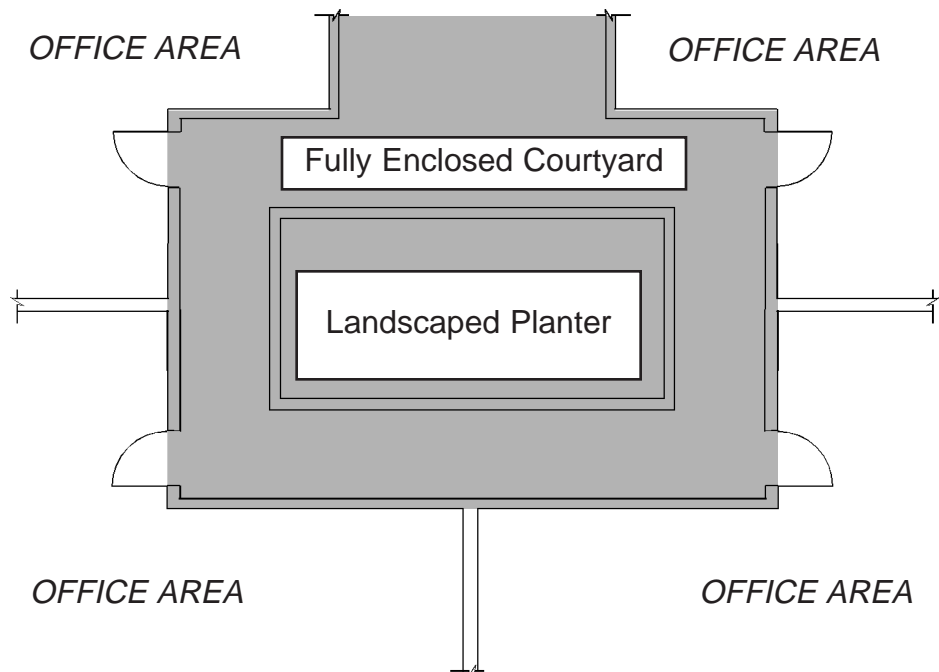
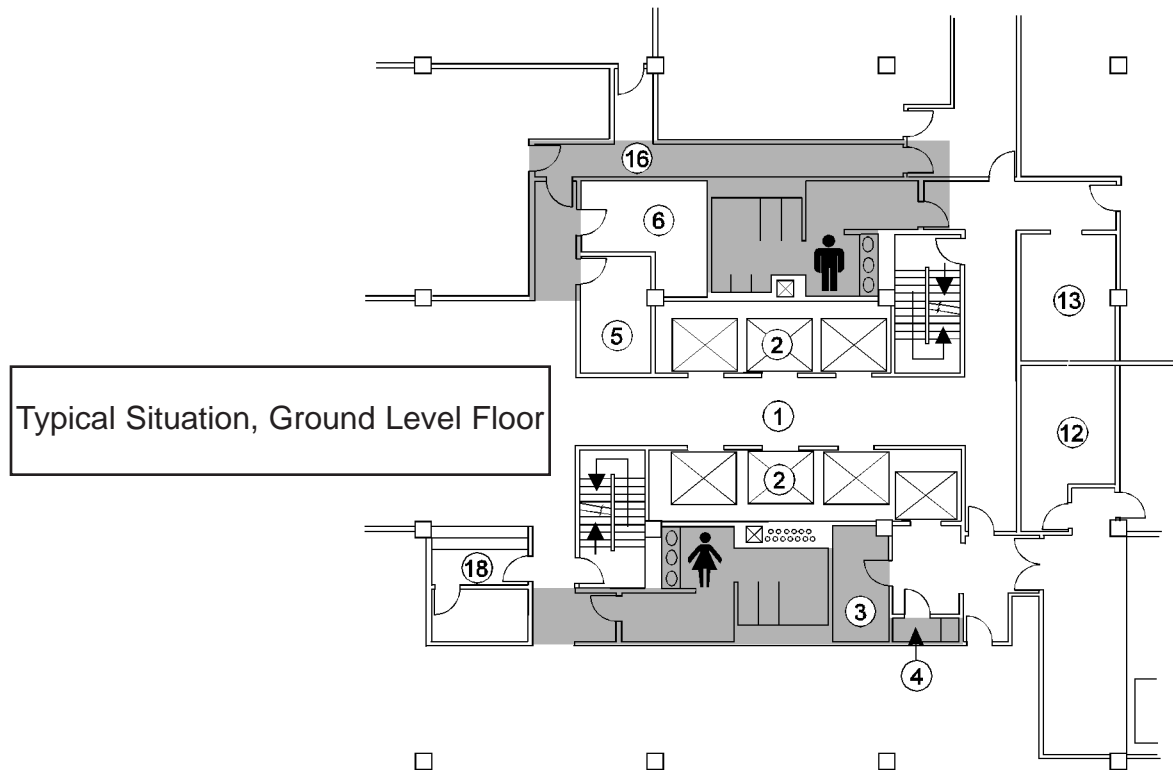


