



**BOMA
Regina
2018
Submission
Guidelines:**

**TOBY
Award
&
Certificate of
Excellence**

Your completed submission and application fee of \$150 (+ GST) must be received by March 31, 2018:

**BOMA Regina
Box 20013, 2102 11th Ave.
Regina SK S4P 4J7
events@bomaregina.ca**

**BOMA Regina Awards presentation
will be held the
evening of May 10, 2018.**

**Local TOBY winners will be eligible
to enter the BOMA Canada National
Awards provided national entrance
criteria are met.**



The Outstanding Building of the Year (TOBY) & Certificate of Excellence recognize the best in commercial building management in Saskatchewan.

- All participating buildings meeting the minimum standards of the program will receive the Certificate of Excellence, which is valid for 3 years.
BOMA's Certificate of Excellence program recognizes excellence in property and facility management. Certification acknowledges commitment to best practices in building performance, quality of building management and the people behind it. Buildings must meet standards in building management, operations, environmental/ energy/emergency management, design, tenant and community relations, tenant satisfaction and personnel training.
- The TOBY Award is presented to the highest scoring building in each category.
- The evaluation will include a detailed review of your submission by a selected panel of judges and an on-site inspection & document review by the judges.

Eligibility:

- Entrants must be managed by an entity that is a member, in good standing of BOMA Regina
- **The building must be BOMA BEST® certified**
- The building may not have won during the last 3 years.
- The building must be at least 3 years old from the date of occupancy of the first tenant by May 2017.
- All categories must be at least 50% percent occupied
- Each building may enter in only one category.

Categories:

- **Office Building** At least 50% of a building's space (as measured according to BOMA Standards) must be used as office space
 - **Under 100,000 Square Feet**
 - **100,000 - 249,999 Square Feet**
 - **Over 250,000 Square Feet**
- **Industrial Office Building(s)** - All buildings, comprising a total project, to include any single building industrial properties, one to two stories in height, with more than 5% and less than 50% office area. Building(s) must have a loading dock, roll-up or sliding rear door(s) for loading, with no common lobby or corridors except for restroom vestibules and utility or fire equipment access.
- **Retail Building (Shopping Centre)** - A group of retail and other commercial establishments, either enclosed or open air, managed by one company. The entry must be managed as a single property, one to multiple levels in height with a minimum of 50 % occupancy. The anchor ratio must be at least 25 percent and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.).
The entry may consist of neighborhood centers (30,000 – 150,000 sq. ft.), community centers (100,000 – 400,000 sq. ft.), power centers (250,000– 600,000 sq. ft.), regional shopping centers (400,000 – 800,000 sq. ft.) or super regional shopping centers (800,000 plus sq. ft.).
No minimum office area is required.



SITE INSPECTION: A mandatory building inspection will be scheduled. Judges should be taken to a boardroom or office where they will spend a minimum of 1 hour examining all of the mandatory documents.

Following the review, the judges should be taken on a tour of the building. (Tour guide must be very familiar with the submission and all building areas and systems and prepared to answer onsite questions from the judges. Note: Property Management team should be on site during inspections). Please allow a minimum of 2.5 hours to complete the building inspection process.

The following documentation is mandatory and should be made available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

- Evidence of Evacuation Drills conducted with the past 12 months (Note: Drills can be silent)
- Preventative Maintenance Manual
- SOP manual/documentation of Standard Operating Procedures
- Regular financial reports/accounting software used
- Purchase policies
- COI for Comprehensive and/or liability insurance
- Certificate of occupancy or business license for code compliance

TOBY Inspection Verification form will be completed by judge on-site

Summary of Scoring:

A minimum of 70% (or 57 points) must be earned to receive the Certificate of Excellence Award or to be eligible for the TOBY.

Building Description	0-1
Competition Photographs	0-1
Tenant Relations / Communications	0-15
Energy Conservation	0-20
Environmental / Regulatory / Sustainability	0-15
Emergency Preparedness / Life Safety	0-15
Training of Building Personnel	0-15
Total	0-82

***By applying, applicants acknowledge and accept the following terms & conditions:
Judging results are verified by BOMA Regina. All results are final and are not subject to appeal.
BOMA Awards Committees & Judges are industry representatives who volunteer their time & expertise for this program. Photographs may be used in awards program materials & media.***

Submission Requirements:

Building Description - Maximum of 350 words	Potential Points
Provide a summary of the physical description of the building(s) and property.	1 point

The following is not required for your local submission, but comprises part of the National TOBY application criteria. Should you win a local TOBY, and progress to a National application, this would be required for that national submission.

Building Standards - Maximum of 2,000 words

Provide an overview of the building(s) and property since the judging at the regional and international levels does not include a physical inspection of the building(s) and property.

- **Start with the following:** Building Name, Number of Floors and Floor Plate Square Footage, Total Building Square Footage, Office Area Square Footage and other Area Square Footage.
- **Provide a single paragraph describing each of the following:** Lobby/atrium standard finishes, Corridor standard finishes, Restroom standard finishes, Typical tenant suite standard finishes, Utility distribution, Elevators, HVAC distribution system, Fire life safety systems, Loading dock & parking, Emergency generator/back up power
- Disclose in a paragraph if your entry includes multiple buildings being entered as a single entry. In order to comply, the multiple buildings must be owned by the same company, managed by the same company, managed as a single entity and not located within a Suburban Office Park. This disclosure is necessary for all categories.
- Provide a floor plan for your building showing your main lobby as well as two additional typical floor plans.
- Include a site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
- Document use of BOMA floor measurement standard – type in section of lease where the BOMA floor measurement standard is referenced, or upload other documentation, such as a sample lease document or calculations referencing the BOMA office standard (1996 or 2010 versions). If not using BOMA standard, please list which standard is being used.
- Describe certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST®, or BREEAM. Attach a copy of the certification/award.

