



2017 ENTRY REQUIREMENTS



BOMA Canada EARTH awards are part of a tiered awards program spanning three levels of competition – Local, National/Regional and International. Criteria for all levels of competition are established by BOMA International and in some cases modified at the National/Regional level.

CATEGORIES

<p>Office Building(s)* Any and all office buildings with at least 50% office area are eligible. .</p>	<p>Industrial Office Building(s)* Not eligible at International Level) All buildings, comprising a total project, to include any single building industrial properties, 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.</p>
<p>Retail Building(s)* (Not eligible at International Level) A group of retail and other commercial establishments, either enclosed or open air, managed by one company. The entry must be managed as a single property, one to multiple levels in height with a minimum of 50 percent occupancy. The anchor ratio must be at least 25 percent and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.). The entry may consist of neighborhood centers (30,000 – 150,000 sq. ft.), community centers (100,000 – 400,000 sq. ft.), power centers (250,000 – 600,000 sq. ft.), regional shopping centers (400,000 – 800,000 sq. ft.) or super regional shopping centers (800,000 plus sq. ft.). No minimum office area is required.</p>	<p>Multi-unit Residential Building(s) (MURB)* (Not eligible at International Level) Buildings comprised of a common entrance and separate units that are also known as apartments constructed for dwelling purposes. Building must have one primary exterior door access, with each of the apartments connected by an interior door. All of the units must connect to each other (or a central corridor) by some interior door. Low Rise (2 to 3) – building must comprise of two (2) floors above ground, and four (4) apartment (dwelling) units; Mid Rise (4 to 9); High Rise (10 +); Multi-Unit Residential Building Complex: a group of buildings that have common management personnel, common management practices, and a common central plant.</p>
<p>Health Care Facility * (Not eligible at International Level) (Hospitals/Medical Office Buildings) General medical and surgical hospitals, critical access hospitals, and children’s hospitals. These facilities provide acute care services intended to treat patients for short periods of time including emergency medical care, physicians’ office services, diagnostic care, ambulatory care, surgical care, and limited specialty services such as rehabilitation and cancer care. To qualify as a Hospital, the following requirements must be met: <ul style="list-style-type: none"> • More than 50% of the gross floor area of all buildings must be used for general medical and surgical services; AND • More than 50% of the licensed beds must provide acute care services; AND • These facilities must operate on a 24/7 basis. Facilities that use more than 50% of the gross floor area for long-term care, skilled nursing, specialty care, and/or ambulatory surgical centers OR that have less than 50% of their beds licensed for acute care services are not considered eligible hospitals under this definition. Medical office buildings that meet the following requirements: <ul style="list-style-type: none"> • More than 50% of total facility space is used primarily to provide diagnosis and treatment (no major surgery) for medical, dental, or psychiatric outpatient care; • These facilities do not operate on a 24/7 basis. </p>	

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.
2. All portfolios must have undergone a building inspection and scored at least 70% to be eligible to compete. Each entrant must upload the completed and signed TOBY Building Inspection Verification form to be eligible to compete at the Regional and International level (this form is provided by your local BOMA association or International Affiliate organization).
3. The building must be a member, or managed by an entity that is a member, in good standing with both their 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 national/international level during the last 5 years (i.e. Buildings that won in 2017 are not eligible to compete until 2022 and awarded in 2023. The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that won in 2017 are not eligible to compete until 2020 and awarded in 2021).
5. The building must be occupied for at least one full year from the date of occupancy of the first tenant by June 15, 2017 with a minimum of 12 months of building operations.
6. At least 50% of a building's space must be used as office space to be considered for all categories except the Industrial and Retail category. The Industrial category must have more than 5% and less than 50% office area as measured by BOMA standards.
7. All categories must be at least 50% percent occupied.
8. Each building may enter in only one category.
9. All Canadian Entrants are required to obtain a **BOMA BEST®** certification. Each entrant must provide a copy of the certification received in the current year that shows the level of certification during the current year.
10. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings.
11. For any building that enters the competition at the local and regional level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.

BUILDING INSPECTION

- Building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a TOBY.