ILLUSTRATION OF *FLOOR COMMON AREA* FOR A TYPICAL UPPER LEVEL FLOOR

- |                        |                     |                            |
|------------------------|---------------------|----------------------------|
| 1 Lobby                | 8 Ventilation Shaft | 14 Exercise Club           |
| 2 Elevator             | 9 Trash Dumpster    | 15 Exit Corridor           |
| 3 Electricity          | 10 Loading Dock     | 16 Retail Service Corridor |
| 4 Janitor              | 11 Electrical Room  | 17 Store Area              |
| 5 Fire Command         | 12 Fire Pump        | 18 Security                |
| 6 Building Maintenance | 13 Vending Machines | 19 Restaurant              |
| 7 Fan Room             |                     |                            |

ILLUSTRATIONS, FLOOR COMMON AREA

DETAILED ILLUSTRATIONS



## CALCULATING STORE AREA

*STORE AREA* shall be computed by measuring the area enclosed by: the building line in the case of street frontage; the *FINISHED SURFACE* of the *STORE AREA* side of corridor and other permanent walls; the *DOMINANT PORTION* or a *MAJOR VERTICAL PENETRATION*; and the center of partitions that separate the *STORE AREA* from adjoining *STORE AREAs*, *OFFICE AREAs* and/or *BUILDING COMMON AREAs*.

Where alcoves, recessed entrances or similar deviation from the corridor line are present, *STORE AREA* shall be computed as if the deviation were not present. Where vestibules, recessed entrances or similar deviation from the building line, in the case of street frontage, are present, *STORE AREA* shall be computed as if the deviation were not present. No addition should be made for bay windows extending outside the building line. No deductions shall be made for columns and projections necessary to the building.

