Building Owners and Managers Association of Canada

The Office Building of the Year Awards

~ Awarding Excellence in Office Building Management ~

Call for Entries and 2010 Entry Requirements

Now in its 26th year, the Office Building of the Year "TOBY" Award is the most prestigious and comprehensive program of its kind in the commercial real estate industry, recognizing quality in office buildings and awarding excellence in 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 18, 2010**, and final completed entries must be submitted as outlined in the following pages, to BOMA Canada, by **July 16, 2010.**

The BOMA Canada National TOBY Awards will be announced and presented at BOMA Canada's National Conference & Exposition, September 15, 2010. in Toronto, Ontario. 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 26-28, 2011 in Washington, DC.

Full 2010 Entry Requirements on the following pages...

www.bomacanada.ca

The Office Building of the Year (TOBY) Awards

2010 ENTRY REQUIREMENTS

ELIGIBILITY

1. The building must have won at a Local Association Awards Competition in this Awards cycle entry year (2010), 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 entries must score at least 70% to advance to the next level of competition.

3. The building must be a member, or managed by an entity that is a member, in good standing with both the local BOMA association and BOMA Canada 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 30, 2011.

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.

7. Each building may enter in only one category.

8. 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.***

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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)

Spring 2010—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 18, 2010—Completed Registration Form and entry fee of **$350 Canadian (plus GST# 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 16, 2010—Completed CD-Rom Entry Package and required 11x 14 colour photograph must be received at the BOMA Canada office.

August 2010—Judging at the national level will occur.

September 15, 2010—Competition results and awards for the national winners will be presented at BOMA Canada's National Conference & Exposition, September 15, 2010 in Toronto, Ontario. To register for the conference and to obtain Gala Tickets, please visit www.bomacanada.ca.

January 2010—Winners of the BOMA Canada National TOBY Awards may be eligible to compete in the BOMA International Awards. Only one building in each category will be eligible to enter the International competition. Winners will be asked to submit a secondary Registration form acknowledging that they intend to enter the International competition.

April 2011—Those National Winners who have acknowledged 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 2011—Judging at the International level will occur at the BOMA International offices in Washington, D.C.

June 26-28, 2011—Competition results and awards for the International winners will be presented at BOMA International's Annual Convention in Washington, DC.

2010 BOMA Canada National Awards

"The Office Building of the Year" - Entry Requirements

CATEGORIES

1. Under 100,000 Square Feet**
Any and all office buildings with at least 50% office area are eligible.

2. 100,000 - 249,999 Square Feet**
Any and all office buildings with at least 50% office area are eligible.

3. 250,000 - 499,999 Square Feet**
Any and all office buildings with at least 50% office area are eligible.

4. 500,000 - 1 Million Square Feet**
Any and all office buildings with at least 50% office area are eligible.

5. Over 1 Million Square Feet**
Any and all office buildings with at least 50% office area are eligible.

6. Renovated Building
Must be at least 15 years old and have maintained occupancy during the renovation process. Renovation can encompass: **rehabilitation** (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure), **modernization** (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions), **and remodeling** (changing the plan, form or style of a structure to correct functional or economic deficiencies).

In order to be eligible, a **minimum of five** of the following work projects must be completed by June 2010:

- New roof
- New boilers/HVAC system
- Cleaning building exterior
- New street level facade
- New electrical system
- New sprinkler system
- Upgrade elevator system components, incl. cabs
- New security systems
- Re-do main lobby
- Re-do toilets to comply with codes

Following substantial completion of the renovation project/s, the building must enter the TOBY program within five years to be eligible for this category.

7. Historical Building
Must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion.

8. Corporate Facility
Must be a single-use facility at least 50% occupied by the corporate entity. Includes government agencies and private enterprises.

9. Medical Office Building
Must be at least 50% medical use, with no overnight patients.

10. Government Building
Must be government-owned and at least 50% occupied by government entities; either local, state, provincial, or federal.

11. Suburban Office Park (Low-Rise)
Two or more buildings, **one to five stories in height**, which occupy a land greater than five acres and are located outside of the central business district.

12. Suburban Office Park (Mid-Rise)
Two or more buildings, **six to 10 stories** in height, which occupy land greater than five acres and are located outside of the central business district.

* Note: If a suburban office park is comprised of both low and mid-rise buildings, the park must enter, as a whole, into the category for which the tallest building qualifies. Example: A park has five 3-story buildings and one 7-story building. The park must enter the mid-rise category.