- The following items will be inspected during the building inspection:

1. Building Environment - IAQ Performance
2. Energy Performance/EMS Monitoring
3. Recycling Programs
4. Water Performance/Water Management
5. Multi-Tenant Corridors
6. Restrooms
7. Typical Tenant Suite
8. Landscaping/Grounds
9. Refuse Removal
10. Occupant Communication/Education – Visibility

A member of the judging team will contact the property manager in advance to book a mutually agreeable date and time for a site visit. Judges should be taken to a boardroom or office where they will spend a minimum of a 1 hour examining all of the mandatory documents. Following the review, the judges should be taken on a tour of the building. (Tour guide must be very familiar with the submission and all building areas and systems and prepared to answer onsite questions from the judges. Note: Property Management team should be on site during inspections). Please allow a between 2.5 – 3.5 hours to complete the building inspection process.

- The following documentation is mandatory and should be made available. On-line versions are acceptable, but must be available at time of inspection at the property

being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

1. Preventive Maintenance Manual
2. SOP Manual/Documentation of Standard Operating Procedures (online or printed)
3. Green Purchase Policies
4. COI for Comprehensive, and/or Liability Insurance
5. Certificate of occupancy or business license for code compliance

- Entrant should receive TOBY (Earth) Building Inspection Verification form by their local BOMA or affiliated International affiliate organization

ENTRY FEES/JUDGING/DATA/DEADLINES

LOCAL ENTRY FEES

A local competition fee may be applicable. Each Entrant should check with their local association concerning fees.

NATIONAL(REGIONAL)/INTERNATIONAL FEES

National (Regional) Fees - **\$575.00** payable to BOMA Canada

International Fees - \$275.00 U.S. payable online to BOMA International

NOTE: All deadlines are at close of business (5:00 PM Eastern). All fees are non-refundable.

Winter/Spring 2016/2017 - Canadian local associations hold their respective awards programs/galas. Building inspections take place at this level of competition. Each Canadian local association may submit only 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 30, 2017 - Completed registration form and entry fee of **\$475 Canadian (plus HST# 86325 6863 RT0001)**, which includes a \$25.00 data-submission fee payable to BOMA International for use of the online awards platform, must be received at the BOMA Canada 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 gain access to their official online entry in advance of the final entry submission date.*)

July 15, 2017 - Official entry must be completed online at www.tobyawards.com.

July/August 2017 - Judging at the national level will occur.

September 2017 - Competition results and awards for the national winners will be presented at the National Awards Gala held during BOMA Canada's National Conference (BOMEX[®]) September 27-28, 2017 in Toronto, Ontario.

January 2018 - Winners of BOMA Canada 2017 National TOBY Awards may be eligible to advance to the 2018 International competition if they meet the eligibility requirements.* Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.

April 2018 - Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. A further entry fee, payable to BOMA International, will be required in order to have the online entry officially considered. (*Entrants will be provided access to their existing National entry prior to International competition.*)

April/May 2018 - Judging at the International level will be arranged by BOMA International in Washington, D.C.

June 26, 2018 - Competition results and awards for the International winners will be presented at the International Awards Gala during the 2018 BOMA International Conference & Expo® in San Antonio, TX.

*For International TOBY criteria, including eligible building categories visit:

<http://www.boma.org/awards/toby/Documents/TOBY/2017%20Entry%20Requirements.pdf>

GLOBAL PORTFOLIO REQUIREMENTS

Photograph Requirements

- File Type: Hi Resolution JPEG compressed
- Maximum File Size: 2mb
- Do not use photograph collages. (Only single images)

Supporting Document Requirements

- File Type: PDF
- Maximum File Size: 5mb

Descriptive/Summary Text Requirements

- Maximum word count is specified for each section

NOTE:

- Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.
- Identified what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

RECOMMENDATION:

Text should be created in Word, or other similar program, and then copied and pasted into the text box. Please spell check prior to pasting into the text box. Also confirm that the copied text can be fully viewed on line. If not, reduce the characters to fit the requirements.

PORTFOLIO SPECIFICATIONS:

The following information must be provided electronically using BOMA International's TOBY Web site at www.tobyawards.org to be considered for both the regional and international competitions. Strict adherence to the portfolio specifications listed herein is **required**.

Local entries must check with your BOMA local association for local submission requirements.

SPECIAL NOTES:

- **Each section is limited to a specified amount of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.**
- *Shaded boxes throughout this document contain useful notes and information that may assist you in preparation for a local judges' visit or for completion on your online entry. It is a resource only and is not exhaustive.*

BUILDING DESCRIPTION – 1 POINT

Provide a summary of the physical description of the building(s), property and location.

Maximum of 350 words

EXECUTIVE SUMMARY – 2 POINTS

Provide an overall summary of the project's (building, office park, etc.) environmental and energy efficiency program. Describe the policies and philosophy of the project's ownership and management relating to this subject. Include if the project was built green or implemented after construction and why this concept is important.

