

Cover Sheet:

Include category, building name, address, year built, year renovated (if applicable), owner, management company, building manager, BOMA member name and member number, as well as the name, phone number, e-mail and address of the person who will receive all correspondence. All entries must also disclose whether their entry is a single building or multiple buildings.

1. Building Description:

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

Maximum of 1725 characters (approximately 300 words).

2. Executive Summary:

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).

No attachments allowed for this section.

3. Competition Photographs:

Provide the following photographs of your building(s) except as noted below:

- 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

A. Industrial Office Building:

Provide the following photographs of your park:

- 2 Front exterior of the building(s),
- 1 Rear exterior of the building(s),
- 1 Interior of the office
- 1 Interior of the warehouse.
- 2 Additional photographs, the subject matter of which is the entrant's choice

B. Renovated Building: A minimum of (6) with a maximum of 12 additional photographs displaying building features “before and after” rehabilitation, modernization and/or remodeling are required. One “before” photo for every “after” photo of the exact same location is necessary.

4. Award Ceremony Photographs:

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. Also a photograph of the management team responsible for daily management of the building(s) is required.

No text is required for this section.

4. 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 Management
- Underground Storage Tanks and Above Ground Tanks
- Hazardous Chemicals
- Contractor

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.

Maximum of 8,000 characters (approximately 1,575 words).

No attachments allowed for this section.

6. Indoor Air Quality (15 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**

Maximum of 8,000 characters (approximately 1,575 words).

No attachments allowed for this section.

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**
- 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**

Maximum of 8,000 characters (approximately 1,575 words).

No attachments allowed for this section.

8. Energy Conservation (25 Points)

Must complete section 8a-8e to receive total points

8a. ENERGY STAR ® Performance Rating

3 points to 8 points

All Entrants, with the exception of industrial office buildings, must benchmark their energy performance using **ENERGY STAR** ® at www.ENERGYSTAR.gov, BOMA BEST, BREEAM or other international equivalent program as approved by BOMA International.

U.S. Entrants, with the exception of industrial buildings, must benchmark using **ENERGY STAR** ®. Each Entrant must complete the following: (1) provide a copy of the current year (period within 12 months of your regional TOBY deadline) Statement of Energy Performance printed from **ENERGY STAR** ® and (2) share their data with BOMA International in the ENERGY STAR online portfolio manager.

To share your data with BOMA International, have your ENERGY STAR administrator go to the Facility Summary page on the ENERGY STAR website by clicking on the facility name on the My Portfolio page. Select “Add user to share this facility” under the Sharing Data section (on the right-hand side of the page) and follow the instructions.

*When submitting multiple buildings, all buildings must benchmark with ENERGY STAR and include **each** building’s Statement of Energy Performance.

- Energy Star Score: Below 74: 3 points
- Energy Star Score: 75 – 84: 4 points
- Energy Star Score: 85 – 94: 5 points
- Energy Star Score: 95+: 8 points

*For multiple buildings, use weighted average by square footage.

Canadian 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.

8. Energy Conservation (continued)

8b. 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.

8c. 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.

8d. 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.

8e. 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.

Maximum of 8,000 characters (approximately 1,575 words).

A maximum of 3 PDF attachments allowed for this section. One of the three attachments should include The Statement of Energy Performance and/or the BOMA BEST Certificate.

9. 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**

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**

A maximum of 2 JPEGs and 2 PDF attachments allowed for this section.

11. 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).

No attachments allowed for this section.

12. 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
- Carpooling incentives
- Partnership with local city government commuter sponsored programs
- Alternate fuel vehicles - preferred parking incentives

Maximum of 3250 characters (approximately 500 words).

A maximum 3 PDF attachments allowed for this section.

13. 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.

One PDF attachment allowed for this section.