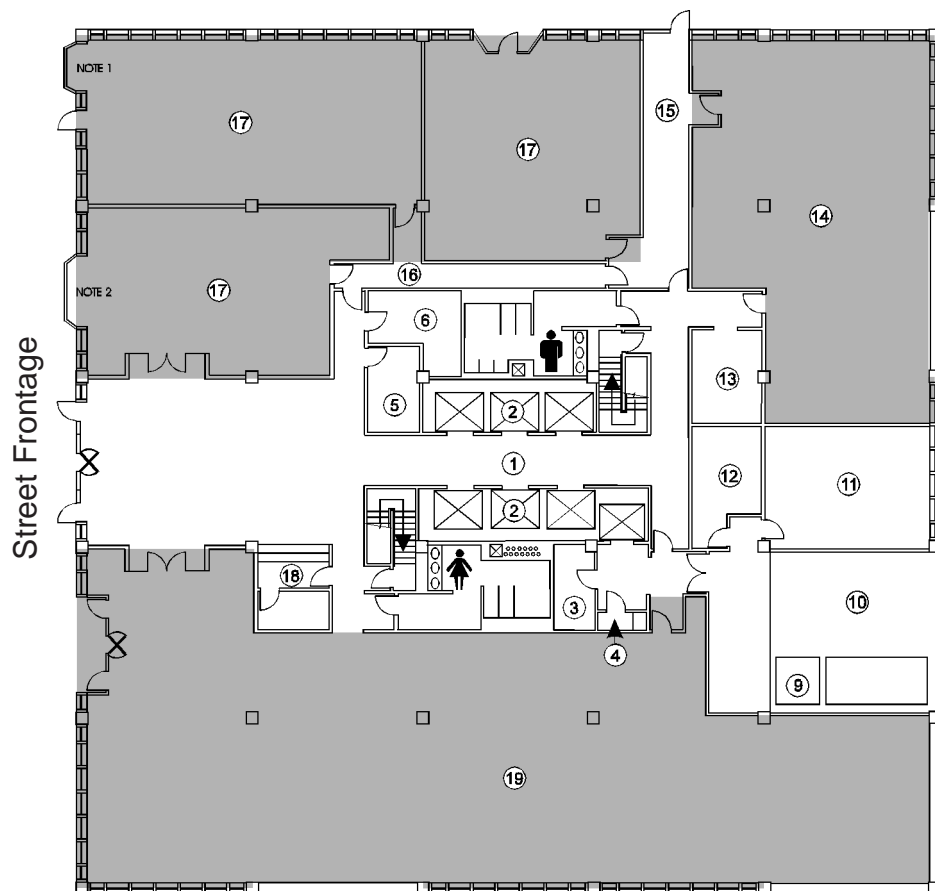
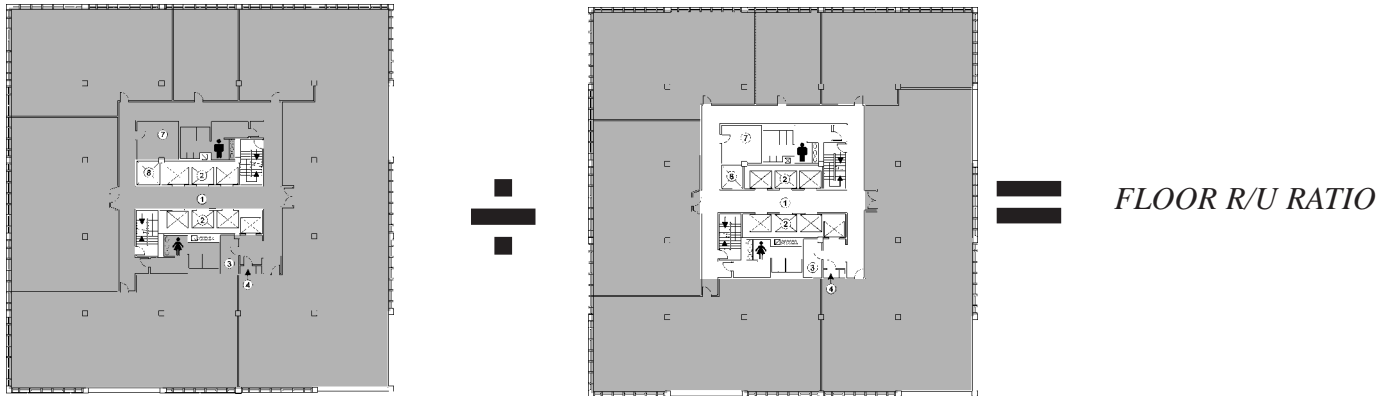


ILLUSTRATION OF *STORE AREA* FOR A TYPICAL GROUND LEVEL FLOOR WHERE THE BUILT AREA BOWS OUT OF AN OTHERWISE STRAIGHT BUILDING LINE (Note 1) AND A BAY WINDOW EXTENDS OUTSIDE THE BUILDING LINE (Note 2)

- |                        |                     |                            |
|------------------------|---------------------|----------------------------|
| 1 Lobby                | 8 Ventilation Shaft | 14 Exercise Club           |
| 2 Elevator             | 9 Trash Dumpster    | 15 Exit Corridor           |
| 3 Electricity          | 10 Loading Dock     | 16 Retail Service Corridor |
| 4 Janitor              | 11 Electrical Room  | 17 Store Area              |
| 5 Fire Command         | 12 Fire Pump        | 18 Security                |
| 6 Building Maintenance | 13 Vending Machines | 19 Restaurant              |
| 7 Fan Room             |                     |                            |

## CALCULATING BASIC RENTABLE AREA

The key concept to master in calculating *BASIC RENTABLE AREA* is the concept of *FLOOR R/U RATIO* in allocating *FLOOR COMMON AREAS* to each *OFFICE AREA*, *STORE AREA* or *BUILDING COMMON AREA*. The *FLOOR RENTABLE AREA* divided by that same *FLOOR USABLE AREA* equals the *FLOOR R/U RATIO*.



