

# Building Owners and Managers Association of Canada



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~ Awarding Environmental Excellence in Office Building Management ~

## Call for Entries and 2007 Entry Requirements

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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 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 28, 2007**, and final completed entries must be submitted as outlined in the following pages, to BOMA Canada, by **July 19, 2007**

The BOMA Canada National Earth Award will be announced and presented at BOMEX®, BOMA Canada's National Conference and Exposition, September 19, 2007. in Toronto, Ontario.

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 21-24, 2008, in Denver Colorado.



[www.bomacanada.ca](http://www.bomacanada.ca)

*Full 2007 Entry Requirements on the following pages...*



# 2007 ENTRY REQUIREMENTS

## ELIGIBILITY

1. The building must have won at a Local Association Awards Competition in this Awards cycle entry year (2007), 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 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 2008.
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 2007**—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 28, 2007**—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 200, 440 Laurier Avenue West, Ottawa, Ontario, K1R 7X6

**July 19, 2007**—Completed CD-Rom Entry Package and required 11x 14 colour photograph must be received at the BOMA Canada office.

**August 2007**—Judging at the national level will occur.

**September 19, 2007**—Competition results and awards for the national winners will be presented at BOMEX®, BOMA Canada's National Conference and Exposition, September 19, 2007 in Toronto, Ontario. To register for the conference and to obtain Gala Tickets, please visit [www.bomex.ca](http://www.bomex.ca).

**January 2008**—The Winner of the BOMA Canada National Earth Award may be eligible to compete in the BOMA International Earth Awards. The Winner will be asked to submit a secondary Registration form acknowledging that they intend to enter the International competition.

**April 2008**—The National Winner after acknowledging their intent with BOMA Canada to continue to International competition, and who are eligible, will be provided with BOMA International's Notebook Entry Binder. A further \$225 USD\* will be required to officially submit the entry. (\*prices subject to change) Deadline is generally end of April.

**May 2008**—Judging at the international level will occur at the BOMA International offices in Washington, D.C.

**June 21-24, 2008**—Competition results and awards for the International winners will be presented at BOMA International's Annual Convention in Denver, Colorado June 21-24, 2008.



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

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# 2007 BOMA Canada National Awards

## Earth Award - Entry Requirements

### 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 templates, and an electronic folder of your electronic images), as well as 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 both the national and international competitions. NOTE: Unless otherwise specified, each section's descriptive summary should be a maximum of 6500 characters long (approximately 1000 words).

#### THE MSWORD TEMPLATES ARE AS FOLLOWS:

##### 00 - Cover Sheets

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

##### 01 - 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).**

##### 02 - 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).**

##### 03 - Entry Content

###### 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 colour-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).**

###### 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

### NOTEBOOK SPECIFICATIONS (continued)

- 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

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

#### H. Tenant Communication (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).**

#### 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:

- 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

Inserted images are permitted in the Photograph Template only. There is a restriction on the number of images that can be inserted / submitted.

**Graphs and tables supporting your content are permitted within the text of your entry. They are to be kept to a maximum of two per section.**

**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:

- **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.
- **"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.
- **"Images" to be inserted within the 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. Please "insert" your images within the template as follows (8 maximum)
  - Four exterior shots of your building(s)
  - Two interior shots (atrium, lobby)
  - One Property Management Team photo - please include within the template the names of the people in the photograph.
  - Electronic version of your 11 x 14 Colour Photo

### BONUS POINTS - GO GREEN / VISEZ-VERT

Bonus points will be awarded to those buildings that participate in the BOMA Go Green / Visez-vert 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.*



#### Any questions ?

Please do not hesitate to contact the **BOMA Canada Offices**

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