Include TOBY Inspection Verification - PDF

Maximum of 600 words

1 PDF allowed for this section

COMPETITION PHOTOGRAPHS – 2 POINTS

A. Public Assembly Buildings:

- 2 Exterior
- 1 Interior (lobby and hallways)
- 2 Multiple use areas
- 1 Signage and Wayfinding
- 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 Additional photographs, the subject matter of which is the entrant's choice

B. All other Buildings:

- 2 Exterior
- 1 Interior (lobby and hallways)
- 1 Standard tenant area (Mixed-Use: up to 3 per entity)
- 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 Additional photographs, the subject matter of which is the entrant's choice

No text required for this section.

AWARDS CEREMONY PHOTOGRAPH

In addition to the competition photos, all regional and international entries must submit one high resolution (minimum 300 dpi) 11" x 14" color JPEG (JPG) of the building's exterior for display at the awards ceremonies. Also a photograph of the management team responsible for daily management of the building(s) is required. This will be submitted online along with the rest of the entry materials.

No text required for this section.

REDUCTION OF ENVIRONMENTAL RISK – 15 POINTS

Environmental risk is the risk associated with the likelihood or probability that a given chemical exposure or series of exposures may damage human health and the environment. Managing environmental risk is an endless and challenging task. Describe what your company has done to protect its tenants/occupants and the environment by efficient management. This should include consideration of the following:

Describe your Hazard Communication Standard (HCS) Program or similar program. It can include consideration of the following:

- Receiving and shipping of hazardous materials
- Equipment certificate plus annual follow-up
- Chemical labeling, 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

Describe how you manage environmental risks at your property as well as reduce these risks. This can include consideration of the following:

- Asbestos
- PCBs
- CFCs and Halon
- Underground Storage Tanks and Above Ground Tanks
- Hazardous Chemicals
- Contractor Management

Provide an example of your latest risk management report. This section should also include consideration of the following:

- Inspection program
- CFC containment
- Disposal of storage containers
- Spill containment
- Regulatory compliance
- Hazardous waste contractor selection
- Formal risk assessments
- PCB ballast handling
- Chemical storage and handling facilities and procedures
- Warning signs and educational posters
- Disposal options used

Describe your emergency response plans 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 mediation
- Fire protection and detection for chemical storage areas
- Tenant information packages and drills
- Notification protocol
- Communications with response agencies
- Other (natural disasters, bomb threats)

Please do not include entire manuals or photographs. Include only the table of contents, a summary of the manual and how it's implemented.

Maximum of 1,750 words

Maximum of 4 pdf attachments allowed for this section.

INDOOR AIR QUALITY/GREEN CLEANING – 15 POINTS

- Describe steps taken to improve the indoor air quality (IAQ) of the building, what was done to monitor IAQ and steps taken to reduce contaminants within the building.
- Describe the Green Cleaning Policy and steps taken to insure use of green products and cleaning chemicals both by in house staff and contractors/vendors.
- Provide documentation of tenant occupancy forms and /or sample pages from annual testing program report, including a description of how information reported is used to evaluate and correct IAQ issues.

This should include consideration of the following:

- Installation of Systems that Reduce/Monitor Indoor Pollutants **3 pts**
- Low Impact Cleaning Policy **3 pts**
- Day Cleaning/Team Cleaning (not day-time porter service) **1 pt**
- Smoke Free Building **1 pt**
- Entryways/Pedimats **1 pt**
- Use of Green Cleaning Products **2 pts**
- Use of Recycled Paper Products **2 pts**
- Use of other Green Materials **1 pt**
- Describe other IAQ-Green Cleaning programs that you have that are specific to your facility and not mentioned above. **1 pt**

Maximum of 1,750 words

Maximum of 2 attachments (JPEGs) allowed for this section.

RECYCLING – 10 POINTS

Building recycling programs offer great rewards. The building, the tenant/occupant and the owners all have an opportunity to give back to the environment. Tell us about your tenant/building recycling program; how you get tenants/occupants involved and how you keep the momentum going.

