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## The Office Building of the Year Awards

~ Awarding Excellence in Office Building Management ~

# Call for Entries and 2006 Entry Requirements

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Now in its 22nd 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 three 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 21, 2006**, and final completed entries must be submitted as outlined in the following pages, to BOMA Canada, by **July 12, 2006**

The BOMA Canada National TOBY Awards will be announced and presented at BOMEX®, BOMA Canada's National Conference and Exposition, September 21, 2006, in Halifax, Nova Scotia. Visit [www.bomex.ca](http://www.bomex.ca) for full conference details.

Winners of these Canadian national awards may be eligible to compete in the BOMA International Awards, to be presented in June of 2007.





## The Office Building of the Year (TOBY) Awards

# 2006 ENTRY REQUIREMENTS

### ELIGIBILITY

1. The building must have won at a Local Association Awards Competition in this Awards cycle entry year (2006), 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 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 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 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.
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 2006**—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 21, 2006**—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 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 12, 2006**—Completed Standard Entry Notebook and required photographs must be received at our office.

**July 17, 2006**—Judging at the national level will occur at the BOMA Canada offices, Ottawa, Ontario.

**September 21, 2006**—Competition results and awards for the national winners will be presented at BOMEX®, BOMA Canada's National Conference and Exposition, September 21, 2006 in Halifax, Nova Scotia. To register for the conference and to obtain Gala Tickets, please visit [www.bomex.ca](http://www.bomex.ca).

**Fall / Winter 2006-2007**—Winners of the BOMA Canada National 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.

**April 30, 2007**—If eligible, 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. Their office address is: BOMA International, c/o Awards Program, 1201 New York Avenue, NW, Suite 300, Washington, DC 20005.

**May 2007**—Judging at the international level will occur at the BOMA International offices in Washington, D.C.

**July 21-24, 2007**—Competition results and awards for the International winners will be presented at BOMA International's Annual Convention in New York, New York, July 21-24, 2007.



**The Building Owners and Managers Association (BOMA) of Canada Inc.**  
Suite 200 - 440 Laurier Avenue West  
Ottawa, Ontario K1R 7X6  
**Telephone:** (613) 788-3787  
**Fax:** (613) 782-2228  
**Email:** [info@bomacanada.ca](mailto:info@bomacanada.ca)  
**Website:** [www.bomacanada.ca](http://www.bomacanada.ca)

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

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# 2006 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 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

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.

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

### 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.**

#### A cover sheet stating the following:

Category, name of building, city and state, owner, management company, building manager, architect, BOMA member name, and member number, as well as the name, phone number, and address of the person who will receive all correspondence. A table of contents may also be inserted before the first tab.

**Note:** The coversheet will be utilized in all program materials as a reference for media.

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-coloured paper is acceptable as well as coloured ink. The divided sections of the portfolio should contain the following information:

#### 1. Building Standards:

Doors, light fixtures, carpet, ceiling tile (a work letter is appropriate), and additional information about the building's floors and sizes, elevators (if applicable), electrical, and HVAC systems, etc.

#### \* Special Notes:

- Renovated category: all renovation work should be briefly summarized in the Building Standards section of the TOBY notebook. Entrants may go into greater detail on individual renovation work in applicable sections.
- Industrial Office Park category: entrants should include ceiling height, weight loads, truck/rail access, bay areas, design flexibility, etc.

#### 2. Building Description:

A one-page, double-spaced, physical description of the building.



# 2006 BOMA Canada National Awards

## "The Office Building of the Year" - Entry Requirements

### NOTEBOOK SPECIFICATIONS (continued)

#### 3. Photographs:

Print photographs are permitted in the Photographs, Community Impact, and Tenant Relations sections only.

In all other sections—Photographs and/or graphical representations cannot appear. The following are examples of what cannot appear within the notebook or on the tab pages: 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.

A Photograph or Logo appearing in newspaper, magazine, or newsletter articles about the building, or in relevant events, will be allowed only if the full article is included.

#### A) Six Mandatory Print Photos:

- One colour print of each of the following: exterior, interior (lobby and hallways), standard tenant area, and mechanical area, for a total of four images.
- Two additional print images are permitted, the subject matter of which is the entrant's choice. There should be no more than 6 images/prints in this section. There is no size limitation for these print photos.

