



Rewarding Excellence in Office Building Management

THE OFFICE
BUILDING
OF THE YEAR
(TOBY)



EARTH
AWARDS



2006-2007 Entry Requirements

Securitas...the official sponsor of the TOBY and Earth Awards

TOBY AWARD 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 2007:

- 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

The building must enter the TOBY program within five years following substantial completion of the renovation project/s, 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.

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

*As measured by BOMA standards.

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 that are outside the jurisdiction of a local association, must submit their portfolio directly to their region using the BOMA International Web site at www.boma.org/toby for regional judging. At-Large entries win at the local level by default as long as they meet the 70% minimum judging score at the regional level.

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 BOMA local 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.

4. The building may not have won in the same category at the international level during the last 5 years. If a building enters a different category, they may compete at the 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 2007.

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 as measured by BOMA standards.

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 sheet whether their entry is a single building or multiple buildings.**

ENTRY FEES

LOCAL ENTRY FEES

A local competition fee may be applicable, entrants should check with their local association concerning fees and how and where to send them.

REGIONAL AND INTERNATIONAL ENTRY FEES

1. A total of \$250 in entry fees, payable to BOMA International, must accompany each submission entering the regional competition. These fees will be collected during the online submission process.

a. A \$25 data-submission fee will be collected for each building added to the online system. Buildings may be added regardless of whether they have won at the local level or not. Adding a building does not enter that building in the regional or international competitions.

b. A \$225 entry fee must be paid in order to submit a building for consideration in the regional and international competitions.

2. An additional regional competition fee may be applicable, entrants should check with their region concerning fees, and how and where to send them.

NOTE: All fees must be received prior to your region's submission deadline in order for your entry to compete.

SUBMISSIONS

The following information must be provided electronically using the BOMA International Web site at www.boma.org/toby to be considered for both the regional and international competitions. Strict adherence to the portfolio specifications listed below is **required**. For local entries, check with your BOMA local association for local submission requirements.

A cover sheet stating the following:

Category, name of building, city and state, year built, year renovated (if applicable), owner, management company, building manager, BOMA member name and member number, as well as the name, phone number and address of the person who will receive all correspondence. **All entries must disclose on the portfolio cover sheet whether their entry is a single building or multiple buildings.**

NOTE: The coversheet will be utilized in all program materials and with the media.

PORTFOLIO SPECIFICATIONS

1. Building Description:

Provide a summary of the physical description of the building(s) and property. Maximum of 1625 characters (approximately 250 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. 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).

NOTES:

Renovated Building: The Building(s) Standards section should start with a summary explaining the renovated work completed.

Industrial Office Park: Entrants should include ceiling height, weight loads, truck/rail access, bay areas, design flexibility, etc.

3. Photographs:

Provide the following photographs of your building(s): 2 exterior, 1 interior (lobby and hallways), 1 standard tenant area, 1 central plant or main mechanical room (chiller, fire pump or boiler room) and 1 property management team photographs. Two additional photographs are permitted, the subject matter of which is the entrant's choice. **There should be no more than 8 photographs in this section.**

Photographs are also permitted in the Community Impact and Tenant Relations sections. In these sections, you are permitted to have a maximum of three photographs each reflecting the events being described. This gives each entry a maximum of 14 photograph allowance. See **NOTES** below for exceptions to this. Photographs appearing in newspaper, magazine, or newsletter articles about the building, relevant events or management company/owner will be allowed only if the full article is included. Photographs may be submitted in the following formats: GIF, JPEG (JPG), PNG, TIFF, BMP and PDF.

In addition to the competition photos, all regional and international entries must include one high resolution (minimum 300 dpi) 11" x 14" color JPEG (JPG) of the building's exterior for use at the awards ceremonies.

NOTES:

Industrial Office Park: This category requires the following photographs to be submitted — 2 front exterior of the building(s), 1 rear exterior of the building(s), 1 interior of the office and 1 interior of the warehouse. Two additional photographs are the entrant's choice. There should be no more than 7 photographs in this section.

Renovated Building: This category can submit "before and after" photographs only if before and after photographs are available. The entrant may submit up to 12 photographs in this additional section. One "before" photo for every "after" photos of the exact same location is necessary. If before or after photographs are not available no points will be deducted.

4. 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. Photographs may be submitted in the following formats: GIF, JPEG (JPG), PNG, TIFF, BMP and PDF.

5. Community Impact (15% for all categories):

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 photographs reflecting the events being described are allowed.** These photographs may be submitted in the following formats: GIF, JPEG (JPG) PNG, TIFF, BMP and PDF.

NOTE: This area may be confused with Tenant Relations.

Please indicate services that relate to the community and not to the tenants.

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

6. Tenant Relations (20% for all categories except 15% for Industrial Office Park):

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. 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. Please do not include entire Tenant Manual. **A maximum of three photographs reflecting the events being described are allowed.** These photographs and the above mentioned newsletters, tenant manual table of contents and tenant appreciation letters may be submitted in the following formats: GIF, JPEG (JPG), PNG, TIFF, BMP, PDF and Word.