13. Industrial Office Park
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.

***** Area will be rentable area of the building using the BOMA/ANSI Standard Method for Measuring Floor Area in Office Buildings***

ENTRY SPECIFICATIONS

BOMA Canada provides a series of MSWord templates that are to be used for the completion of your entry. The templates within the entry are comprised of the following numbered sections. **Strict adherence to the entry specifications is required.** In sections where images are allowed, they are to be "inserted as an image" within the MSWord template. You will be required to also include an electronic folder with your images in either JPG, GIF, or TIF format (no EPS please). Once your templates have been completed, you will be creating a CD-ROM of your entry.

The CD-ROM, (which will contain the completed Word templates, and an electronic folder of your electronic images), an 11x14 colour print photograph of your building, as well as one print copy of your entry, must be received at BOMA Canada's office on or before the due date in order to be considered for the national competition.

THE MSWORD TEMPLATES ARE AS FOLLOWS:

00 - Cover Sheets:

A) Front Cover - One page of images / artwork showing your building name, category entered, management company and corporate logos. Feel free to be as creative as you wish, as you will not be judged on this page.

B) Cover Sheet & Building Fact Sheet - Self explanatory. Information required includes; contact names, square footage, office space requirements etc.

01 - Building Description:
A one-page, double-spaced, physical description of the building. Maximum 250 words. This text is used for promotional purposes, and may be incorporated in the on-screen presentation of entrants at the Gala.

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"The Office Building of the Year" - Entry Requirements

ENTRY SPECIFICATIONS (continued)

02 - 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.

Include 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).

Next provide single paragraph descriptions of the following:
(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 and
(10) Emergency Generator/Back up Power.
Maximum of 6,500 characters (approximately 1,000 words).

Special Notes - Building Standards:
- Renovated category: This section should start with a summary explaining the renovated work completed.
- Industrial Office Park category: entrants should include ceiling height, weight loads, truck/rail access, bay areas, design flexibility, etc.

03 - Photographs:
Inserted images are permitted in the following templates only: Photographs, Floor & Site plan, Community Impact, and Tenant Relations. There is a restriction on the number of images that can be inserted / submitted. ***Please see item 3. Some sections allow for graphs and or "tables of content", they are detailed with the section description.***

Unless specifically mentioned in the section description, images and/ or graphical representations cannot appear. The following are examples of what cannot appear within the other templates: Watermarks, shadows, scanned-in photographs, corporate logos, photocopies of photographs, and/or computer-generated art, etc. These will be considered "additional photographs", and points will be deducted for these non-compliant images. An image or Logo appearing in newspaper, magazine, or newsletter articles about the building, or in relevant events, will be allowed only if the electronic images of the full article is included.

Photographs / Images - Requirements:
1) One 11" x 14" colour print photograph of the building's exterior is required - Please ship with your submission. This photo is used for display purposes at the Awards Event and will not be returned. Do ensure that it is of high-quality. Please avoid colour-laser printing, as the inks mottle during mounting on the display boards.

2) "Images" Folder within CD-ROM - All images that have been inserted within your templates must also be saved within the "Images" folder on your CD-ROM. Please also include an electronic version of your 11x14 colour print photo. JPG, GIF, and TIF only please. Please use the following file naming convention example: ABCBuilding1.jpg; ABCBuilding2.jpg, etc.

3) **"Images" to be inserted within the 03 - Photographs MSWord Template -** There is no size limitation for the insertion of these images within the templates; you may insert them as full page, or half page, or quarter. See 3A, 3B, and 3C for minimums and maximums.

3A - Most categories Please "insert" your images within the template as follows (8 maximum)
- Two exterior shots of your building(s)
- One interior shot (lobby & hallways)
- One Standard Tenant Area
- One Central plant or main mechanical room (chiller, fire pump or boiler room)
- One Property Management Team photo - please include within the template the names of the people in the photograph.
- Two additional images are permitted, the subject matter of which is the entrant's choice.

3B - Industrial Office Park category requires the following images: (8 maximum)
- One Property Management Team photo - please include within the template the names of the people in the photograph.
- Two front exterior shots of the building(s)
- One rear exterior shot
- One interior of the office
- One interior of the warehouse
- Two additional images are permitted, the subject matter of which is the entrant's choice.