#### B) One 11" x 14" colour print of the building's exterior:

Please ship with your submission. This photo is used for display purposes at the Awards Event.

#### C) CD Rom (Electronic images):

Please include ONE CD-Rom with your submission containing the following **SIX** images in high resolution (minimum 300 dpi, jpg, gif, tif format):

- **Five shots of the building's exterior**, a variety of shots preferred;
- One copy of your 11" x 14" image (B).

The CD-Rom and all print photographs should be submitted with the portfolio and clearly labeled. Please use the building entry name and a photograph number as the name of each electronic photograph. For example: ABCBuilding1.jpg; ABCBuilding2.jpg; etc. The 11" x 14", and the electronic photographs are used for the annual awards event presentation in September and will not be returned.

#### \*Special Notes on this section:

- **All TOBY categories**—In each of the Community Impact and Tenant Relations sections of the TOBY notebook—a maximum of three 5" x 7" print photographs reflecting the events being described is allowed.
- **Industrial Office Park category** requires one photograph from the exterior of the office, exterior of the warehouse, interior of the office, and interior of the warehouse. The remaining two photographs are the entrant's choice.
- **Historical and Renovated categories** are offered a "before and after" option for each of the above-indicated six photos (A) the required four areas, and two entrant's choice photos. Entrants may provide one "before" photo for every "after" photo of the exact same subject location for some or all of the six photos. If exercised, the entrant may therefore have up to a total of 12 photographs in this one section.

#### 4. Typical Floor Plan and Site Plan.

Do not use a photograph—computer generated artwork is acceptable.

#### 5. Community Impact (15% of Total Score):

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 from the city (awards, letters received from local government, etc.), hazardous waste management, and environmental issues. **A maximum of three 5" x 7" print photographs**

reflecting the events being described are allowed.

#### 5. Community Impact (continued)

**Note:** This area may be confused with Tenant Relations. Please indicate services that relate to the community and not to the tenants.

**\*Special Note:** Industrial Office Park category entrants can also include the building's compatibility with neighboring properties and how the building affects traffic.

#### 6. Tenant Relations (20%):

Summary of Tenant Relations efforts and/or programs sponsored by the building management within the last 12 months. Include all proactive efforts on the part of management working with tenants, as well as a summary of tenant amenities (health facilities, child care, special events, food service, transportation, etc.). Indicate if tenant satisfaction surveys were conducted (include the frequency with which they are conducted and the date a survey was last completed) by the building management team. Explain 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 three 5" x 7" print photographs reflecting the events being described are allowed.**

**\*Special Note:** In the Corporate Facility category, be mindful that employees are considered tenants. You may include a tenant information manual or guidebook in addition to summary.

#### 7. Energy Management Systems and Procedures (15%):

Description of programs and measures taken to conserve energy throughout the life of the building, such as computerized and automated control of equipment running energy management programs (optimal start/stop, duty cycling, demand limiting, condenser or chilled water reset, etc.) that will optimize efficiency and reduce energy consumption. This would also include policies, procedures and training programs for employees and contractors to ensure that lights, equipment, etc. are turned off when appropriate. Graphs are acceptable. Do not include a manual.

#### 8. Environmental and Regulatory (10%):

Describe policies and procedures for recycling, accessibility for disabled tenants and visitors, lamp disposal, indoor air quality, storage tank precautions, indoor air quality, etc. Compliance with applicable accessibility requirements must be determined at the local level during the building inspections.

#### 9. Emergency Preparedness and Security Standards (20%):

A summary of procedures/programs for fire/life safety and security standards for occupants. You may include a manual in addition to the summary.

#### 10. Training for Building Personnel (15%):

List of qualifications for building staff together with a description of ongoing training programs for personnel (seminars, continuing education, professional organizations, team building, and designations). Provide a building organizational chart.

**\*Special Note:** Industrial Office Park entrants should include training for personnel with both on-site and off-site responsibility for the building.

The remaining 5% of the total score is allocated to the physical attributes of the building with internal and external maintenance, landscaping and architectural design all taken into consideration based on the building standards, building description and photographs provided in the portfolio.