A *USABLE AREA* multiplied by its *FLOOR R/U RATIO* results in a *BASIC RENTABLE AREA*.



The total of all *BASIC RENTABLE AREAS* on a floor shall equal the *FLOOR RENTABLE AREA* of that same floor.

| TENANT      | USABLE AREA | X | FLOOR R/U RATIO | = | BASIC RENTABLE AREA |
|-------------|-------------|---|-----------------|---|---------------------|
| # 1         |             |   |                 |   |                     |
| # 2         |             |   |                 |   |                     |
| # 3         |             |   |                 |   |                     |
| # 4         |             |   |                 |   |                     |
| # 5         |             |   |                 |   |                     |
| # 6         |             |   |                 |   |                     |
| FLOOR TOTAL |             |   |                 |   |                     |

## MEASURING BUILDING COMMON AREA

*BUILDING COMMON AREAS* are measured like an *OFFICE AREA* or *STORE AREA* and will have a *USABLE AREA* and a *BASIC RENTABLE AREA*.

No deduction shall be made for columns and projections necessary to the building.

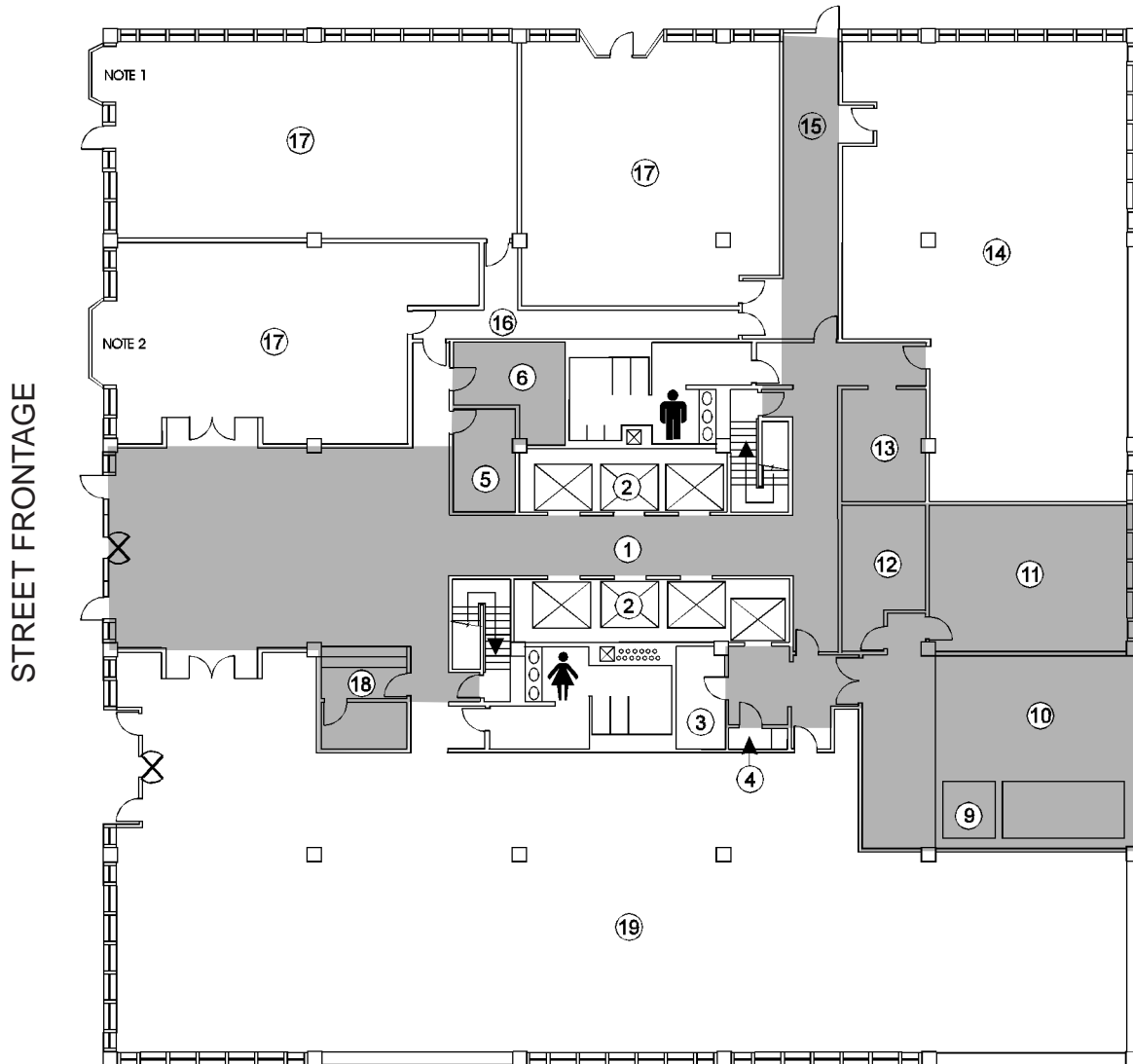


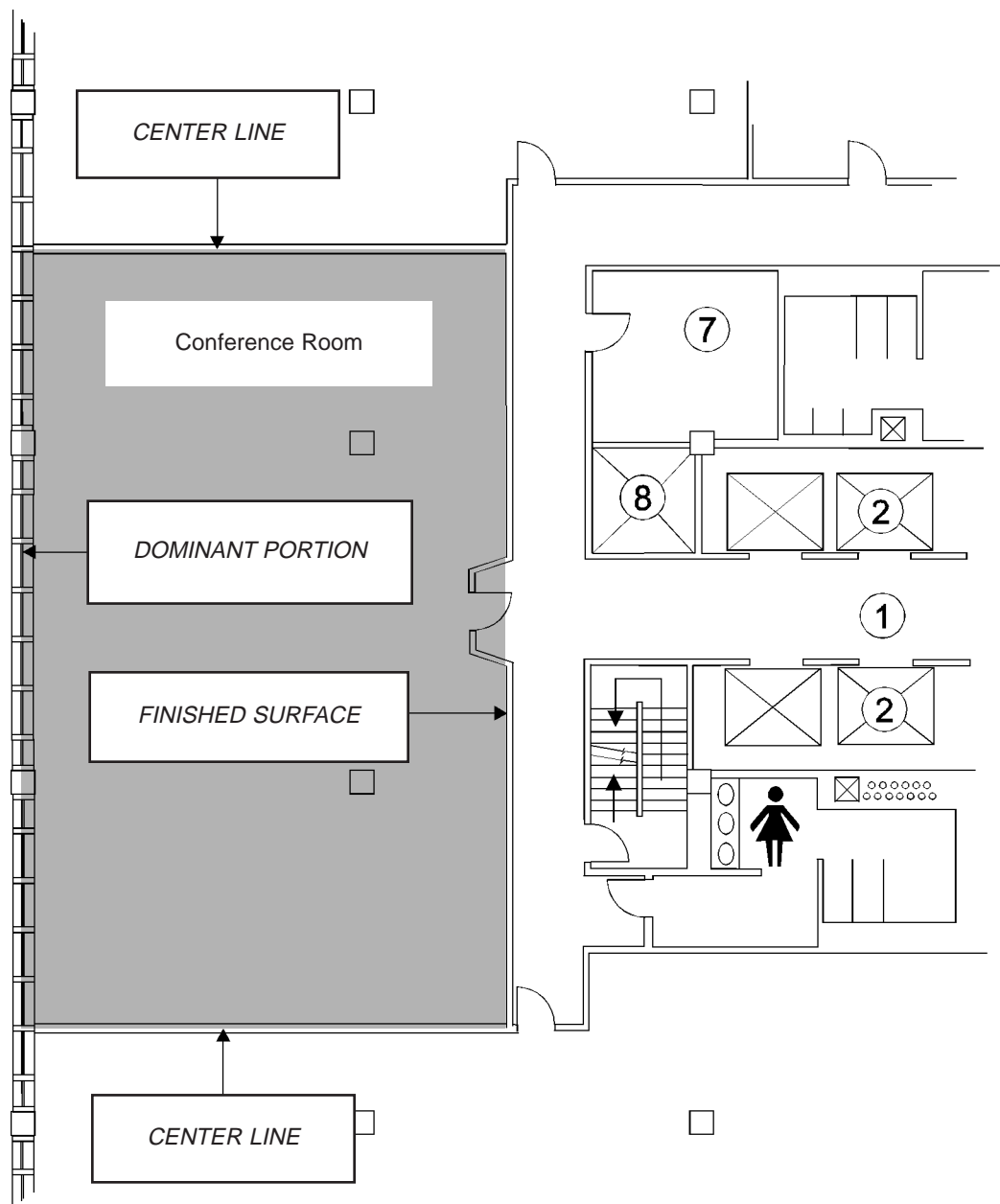
ILLUSTRATION OF *BUILDING COMMON AREA* FOR A TYPICAL GROUND LEVEL FLOOR WHERE THE BUILT AREA BOWS OUT OF AN OTHERWISE STRAIGHT BUILDING LINE (Note 1) AND A BAY WINDOW EXTENDS OUTSIDE THE BUILDING LINE (Note 2)

