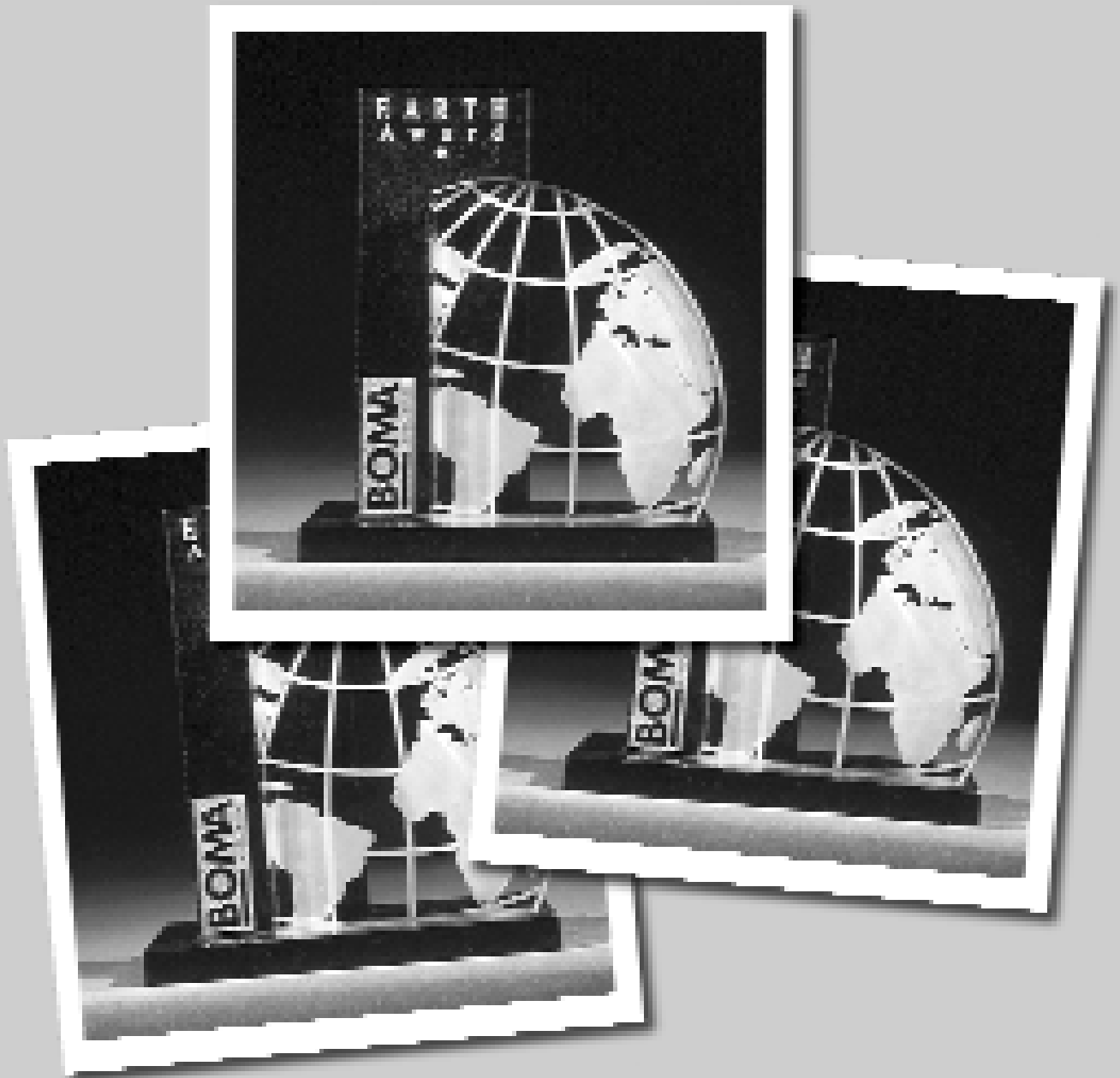


Awarding Excellence in Office Building Management

The Earth Award

2005 - 2006 Entry Requirements



Securitas...the official sponsor of the Earth Awards

The Earth Award 2005-2006 * Entry Requirements

*Note: italics indicate all additions or changes to the Entry Requirements for 2005-2006.