NOTE: 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.

7. Energy Management Systems and Procedures (15% for all categories except 10% for Industrial Office Park): 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 BOMA Energy Efficiency Program (BEEP), ENERGY STAR, LEEDS etc. Describe and quantify the savings to the owner and to the tenants when projects and programs have been implemented to reduce energy. Include graphs demonstrating reduction and savings where possible. Do not include any manuals. These graphs may be submitted in the following formats: Excel, PowerPoint and PDF.

8. Environmental and Regulatory (10% for all categories except 20% for Industrial Office Park): 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, state 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.

9. Emergency Preparedness and Security Standards (20% for all categories): Provide a summary of procedures and programs for Life Safety, Fire, Disaster and Security standards. You can 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. The above mentioned table of contents may be submitted in the following formats: GIF, JPEG (JPG), PNG, TIFF, BMP, PDF and Word.

10. Training for Building Personnel (15% for all categories): 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 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. The above mentioned organization chart and photographs may be submitted in the following formats: GIF, JPEG (JPG), PNG, TIFF, BMP, PDF, Word and PowerPoint.

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

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

JUDGING

1. Judging will occur at local, regional and international levels.
2. Building inspections must take place at the local level of competition.
3. Each BOMA local association may submit one building in each category to the regional panel of judges.
4. Each regional panel of judges may submit one building in each category to the international panel of judges.
5. Judging at the international level will occur in May 2007. Competition results and awards for the International winners will be presented at BOMA International's Annual Convention in New York, New York on July 21-24, 2007.

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

DEADLINES

1. Contact your BOMA local association for the deadlines.
2. Regional judging will take place at the discretion of each region. Contact the regional awards chair or regional contact for exact dates. All fees must be received prior to your region's submission deadline in order for your entry to compete.
3. Regional winners will be submitted electronically by each region to BOMA International by April 30, 2007.

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

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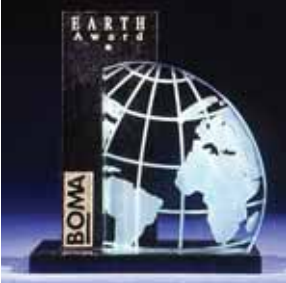


Securitas Security Services USA, the official sponsor of the 2006-2007 TOBY and Earth Awards, is the largest provider of security officer services in the United States. They provide security solutions including uniformed security staff, consulting and investigations, and security systems integration 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.

Securitas USA lists more than 80 percent of the Fortune 1000 as its clients and provides security to many prestigious buildings in the major metropolitan areas of the country. For more information, visit www.securitasinc.com

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EARTH AWARD CRITERIA



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 the international competition.

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3. At least 50% of a building's space must be used as office space, as measured by BOMA standards, to be considered.

4. The building must be at least 2 years old from the date of occupancy of the first tenant by June 2007.

LOCAL ENTRY FEES

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NOTE: The coversheet will be utilized in all program materials and with the media.

PORTFOLIO SPECIFICATIONS

1. Building Description

Provide a 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. Maximum of 3250 characters (approximately 500 words).

2. 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. Maximum of 3250 characters (approximately 500 words).

3. Hazard Communication Standard Programs (or similar programs) (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

Maximum of 3250 characters (approximately 500 words).

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

4.a 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

4.b 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

5. 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)

6. 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

7. 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

8. 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)

9. 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).

10. 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

Maximum of 3250 characters (approximately 500 words).

11. 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:

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

12. 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.

13. Photographs

Provide the following photographs:

- 5 of the building's exterior, a variety of shots preferred. The exterior photographs may be submitted in the following formats: GIF, JPEG (JPG), PNG, TIFF, BMP and PDF.
- 1 high resolution (minimum 300 dpi) 5" x 7" color JPEG (JPG) of the building's management team.
- 1 high resolution (minimum 300 dpi) 11" x 14" color JPEG (JPG) of the building's exterior.

These photos are for use during the awards ceremonies.

NOTE: Unless otherwise specified, each section's descriptive summary should be a maximum of 6500 characters long (approximately 1000 words). Also, unless otherwise specified, supporting materials for each section may be submitted in the following formats: GIF, JPEG (JPG), PNG, TIFF, BMP, Word, Excel, PowerPoint and PDF.

JUDGING

1. Judging will occur at local, regional and international levels.
2. Each BOMA local association may submit one building in the Earth Award category to the regional panel of judges.
3. Each region may submit one building in the Earth Award category to the international panel of judges.
4. Judging at the international level will occur in May 2007. Competition results and awards for the International winners will be presented at BOMA International's Annual Convention in New York, New York on July 21-24, 2007.

NOTE: All Earth Award trophies (local trophies and local, regional and international trophy duplicates) must be paid for prior to delivery of merchandise.

DEADLINES

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