- |                        |                     |                            |
|------------------------|---------------------|----------------------------|
| 1 Lobby                | 8 Ventilation Shaft | 14 Exercise Club           |
| 2 Elevator             | 9 Trash Dumpster    | 15 Exit Corridor           |
| 3 Electricity          | 10 Loading Dock     | 16 Retail Service Corridor |
| 4 Janitor              | 11 Electrical Room  | 17 Store Area              |
| 5 Fire Command         | 12 Fire Pump        | 18 Security                |
| 6 Building Maintenance | 13 Vending Machines | 19 Restaurant              |
| 7 Fan Room             |                     |                            |



## MEASURING BUILDING COMMON AREA

*BUILDING COMMON AREAS* are areas that provide services to building tenants but which are not included in the *OFFICE AREA* or *STORE AREA* of any specific tenant. The following illustration is one of an *OFFICE AREA* that could be a shared conference room, available on a scheduled basis to every tenant. Note how this *BUILDING COMMON AREA* is similar to the *USABLE AREA* on page 17. As with any *USABLE AREA* being converted into *RENTABLE AREA*, *BUILDING COMMON AREA* will be assigned its share of *FLOOR COMMON AREA* and its share of *BUILDING COMMON AREA*.



## ILLUSTRATIONS, BUILDING COMMON AREA

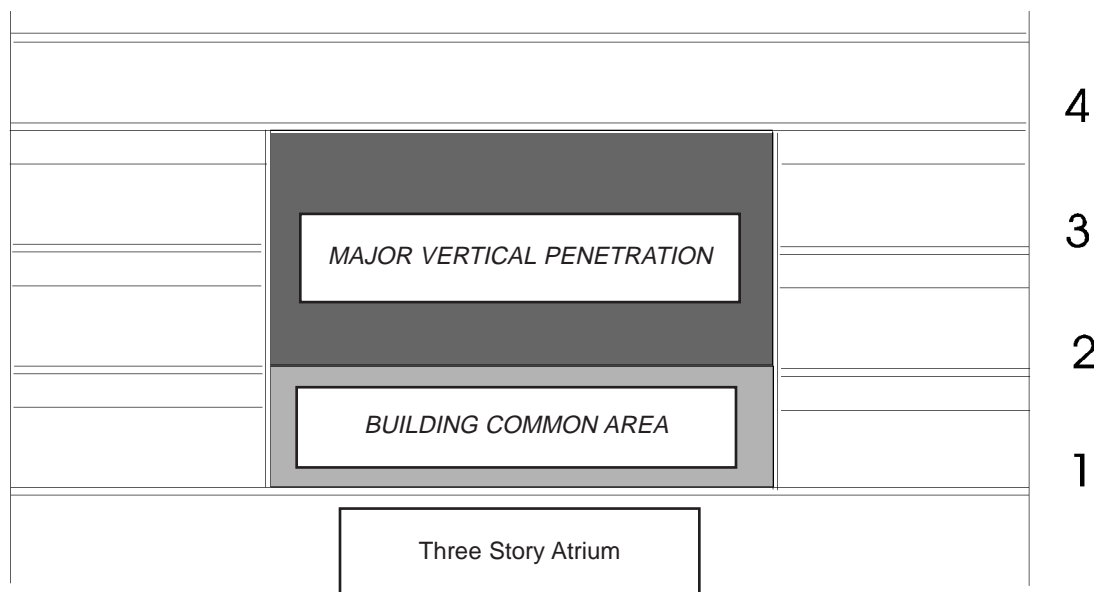


ILLUSTRATION OF *BUILDING COMMON AREA* FOR A TYPICAL ATRIUM CONDITION

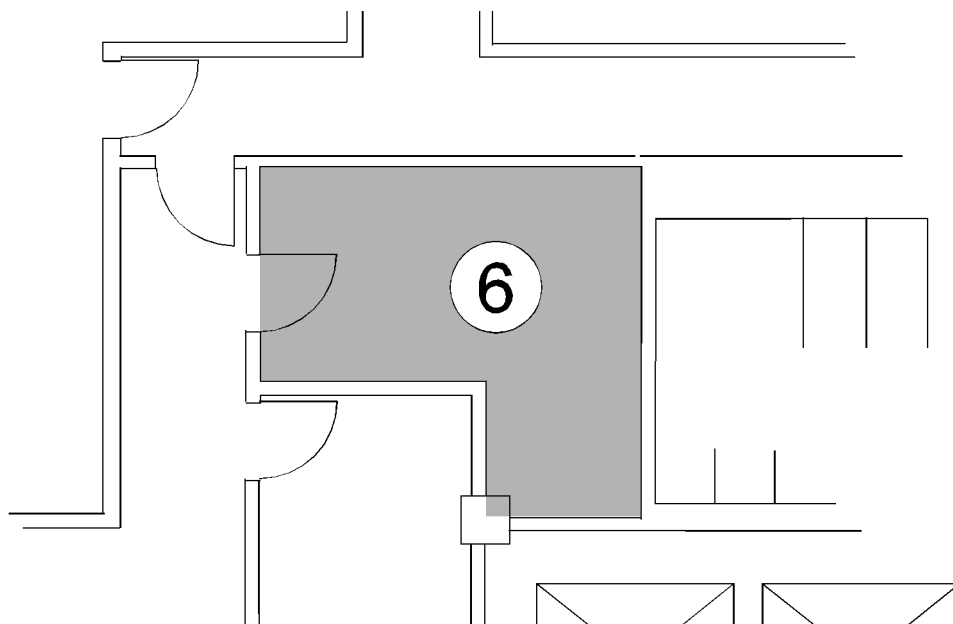


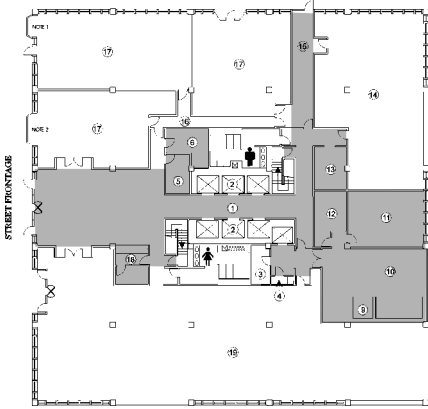
ILLUSTRATION OF *BUILDING COMMON AREA* HOUSING A TYPICAL BUILDING MAINTENANCE OFFICE