ELIGIBILITY

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.
***Note:** Entries At-Large, entries who are either outside the jurisdiction of a local association or are members of a local association who do not conduct a local awards program, submit portfolios directly to their region for regional judging. At-Large entries win at the local level by default as long as they meet the 70% minimum judging score.
2. 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 International in order to compete at the regional and/or International levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.

3. At least 50% of a building's space must be used as office space to be considered.
4. The building must be at least 2 years old from the date of occupancy of the first tenant by June 2005.
5. A \$250 entry fee must accompany each submission to enter the regional competition. Entry fees will be placed in the plastic pocket in the TOBY notebook and must be present to have portfolio judged at the regional competition.

SUBMISSIONS

The following materials **must** be submitted in the standard entry notebook provided by BOMA International to be considered for both the regional and International competitions. The tabs provided with the notebooks **must** be used as well. Strict adherence to the portfolio specifications listed below is **required**.

Cover Sheet

Name of the building, city and state, owner, management company, building manager, BOMA member's name and member identification number, the local BOMA affiliation as well as the **name, phone number, and address of the person(s) who will receive all correspondence.**

Building Description stating the following:

A one-page brief summary stating: how the building's management team implements government programs; manages hazardous waste and environmental risks; establishes emergency response; recycling; water, and energy conservation plans; ensures indoor air quality; and implements green purchasing practices.

*** Note: this cover sheet information should be inserted before the first tab, and will be utilized in all program materials and with the media. A table of contents may also be included.**

PORTFOLIO SPECIFICATIONS

Contact your local association to acquire a TOBY notebook. If you are not in the jurisdiction of a local association (Member At-Large), contact BOMA International directly for your TOBY notebook. The cost of the notebook is \$25.

TOBY notebooks will be forwarded to the local associations on consignment. The local will order a number of TOBY notebooks at the beginning of the awards season and BOMA International will record that number and deliver that amount accordingly. Following the local association's awards judging, the unused notebooks will be returned to BOMA International accompanied with a check for the total number of portfolios not returned, at a cost of \$25 per notebook.

All entrant-created text and summary pages of the portfolio are to be printed/copied on "plain-paper" pages free of watermarks, shadows, logos, photographs, graphics, computer-scanned images, artwork, and designs. White or solid-colored paper is acceptable as well as colored ink. The divided sections of the portfolio should contain the following information:

I. General Compliance Statement

Statement that the project's (building, office park, etc.) management/ownership team has put forth all reasonable effort to comply with applicable environmental codes, regulations, and laws in effect as of the date of this submission.

II. Sections:

A. Hazard Communication Standard (United States) Programs

Workplace Hazardous Materials Information System (Canada) (10 points)

Describe how you satisfy your obligations regarding HCS/WHMIS and what enhancements you have made to the basic program to make it work better in your organization. This should include consideration of the following:

- Receiving and shipping of hazardous materials
- HCS/WHMIS or equipment certificate plus annual follow-up
- Chemical labeling and 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

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B. Management of Environmental Risks/Hazardous Waste Management (10 points each part)

B.1 Management of Environmental Risks (10 points)

Describe how you manage your environmental risks, such as:

- Asbestos
- PCBs
- CFCs and halon
- Underground storage tanks and above ground tanks
- Hazardous chemicals
- Contractors

B.2 Reduction of Environmental Risks (10 points)

Describe how you plan to reduce the above risks and provide a copy of your latest risk management (insurance) report. This should include consideration of the following:

- Inspection program
- CFC containment
- Disposal of storage containers
- Spill containment
- Relevant consultants reports
- Regulatory compliance
- Hazardous waste contractor selection
- Formal risk assessments
- PCB ballast handling
- Chemical storage and handling facilities and procedures
- Housekeeping
- Test results of underground storage tank integrity
- Warning signs and educational posters
- Disposal options used
- Waste minimization
- Medical wastes

C. Emergency Response Plans/Preparedness (10 points)

Discuss what contingencies your emergency response plans address 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 release procedures
- Fire protection and detection for chemical storage areas
- Tenant information packages and drills
- Notification protocol
- Communications with response agencies
- Other (natural disasters, bomb threats)

D. Solid Non-Hazardous Waste Management and the 4-R Programs (Reduce, Re-use, Recycle, and Recover) (10 points)

Describe the program which you have implemented, how it has involved tenants, and what successes you have had. This should include consideration of the following:

