

Building Owners and Managers Association of Canada



~ Awarding Environmental Excellence in Office Building Management ~

Call for Entries and 2011 Entry Requirements

BOMA's Earth Award is the most prestigious and comprehensive program of its kind in the commercial real estate industry, recognizing excellence in environmentally sound office building management.

The competition consists of two levels of judging. A building must first win at the local level in this Awards entry year to be eligible to enter the BOMA Canada national awards. Entry registration form and fees must be received at the BOMA Canada office by **June 17, 2011**, and final completed entries must be submitted as outlined in the following pages, to BOMA Canada, by **July 15, 2011**.

The BOMA Canada National Earth Award will be announced and presented at BOMEX®, BOMA Canada's National Conference & Exposition, **September 27, 2011** in St. John's, Newfoundland.

Visit www.bomacanada.ca for full conference details.

Winners of these Canadian national awards may be eligible to compete in the BOMA International Awards, to be presented June 24-26, 2012, in Seattle, Washington.



www.bomacanada.ca

Full 2010 Entry Requirements on the following pages...



2011 ENTRY REQUIREMENTS

ELIGIBILITY

1. The building must have won at a Local Association Awards Competition in this Awards cycle entry year (2011), in order to be eligible to advance to the national level of competition. Buildings that win at the national level may be eligible to advance to the International competition.
2. All portfolios must score at least 70% to advance to the next level of competition.
3. The building must be a member, in good standing with both the local BOMA association and BOMA International in order to compete at the national and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
4. The building may not have won in the same category at the national / international level during the last 5 years. If a building enters a different category, they may compete at the national / international level after 3 years.
5. The building must be at least 3 years old from the date of occupancy of the first tenant by June 2012.
6. At least 50% of a building's space must be used as office space to be considered for all categories except the Industrial category which must have more than 5% and less than 50% office area, The Retail category, and the Multi-residential Building category which must be at least 50% occupied.
7. Each building may enter in only one category.

An entrant may choose whether to enter multiple buildings as a single entry or as multiple entries only if the buildings are owned by the same company, managed by the same company, and the buildings are managed as a single entity. All entries must disclose on the portfolio cover either their entry is a single building or multiple buildings.

Each building must possess valid, BOMA BEST certification.

Buildings that meet the criteria outlined above may submit entries under the following categories:

Industrial building

Two or more buildings, comprising a total project, 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

Typical configuration is an enclosed mall with on-sight parking, one to multiple levels in height. The Centre must have a minimum annual assembly of 5,000 patrons.

Office building

Any and all office buildings with at least 50% office area are eligible. Must have at least 50% office space.

BOMA Canada cannot be held responsible for any lost, stolen, or damaged entry submissions or photographs.

DEADLINES AND ENTRY FEES

NOTE: All deadlines are at close of business (5:00 PM Eastern)

Winter/Spring 2011—Canadian Local Associations will be holding their respective Awards Galas. Building Inspections will take place at this level of competition. Each Canadian Local Association may submit one building in each category to the national competition. *Winners at the Local level will receive an invitation to enter into the BOMA Canada National Awards along with a Registration Form, directly from BOMA Canada.*

June 17, 2011—Completed Registration Form and entry fee of **\$475 Canadian (plus HST# 86325 6863 RT0001)** must be received at our office. *Winners are encouraged to submit their Registration form and entry fee as soon as they have made the decision to enter, so that they will receive their official entry package well in advance of the final entry submission date.* Our address is: BOMA Canada, Suite 850, 36 Toronto Street, Toronto, Ontario, M5C 2C5.

July 15, 2011—Completed Entry Package and required 11x 14 colour photograph must be received at the BOMA Canada office.

August 2011—Judging at the national level will occur.