3C - Historical and Renovated categories have the **option** to include an additional 4 images representing a "before and after" viewpoint. (8 minimum - 12 maximum) They must be taken at the same vantage point and be inserted within the template beside each other. ***Shots that have that option are marked with ****
- Two exterior shots of your building(s) **
- One interior shot (lobby & hallways) **
- One Standard Tenant Area **
- One Central plant or main mechanical room (chiller, fire pump or boiler room) **
- One Property Management Team photo - please include within the template the names of the people in the photograph.
- Two additional images are permitted, the subject matter of which is the entrant's choice. **

04 - Typical Floor Plan and Site Plan:
Please 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 image. The aerial image should show the buildings(s) and property / boundary lines. ***If computer generated - please provide in PDF format - using the following file name: 04 - Compiled Site Floor Plan.pdf, and ensure that it is included on your CD-ROM.***

05 - Community Impact:
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. ***A maximum of three images may be inserted within the text which must reflect the events being described .***

Special Notes - Community Impact:
- Industrial Office Park: Entrants may also include the building's compatibility with neighboring properties and how the building affects traffic.
- All other categories: This area may be confused with Tenant Relations. Please indicate services that relate to the community and not to the tenants.

2010 BOMA Canada National Awards

"The Office Building of the Year" - Entry Requirements

ENTRY SPECIFICATIONS (continued)

06 - Tenant Relations:
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 (newsletters, your tenant manual table of contents, etc.) as well as your maintenance service request process and procedure.

Each entry may provide up to 3 samples of tenant appreciation letters. ***(Scan and / or Insert Text within template - Include also in "Images" folder if scanned)*** 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. ***A maximum of six images in this section is allowed. Three images inserted within the text (which must reflect the events being described), and up to 3 sample tenant appreciation letters. Please do not include entire Tenant Manual.***

Special Notes - Tenant Relations:
- Corporate Facility category: 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.

07 - Energy Management Systems and Procedures:
Provide a description of the programs and measures taken to conserve energy at the building(s). Include energy management software and other energy management programs such as energy conserving light fixtures, silver coating roofing, thermal storage, variable drives, chiller refrigerant change out and heat reclaim. Provide a summary of the policies, procedures and training programs for employees such as BOMA BESt, BOMA Energy Efficiency Program (BEEP), ENERGY STAR, LEED etc. Describe and quantify the savings to the owner and to the tenants when projects and programs have been implemented to reduce energy. ***You many insert graphs within the text which will demonstrate the reduction and savings where possible. Do not include any manuals.***

08 - Environmental and Regulatory:
Describe policies and procedures for programs such as recycling, accessibility for disabled tenants and visitors, lamp disposal, indoor air quality, water and retention management, storage tank and generator precautions, hazardous waste management etc. When describing these programs explain if you have local, province or federal compliance that you are following. If these programs are not mandated, then explain their purpose for implementing. Provide a summary on how building management monitors tenant operations for environmental compliance.

09 - Emergency Preparedness and Security Standards:
Provide a summary of procedures and programs for Life Safety, Fire, Disaster and Security standards. 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. ***You can include the "Table of contents" of your emergency preparedness and security standards manual(s) only. - Scan and / or Insert Text within template - also include in "Images" folder if scanned) . Do not include your entire manual(s).***

10. Training for Building Personnel:
Provide a list of qualifications for building staff, a building specific organization chart and a photograph of the building management team. Please describe the following: on-going training program for building personnel including seminars, in-house training and 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. The above mentioned organization chart and photographs may be submitted in the following formats: GIF, JPEG (JPG), PNG, TIFF, BMP, PDF, Word and PowerPoint.

Special Notes - Training for Building Personnel:
- Industrial Office Park: Discuss training for both on-site and off-site building personnel dedicated to the property.

SCORING AND DEDUCTIONS

SECTION	INDUSTRIAL OFFICE PARK	ALL OTHER CATEGORIES
Physical Attractiveness of Building(s)	5	5
00 - Cover Sheets 01 - Building Description 02 - Building Standards	0	0
03 - Photographs 04 - Typical Floor and Site Plan	0*	0*
05 - Community Impact	15	15
06 - Tenant Relations	15	20
07 - Energy Management Systems and Procedures	10	15
08 - Environment and Regulatory	20	10
09 - Emergency Preparedness and security Standards	20	20
10 - Training for Building Personnel	15	15
TOTAL	**100**	**100**

** There is a 2 pt deduction per image above maximum allowed per section*
Full points are deducted for any section not completed.
There is a 5 point deduction if your colour 11 x 14 Colour Photo does not arrive with your entry

BONUS POINTS - BOMA BESt

Bonus points will be awarded to those buildings that participate in the BOMA BESt program as follows:

1 point - In Application / Editing phase
3 points - If Certified

The status of the entry will be confirmed by your local association.

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