Competition Photographs - No text required	Potential Points
Provide a photograph of the management team responsible for daily management of the building(s), as well as a photo of the building exterior, interior (lobby/hallways) and mechanical room.	1 point

The following is not required for your local submission, but comprises part of the National TOBY application criteria. Should you win a local TOBY, and progress to a National application, this would be required for that national submission.

Community Impact - Maximum of 1,800 words

- Provide a written description of the building management’s impact on the community. For example: jobs provided (as a direct result of the building’s existence), amenities to the community or corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, roads/transportation improvements. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe.
- Describe how the building management’s efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/activities if entrant can describe how the onsite management team personally participated

NOTES:

- **All Categories:** This section should not be confused with Tenant Relations. Please indicate services that relate to the community and not to the tenants. Include PDF attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgements
- **Industrial Buildings:** Entrants may also include the building’s compatibility with neighboring properties and how the building affects traffic.
- **Retail:** Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.

Tenant Relations / Communications - Maximum of 1,800 words	Potential Points
Provide a summary of the Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.	15 points
Describe the building’s work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.	
Describe tenant amenities available such as health facilities, childcare and food service.	
Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.	
Provide an explanation of the major findings and the action/s management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and “popular” procedures and activities were maintained.	
<p>All Categories must also include:</p> <ul style="list-style-type: none"> • 3 samples of tenant/public appreciation letters • 2 newsletters • 1 copy of tenant/occupant survey • 1 tenant communications piece • 3 photographs reflecting the events being described • Table of contents from the tenant manual 	

Energy Conservation - Maximum of 1,750 words	Potential Points
<p>All entrants are required to obtain a BOMA BEST® certification. A copy of a valid BOMA BEST® certification must be available during your onsite inspection</p> <ul style="list-style-type: none"> • BOMA BEST® Certified/Bronze: 3 points • BOMA BEST® Silver: 4 points • BOMA BEST® Gold: 5 points • BOMA BEST® Platinum: 6 points 	6 points
<p>Building Staff/Tenant Education: Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for energy conservation. This may include encouraging or requiring participation in BOMA Energy Efficiency Program (BEEP), ENERGY STAR® training sessions, BOMA BEST® Practices, pursuing industry certification and professional development programs.</p>	4 points
<p>Building Operations and Maintenance: Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures following: preventative maintenance programs, systems documentation, equipment and system performance monitoring, sensor and control calibration. Provide a description of the steps taken to improve the energy performance of your building provide measurable results over the last three years.</p>	5 points
<p>Building Energy Management System Monitoring (EMS): Energy Management systems are often underutilized in commercial buildings. When fully engaged, they are powerful tools for improving the performance of HVAC and lighting systems and conserving energy. Describe the EMS in place in your building and the degree to which you use it to reduce the buildings energy consumption. Provide measurable results demonstrating reduction in energy and improved performance.</p>	5 points

Environmental / Regulatory / Sustainability - Maximum of 2,250 words	Potential Points
<p>Describe a minimum of 6 programs of which at least 3 should be related to Environmental and Regulatory and at least 3 related to Sustainability.</p>	
<p>Environmental & Regulatory: Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant.</p> <ul style="list-style-type: none"> • Provide documentation of building waste management plan, recycling policies and building's exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs and/or other environmental management programs. • Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed 	5 points

<p>Sustainability: Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.</p> <p>When describing these policies and procedures explain if you have municipal, provincial or deferral compliance that you are following. If these programs are not mandated, then explain their purpose for implementing</p>	5 points
<p>Waste: Describe your building's waste reduction work plan and source separation program. Where applicable include:</p> <ul style="list-style-type: none"> • Collection of organic wastepaper, cans, glass, plastic containers & cardboard • Your facility's diversion rate • Educational training for occupants, custodians & general public • Organizational statement for continuous improvements in reduction & diversion of waste streams • Address the prevention, diversion, & management of solid waste generated as a result of day to day activities & infrequent events • Attach a PDF copy of your latest waste audit • Future plans to increase recycling levels & reduce the waste generated 	5 points

Emergency Preparedness / Life Safety - Maximum of 1,800 words	Potential Points
<p>Describe the procedures and programs for life safety, fire, disaster, and security standards (Mixed-Use: review all procedures for all entries). Ensure to include a table of contents of your emergency management and security standards manual(s) (as PDF). Also as a PDF include AED policy or equivalent, written security procedures (TOC), copy of ADA plan, and reference of access control & surveillance systems in the building (as pdf).</p>	
<p>Include how fire & evacuation drills are conducted, how often and when. Describe the training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished. Provide a summary about your Business Continuity Plan and if drills are conducted how they are documented & communicated.</p>	15 points

Training of Building Personnel - Maximum of 1,800 words	Potential Points
Provide a list of qualifications/professional designations for building staff and a building specific organization chart of the building management team, including any industry certifications, degrees or industry training.	15 points
Describe the following: on-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training plus future plans.	
Indicate if any member of the management team has participated in at least one BOMA-sponsored (local, national or international) event or international affiliate sponsored event within the last 12 months.	
For Industrial Building: Discuss training for both on-site and off-site building personnel dedicated to the property.	
TOTAL POINTS OF ALL SECTIONS: 82	