September 27, 2011—Competition results and awards for the national winners will be presented at BOMA Canada's National Conference & Exposition, September 27, 2011 in St. John's, Newfoundland & Labrador. To register for the conference and to obtain Gala Tickets, please visit www.bomacanada.ca

January 2012—The Winner of the BOMA Canada National Earth Award may be eligible to compete in the BOMA International Earth Awards. The Winner will be asked to submit a secondary Registration form acknowledging that they intend to enter the International competition.

April 2012—The National Winners after acknowledging their intent with BOMA Canada to continue to International competition, and who are eligible, will be provided with access to BOMA International's on-line Awards entry system. A further entry fee will be required to officially submit the entry (*prices subject to change) to BOMA International.

May 2012—Judging at the international level will occur at the BOMA International offices in Washington, D.C.

June 24-26, 2012—Competition results and awards for the International winners will be presented at BOMA International's Annual Convention in Seattle, WA, June 24-26, 2012.



2011 BOMA Canada National Awards

Earth Award - Entry Requirements

ENTRY SPECIFICATIONS

Your BOMA Canada National Awards entry is submitted via the online portal at www.tobyawards.com. The sections within the online awards system are comprised of the following sections. **Strict adherence to the entry specifications is required.**

Your entry can be edited until the due date, but must be completed and any additional materials uploaded on or before the due date in order to be considered for both the national and international competitions.

NOTE: Unless otherwise specified, each section's descriptive summary should be a maximum of 8 000 characters long (approximately 1200 words).

THE ONLINE SECTIONS ARE AS FOLLOWS:

1. Building Description 1 Point

Provide a summary of the physical description of the building (s), property and location.

Maximum of 1625 characters (approximately 250 words).

2. Executive Summary 2 Points

Provide an overall summary of the project's (building, office park, etc.) environmental and energy efficiency program. Describe the policies and philosophy of the project's ownership and management relating to this subject. Include if the project was built green or implemented after construction and why this concept is important.

Maximum of 3250 characters (approximately 500 words).

3. Competition Photographs 2 Points

Provide the following photographs of your building(s):

2 exterior

1 interior (lobby and hallways)

1 standard tenant area

1 central plant or main mechanical room (chiller, fire pump or boiler room)

2 additional photographs, the subject matter of which is the entrant's choice

4. Award Ceremonies Photograph

In addition to the competition photos, all regional and international entries must submit one high resolution (minimum 300 dpi) 11" x 14" color JPEG (JPG) of the building's exterior for display at the awards ceremonies. This will be submitted online along with the rest of the entry materials.

5. Reduction of Environmental Risk 15 points

Environmental risk is the risk associated with the likelihood or probability that a given chemical exposure or series of exposures may damage human health and the environment. Managing environmental risk is an endless and challenging task. Describe what your company has done to protect its tenants/occupants and the environment by efficient management. This should include consideration of the following:

Describe your Hazard Communication Standard (HCS) Program or similar program. It can include consideration of the following:

- Receiving and shipping of hazardous materials
- Equipment certificate plus annual follow-up
- Chemical labeling, placarding or color-coding of piping systems
- Availability, completeness and updating of material data safety sheets and location(s), dates must be within three years
- Staff training
- Record keeping

Describe how you manage environmental risks at your property as well as reduce these risks. This can include consideration of the following:

- Asbestos
- PCBs
- CFCs and Halon
- Underground Storage Tanks and Above Ground Tanks
- Hazardous Chemicals
- Contractor Management

Provide an example of your latest risk management report. This section should also include consideration of the following:

- Inspection program
- CFC containment
- Disposal of storage containers
- Spill containment
- Regulatory compliance
- Hazardous waste contractor selection
- Formal risk assessments
- PCB ballast handling
- Chemical storage and handling facilities and procedures
- Warning signs and educational posters
- Disposal options used

Describe your emergency response plans and how they provide environmental protection. This should include consideration of the following:

- Staff competency testing
- Third party assessments
- Chemical spill procedures and preparedness
- Accidental Freon release procedures
- Asbestos mediation
- Fire protection and detection for chemical storage areas
- Tenant information packages and drills
- Notification protocol
- Communications with response agencies
- Other (natural disasters, bomb threats)

Please do not include entire manuals or photographs. Include only the table of contents, a summary of the manual and how it's implemented.

