

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. Building Standards:

The Building(s) Standards should be designed to provide the reader with 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, Number of Acres and an Exterior Building Description (type of facade, windows, roof etc). 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 entries in Categories 1 to 10.

Next provide a single paragraph describing each of the items below:

1. Lobby/Atrium Standard finishes
2. Corridor Standard Finishes
3. Restroom Standard Finishes
4. Typical Tenant Suite Standard Finishes
5. Utility Distribution
6. Elevators
7. HVAC Distribution System
8. Fire Life Safety Systems
9. Loading Dock & Parking
10. Emergency Generator/Back up Power

Maximum of 9,500 characters (approximately 1,800 words).

No attachments.

A. Renovated Building: The Building(s) Standards section must start with a summary explaining the renovation work completed. It must include a description of each project, the date of completion of each project and which of the three renovation types were utilized (rehabilitation, modernization and/or remodeling).

B. Industrial Office Building: Entrants should include ceiling height, weight loads, truck/rail access, bay areas, design flexibility, and other building standards that will help the judges review your entry.

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

No text is required for this section

A. Industrial Office Park:

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.

5. Typical Floor Plan and Site Plan:

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.

NOTE: Building Description, Building Standards, Photographs and Typical Floor Plan and Site Plan sections make up 5 of the total points. Point allocations may differ at the local level.

No text is required for this section.

6. Community Impact (15 points):

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 the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other 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. When describing the current year's events, please note programs and how long they have been in place. In addition, please 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:

A. All Categories: This section should not be confused with Tenant Relations. Please indicate services that relate to the community and not to the tenants. Entrants may also include a maximum of three PDF attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters. No JPEGs will be accepted.

B. Industrial Office Building: Entrants may also include the building's compatibility with neighboring properties and how the building affects traffic.

Maximum of 8,500 characters (approximately 1,625 words).

7. Tenant Relations (15 Points)

Provide a summary of the Tenant Relations efforts and/or programs sponsored by building management within the last 12 months. Describe all proactive efforts on the part of management working with Tenants such as forms of communication as well as your maintenance service request process and procedure. 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.

NOTES:

A. All Categories: Entrants may provide a maximum of 3 samples of tenant appreciation letters (PDFs), 2 newsletters (PDFs), 3 photographs (JPEGs) reflecting the events being described and the table of contents from their tenant manual (PDF). Do not include the entire manual or photograph collages. (Only single images)

B. Corporate Facility: Employees are considered tenants and you may include the table of contents of your tenant information manual or guidebook in addition to the summaries described above.

Maximum of 8,500 characters (approximately 1,625 words).

A maximum of 6 PDF attachments and 3 JPEG attachments allowed for this section.

8. Energy Conservation (20 points)

8a. ENERGY STAR® Performance Rating

All Entrants with the exception of industrial 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 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. Any entry that does not include both 1 and 2 will not be eligible to compete at the International level.

To share your data with BOMA International, have your ENERGY STAR portfolio 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.

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. The BOMA BEST certification builds on Go Green and Go Green Plus by harmonizing these separate certifications into one program.

European Entrants will be required to obtain a BREEAM Award from BREEAM (BRE Environmental Assessment Method). The BREEAM Awards recognizes and reward those involved in the design and construction of the highest scoring buildings certified under BREEAM that describe a building’s environmental performance.

8b. Building Staff/Tenant Education **4 points** **Industrial Buildings** **6 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 Practices, pursuing industry certification and professional development programs.

8c. Building Operations and Maintenance **4 points** **Industrial Buildings** **6 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.

8c. Building EMS Monitoring

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 measureable results demonstrating reduction in energy and improved performance.

8d. Building EMS Monitoring 4 points
Industrial Buildings 6 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 measureable results demonstrating reduction in energy and improved 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. Environmental and Regulatory (15 points)

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.

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 environmental management and compliance. Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

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.

When describing these policies and procedures explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

Maximum of 8,500 characters (approximately 1,625 words).

No attachments allowed for this section.

10. Emergency Preparedness (15 points)

Begin by describing the procedures and programs for life safety, fire, disaster and security standards. Include a table of contents of your emergency preparedness and security standards manual(s). Include how fire and evacuation drills are conducted, how often and when. Describe 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 and communicated.

Maximum of 8,500 characters (approximately 1,625 words).

A maximum of one PDF attachment allowed for this section.

11. Training for Building Personnel (15 points):

Provide a list of qualifications for building staff and a building specific organization chart of the building management team. Please 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.

NOTE: Industrial Office Building: Discuss training for both on-site and off-site building personnel dedicated to the property.