## CALCULATING RENTABLE AREA

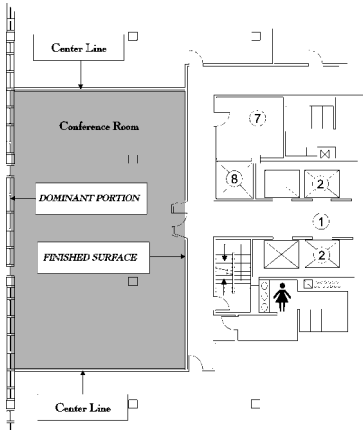
The key concept to master in calculating *RENTABLE AREA* is the concept of *BUILDING R/U RATIO* in allocating *BUILDING COMMON AREAS* to each *BASIC RENTABLE AREA*.

*BUILDING COMMON AREA* on any floor is calculated like any *USABLE AREA*, and carries its own share of *FLOOR COMMON AREA* through the application of the *FLOOR R/U FACTOR*.

The following are illustrations of *BUILDING COMMON AREA* on a ground floor and a typical above ground floor.



| <i>BUILDING COMMON AREA</i> | X | <i>FLOOR R/U RATIO</i> | = | <i>BASIC RENTABLE AREA</i> |
|-----------------------------|---|------------------------|---|----------------------------|
| # 5                         |   |                        |   |                            |
| #6                          |   |                        |   |                            |
| #8                          |   |                        |   |                            |
| #10                         |   |                        |   |                            |
| #11                         |   |                        |   |                            |
| #12                         |   |                        |   |                            |
| #13                         |   |                        |   |                            |
| #14                         |   |                        |   |                            |
| #15                         |   |                        |   |                            |
| #18                         |   |                        |   |                            |
| TOTAL                       |   |                        |   |                            |



| <i>BUILDING COMMON AREA</i> | X | <i>FLOOR R/U RATIO</i> | = | <i>BASIC RENTABLE AREA</i> |
|-----------------------------|---|------------------------|---|----------------------------|
| # 1                         |   |                        |   |                            |
| TOTAL                       |   |                        |   |                            |

A conference center on a floor is a *BUILDING COMMON AREA* if no rent is charged for its use.

## GLOBAL SUMMARY OF AREAS

You should now be able to produce your own summary of areas. The following is an example provided for your global comprehension.

| 1         | 2                   | 3                   | 4                          | 5                   | 6          | 7                   | 8          | 9                    | 10                |
|-----------|---------------------|---------------------|----------------------------|---------------------|------------|---------------------|------------|----------------------|-------------------|
|           |                     |                     |                            | (3-4)<br>=5         |            |                     |            |                      | (7+8+9)<br>=10    |
|           |                     |                     |                            |                     |            | <i>USABLE AREAs</i> |            |                      |                   |
| FLOOR     | GROSS BUILDING AREA | GROSS MEASURED AREA | MAJOR VERTICAL PENETRATION | FLOOR RENTABLE AREA | SPACE I.D. | OFFICE AREA         | STORE AREA | BUILDING COMMON AREA | FLOOR USABLE AREA |
| <b>1</b>  |                     |                     |                            |                     | #1         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #2         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #3         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #4         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #5         |                     |            |                      |                   |
|           |                     |                     |                            |                     |            |                     |            |                      |                   |
| <b>2</b>  |                     |                     |                            |                     | #1         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #2         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #3         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #4         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #5         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #6         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #7         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #8         |                     |            |                      |                   |
|           |                     |                     |                            |                     |            |                     |            |                      |                   |
| <b>3</b>  |                     |                     |                            |                     | #1         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #2         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #3         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #4         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #5         |                     |            |                      |                   |
|           |                     |                     |                            |                     | #6         |                     |            |                      |                   |
|           |                     |                     |                            |                     |            |                     |            |                      |                   |
| TOTAL (Σ) |                     |                     |                            |                     |            |                     |            |                      |                   |





1201 New York Avenue, N.W.  
Suite 300  
Washington, D.C. 20005  
(202) 408-2662  
Fax: 202-371-0181  
<http://www.boma.org>