6. Indoor Air Quality/Green Cleaning 10 points

Describe steps taken to improve the indoor air quality (IAQ) of the building, what was done to monitor IAQ and steps taken to reduce contaminants within the building. Describe the Green Cleaning Policy and steps taken to insure use of green products and cleaning chemicals both by in house staff and contractors/vendors.

This should include consideration of the following:

- Installation of Systems that Reduce/Monitor Indoor Pollutants **3 pts**
- Low Impact Cleaning Policy **3 pts**
- Day Cleaning/Team Cleaning (not day-time porter service) **1 pt**
- Smoke Free Building **1 pt**
- Entryways/Pedimats **1 pt**
- Use of Green Cleaning Products **2 pts**
- Use of Recycled Paper Products **2 pts**
- Use of other Green Materials **1 pt**
- Describe other IAQ-Green Cleaning programs that you have that are specific to your facility and not mentioned above. **1 pt**

Total 10 pts

7. Recycling 10 points

Building recycling programs offer great rewards. The building, the tenant/occupant and the owners all have an opportunity to give back to the environment. Tell us about your tenant/building recycling program; how you get tenants/occupants involved and how you keep the momentum going.

• Describe your paper/cardboard recycling program. Provide records showing total trash-waste collected and total recycle collected. If you are recycling 20% of your total waste, you can achieve 2 points in this section. If you're recycling 30% or more of total waste, you can achieve a total of 4 points in this section. (For example: 100 tons of trash and 20 tons of recycle equal total output of 120 tons of waste. Therefore your recycle percentage is determined by 20/120 or 17 percent.) **4 pts**

- Describe your facility program for recycling glass, plastics and aluminum. Provide documentation showing quantity of recycled waste. **2 pts**
- Describe your lamp and ballast recycling program and its benefits. **2 pts**



2011 BOMA Canada National Awards

Earth Award - Entry Requirements

ENTRY SPECIFICATIONS (continued)

- Describe your sustainable landscape maintenance program such as recycling/composting, water management and plant selection. **1 pt**
 - Describe other recycling programs that you have that are specific to your facility and not mentioned above. **1 pt**
- Total 10 pts**

8. Employee Health and Safety (15 points)

Describe how you manage worker health and safety and minimize corporate liability. This should include consideration of the following elements:

Company Policy and Management Commitment
Hazard Identification
Hazard Control
Ongoing Inspection
Worker Competency
Emergency Response
Incident Investigation
Program Administration

9. Energy Conservation (25 points)

9a. BOMA BEST Certification 3 points to 8 points

Entrants must obtain a **BOMA BEST** certification. Each Entrant must complete the following: (1) provide a copy of the certification received in the current year that shows the level of certification.

BOMA BEST Level 1: 3 points
BOMA BEST Level 2: 4 points
BOMA BEST Level 3: 5 points
BOMA BEST Level 4: 8 points

9b. Building Staff/Tenant Education 5 points

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, ENERGY STAR® training sessions, BOMA BEST Best Practices, pursuing industry certification and professional development programs.

9c. Building Operations and Maintenance 5 points

Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed:

- Preventative maintenance programs
- System 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 over the last three years.

9d. Building EMS Monitoring 5 points

Energy Management System (EMS) is 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 building's energy consumption. Provide measurable results demonstrating reduction in energy and improve performance.

9e. Additional Certifications/Awards 2 points

Describe other certifications and/or awards that have been achieved that relate to energy conservation that are not related to ENERGY STAR®, BOMA BEST, or BREEAM. Attach a copy of the certification/award.

