

Building Owners and Managers Association of Canada



~ Awarding Environmental Excellence in Office Building Management ~

Call for Entries and 2005 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 three levels of judging. A building must first win at the local level 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, 2005**, and final completed entries must be submitted as outlined in the following pages, to BOMA Canada, by **July 8, 2005**

The BOMA Canada National Earth Award will be announced and presented at BOMEX®, BOMA Canada's National Conference and Exposition, September 16, 2005. in Calgary, Alberta. Visit www.bomex.ca for full conference details.

Winners of these Canadian national awards are then eligible to compete in the BOMA International Awards, to be presented in June of 2006.



www.bomacanada.org

Full 2005-6 Entry Requirements on the following pages...



2005 ENTRY REQUIREMENTS

ELIGIBILITY

1. The building must win at the local level to advance to the national level and must win at the national level to advance to International.
2. All portfolios 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 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 2006.
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.

DEADLINES AND ENTRY FEES

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

Spring 2005—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, 2005—Completed Registration Form and entry fee of **\$374.50 Canadian (\$350.00 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 Standard Entry Notebook well in advance of the final entry submission date.* Our address is: BOMA Canada, Suite 200, 440 Laurier Avenue West, Ottawa, Ontario, K1R 7X6

July 08, 2005—Completed Standard Entry Notebook and required photographs must be received at our office.

July 18, 2005—Judging at the national level will occur at the BOMA Canada offices, Ottawa, Ontario.

September 16, 2005—Competition results and awards for the national winners will be presented at BOMEX®, BOMA Canada's National Conference and Exposition, September 16, 2005 in Calgary, Alberta. To register for the conference and to obtain Gala Tickets, please visit www.bomex.ca.

Fall / Winter 2005-2006—Winners of the BOMA Canada National Awards will be eligible to compete in the BOMA International Awards. Only one building in each category will be eligible to enter the International competition

April 30, 2006—BOMA Canada National Winners must submit their Standard Entry notebook to BOMA International in order to compete in the International Awards. Note: Entry is not automatic. There is no additional entry fee. Their office address is: BOMA International, c/o Awards Program, 1201 New York Avenue, NW, Suite 300, Washington, DC 20005.

May 2006—Judging at the international level will occur at the BOMA International offices in Washington, D.C.

June 24-27, 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.



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

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2005 BOMA Canada National Awards

Earth Award - Entry Requirements

NOTEBOOK SPECIFICATIONS

The following materials **must** be submitted in the standard entry notebook provided by BOMA Canada to be considered for both the national 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

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

Building Description

Provide 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.**

I. General Compliance Statement

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:

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

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



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NOTEBOOK SPECIFICATIONS (continued)

- 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

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.

Any questions ?

Please do not hesitate to contact the

BOMA Canada Offices

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