- Bulk buying
- Construction materials
- Office equipment and supplies
- Waste volume reduction/recycling statistics
- Cost benefit analysis
- Tenant participation and awareness

E. Water and Energy Conservation (10 points)

Describe how you reduced your building's water, fuel and electricity consumption. This should include consideration of the following:

- Peak power load shedding
- Quantifiable results against previous years and within the industry
- Tenant incentive programs (e.g. PowerSmart)
- Tenant awareness, incentives and participation
- Investigation of alternative energy sources
- Innovative systems, e.g. gray water recycling, heat pumps

F. Indoor Air Quality (10 points)

Describe your HVAC system and how it contributes to good air quality. Describe efforts to reduce sources of indoor pollutants. This should include consideration of the following:

- ASHRAE fresh air guidelines/20 CFM per person
- Underground vehicle exhaust management systems
- HVAC system design, operating schedule, and settings
- Air quality monitoring data
- Localized exhaust systems
- Controls on contractor activities (e.g. painting)
- Purchasing policy for carpets, building materials, etc.
- Tenant complaint response
- Tenant education
- Carpet cleaning
- Housekeeping (HEPA vacuums and/or filters)

G. 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

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H. Tenant Communications (10 points)

Describe how you have encouraged your tenants to support your overall efforts to protect and improve the indoor and possibly the outdoor environments. This should include consideration of the following:

- Meetings, newsletters, posters
- Tenant complaint procedures
- E-mail
- Internet Web sites

I. 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:

The Occupational Health and Safety (Canada) or Occupational Safety and Health Administration (United States) assessment tools are divided into eight evaluation elements as follows:

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

J. Optional Section (10 points)

This section is optional. This section addresses creative environmental health and safety initiatives, as well as indoor/outdoor environmental enrichments that are not addressed appropriately or sufficiently in the above categories (i.e. solar power, wetlands, etc.)

***Note:** If an entrant decides not to address an additional issue in this category because the ten core criteria adequately cover the building's efforts, the entrant will not be penalized because their total score will be tallied by adding the points earned from each of the ten core areas and dividing by ten. Those who choose to address an eleventh issue will be scored by adding the points earned from each of the ten core areas plus the points from the optional section and dividing by eleven.

K. Photographs

Five pictures of the building's exterior, a variety of shots preferred, in high resolution (minimum 300 dpi) electronic format (.jpg) on a CD.

- One 11" x 14" color photograph of the building's exterior, and the same exterior photograph in high resolution, (minimum 300 dpi) electronic format (.jpg) on a CD, for a total of six photographs on the CD.
- One 5" x 7" color photo of the building's management team.

***Note:** All photos and slides should be submitted with the portfolio and labeled clearly on the back. These photos and slides are used for the annual awards program in June and will not be returned.

JUDGING

1. Judging will occur at the local, regional, and international levels.
2. Building inspections must take place at the local level of competition.
3. Each local BOMA association may submit one building in the Earth Award category to the regional panel of judges.
4. Each region may submit one building in the Earth Award category to the international panel of judges.

*** Note:** Judging at the international level will occur in Washington, D.C. in May, 2006.

Competition results and awards for the international winners will be presented at BOMA International's Annual Convention in Dallas, Texas, June 24-27, 2006.

*** Special Note:** All TOBY trophies (local trophies and local, regional, and international trophy duplicates) must be paid prior to delivery of merchandise.

DEADLINES

1. Contact your local BOMA association for the local deadline.
2. Regional judging will take place at the discretion of each region. Contact the regional awards chair or regional contact for exact dates.
3. Regional winners must be submitted to BOMA International in the standard entry notebook by April 30, 2006. Send entry and payment to: BOMA International, c/o Awards Program, 1201 New York Avenue, NW, Suite 300, Washington, DC 20005.

BOMA International
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Suite 300
Washington, D.C. 20005

BOMA International cannot be held responsible for any lost, stolen, or damaged entry portfolios or photographs.

ABOUT OUR SPONSOR

Securitas Security Services USA, the official sponsor of the 2004-2005 TOBY and Earth Awards, is the largest provider of security officer services in the United States. They provide security solutions including uniformed security staff, consulting and investigations, and security systems integration to building owners and managers nationwide. Securitas USA, through its 450 branch office operations, has a local focus on service delivery to meet the specialized security and life safety needs of the commercial real estate industry.

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