10. Water Conservation 10 points

Water is a precious resource. When buildings use large volumes of water, this can result in high maintenance and life-cycle costs for building

operations. Using water efficiently can reduce operating costs, through lower water usage, less chemicals, and less energy. Describe your water management program. This should include consideration of the following:

Controlling storm water runoff, plumbing fixtures used (toilet, sinks etc), programs to eliminate or reduce the use of potable water required for landscape irrigation, programs to reduce water and sewer requirements for cooling towers and sub-metering to conserve water. Quantify any savings in dollars saved and reduction of water consumption from the use of water efficient programs. **5 pts**

What percentage of toilets/closets are water efficient (use 1.6 gal or less)? What is a new installation or renovation? Why was this important for your company to install these fixtures? **1 pt**
What percentage of faucets that are water efficient? What is a new installation or renovation? Why was this important for your company to install these fixtures? **1 pt**

Innovation water management strategies/applications such as hands free faucets, waterless urinals, public/private partnership programs, green roofs, indigenous landscaping. **3 pts**

Total 10 pts

11. Interior Finish 10 points

There is a great opportunity to reuse existing building materials and space when remodeling common areas or tenant occupied areas. The Property Management team may have control over product selection in common areas however it's the tenant or occupant who has control over those choices within their space. What does the property management team do to encourage the use of environmentally friendly products? Written document can include manufacturer information.

a. Provide written documentation and (1) photograph of building common areas space that has recently been built or remodeled. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, etc. **3 pts**

b. Provide written documentation and (1) photograph of tenant space that has recently been built or remodeled for a new tenant or renewal. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, flooring products, etc. If the tenant space was recently remodeled, please provide proof that at least 10% of the existing office space was reused – such as doors, door hardware, walls, fixtures, HVAC, smoke and fire systems, built-ins, restrooms, etc. **3 pts**

c. The purchase of local materials support local industry and reduces transportation costs from transporting products long distances across the country. Tell us about local vendors and product lines your building supports. **3 pts**

d. How is construction waste recycled? Provide percentage of materials recycled. **1 pts**

Total 10 pts

Maximum of 2 pictures allowed.

Any questions ?

Please do not hesitate to contact **BOMA Canada**

Telephone: (416) 214-1912 Fax: (416) 360-3838

Email: info@bomacanada.ca Website: www.bomacanada.ca





2011 BOMA Canada National Awards

Earth Award - Entry Requirements

ENTRY SPECIFICATIONS (continued)

12. Green Purchasing Policy 5 points

Describe any policies or programs you have established for purchasing "green" products – those that have reduced impact on the environment. This should include consideration of the following: • Procurement policy outlining preferential buying of "green products"

- Product selection criteria
- Use of recycled products

Maximum of 3250 characters (approximately 500 words).

13. Occupant Communication/Education 10 points

Identify means by which occupants receive information to support Management's overall efforts to protect and improve the indoor and outdoor environments. Also, provide information as to how Management may encourage alternate means of transportation and any incentives as a result thereof. This should include consideration of the following:

- Staff and occupant education/seminars
- E-mail
- Meetings, newsletters
- Corporate and property level Web page and Internet Web sites
- Public transportation, park and ride, bus stop
- Bicycle storage to include changing and shower facilities
- Car pooling incentives
- Partnership with local city government commuter sponsored programs
- Alternate fuel vehicles - preferred parking incentives

Maximum of 3250 characters (approximately 500 words).

14. Case Study 5 points

By providing a case study of a building project that was implemented to reduce environmental risk or improve energy efficiency, you can obtain five additional points. The case study should include why this project was implemented, the steps involved with implementation, the benefits derived by the building, staff, tenants, owners and/or local community and how this project is managed to ensure continued benefits. The case study should also profile the projects economic and environmental benefits and relate to at least one of the Earth Award portfolio specifications above.

This case study may be used by BOMA International in materials for program such as the BOMA Energy Efficiency Program (BEEP) and may be shared with others in the industry to demonstrate best practices in the industry.

The name of the building or the property management company name must be provided in the case study as well as a point of contact should future questions arise regarding this case study.

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