- Describe your paper/cardboard recycling program. Provide records showing total trash-waste collected and total recycle collected. If you are recycling 20% of your total waste, you can achieve 2 points in this section. If you're recycling 30% or more of total waste, you can achieve a total of 4 points in this section. (For example: 100 tons of trash and 20 tons of recycle equal total output of 120 tons of waste. Therefore your recycle percentage is determined by 20/120 or 17 percent.) **4 pts**
- Describe your facility program for recycling glass, plastics and aluminum. Provide documentation showing quantity of recycled waste. **2 pts**
- Describe your lamp and ballast recycling program and its benefits. **2 pts**
- Describe your sustainable landscape maintenance program such as recycling/composting, water management and plant selection. **1 pt**
- Describe other recycling programs that you have that are specific to your facility and not mentioned above. **1 pt**

Maximum of 1,750 words

Maximum of 3 attachments allowed for this section.

ENERGY CONSERVATION – 25 POINTS

Canadian Entrants must obtain a **BOMA BEST** certification. Each Entrant must complete the following: (1) provide a copy of the certification received in the current year that shows the level of certification.

- BOMA BEST Certified/Bronze: 4 points
- BOMA BEST Silver: 6 points
- BOMA BEST Gold: 8 points
- BOMA BEST Platinum: 10 points

B. Building Staff/Tenant Education 5 points

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for energy conservation. This may include encouraging or requiring participation in BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Best Practices, pursuing industry certification and professional development programs.

C. Building Operations and Maintenance 5 points

Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed:

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

Goals/targets in place for reducing energy consumption; enrollment in incentive/rebates programs; energy efficient projects in place or intent to commit within 12 months; energy efficient programs onsite (green team, green roof, tenant engagement); tenant awareness/incentive/education and participation; building ops and maintenance procedures; practices contributing to site energy efficiency; tracking/benchmarking.

Provide a description of the steps taken to improve the energy performance of your building over the last three years.

D. Building EMS Monitoring 5 points

Energy Management System (EMS) is often underutilized in commercial buildings. When fully engaged, they are powerful tools for improving the performance of HVAC and lighting systems and conserving energy. Describe the EMS in place in your building and the degree to which you use it to reduce the building's energy consumption. Provide measurable results demonstrating reduction in energy and improve performance.

Maximum of 1,750 words

A maximum of 2 PDF attachments allowed for this section. One of the two attachments should include the BOMA BEST® Certificate.

WATER CONSERVATION – 10 POINTS

Water is a precious resource. When buildings use large volumes of water, this can result in high maintenance and life-cycle costs for building operations. Using water efficiently can reduce operating costs, through lower water usage, less chemicals, and less energy. Describe your water management program. This should include consideration of the following: Controlling storm water runoff, plumbing fixtures used (toilet, sinks etc), programs to eliminate or reduce the use of potable water required for landscape irrigation, programs to reduce water and sewer requirements for cooling towers and sub-metering to conserve water. Quantify any savings in dollars saved and reduction of water consumption from the use of water efficient programs. **5 pts**

What percentage of toilets/closets are water efficient (use 1.6 gal or less)? What is a new installation or renovation? Why was this important for your company to install these fixtures? **1 pt**

What percentage of faucets that are water efficient? What is a new installation or renovation? Why was this important for your company to install these fixtures? **1 pt**

Innovation water management strategies/applications such as hands free faucets, waterless urinals, public/private partnership programs, green roofs, indigenous **landscaping**. **3 pts**

Maximum of 1,750 words

A maximum of 1 PDF attachment allowed for this section.

INTERIOR FINISH – 10 POINTS

There is a great opportunity to reuse existing building materials and space when remodeling common areas or tenant occupied areas. The Property Management team may have control over product selection in common areas however it's the tenant or occupant who has control over those choices within their space. What does the property management team do to encourage the use of environmentally friendly products? Written document can include manufacturer information.

a. Provide written documentation and (1) photograph of building common areas space that has recently been built or remodeled. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, etc. **3 pts**

b. Provide written documentation and (1) photograph of tenant space that has recently been built or remodeled for a new tenant or renewal. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, flooring products, etc. If the tenant space was recently remodeled, please provide proof that at least 10% of the existing office space was reused – such as doors, door hardware, walls, fixtures, HVAC, smoke and fire systems, built-ins, restrooms, etc. **3 pts**

c. The purchase of local materials support local industry and reduces transportation costs from transporting products long distances across the country. Tell us about local vendors and product lines your building supports. **3 pts**

d. How is construction waste recycled? Provide percentage of materials recycled. **1 pts**

A maximum of 2 JPEGs and 2 PDF attachments allowed for this section.

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 600 words

No attachments allowed for this section.

OCCUPANT COMMUNICATION/EDUCATION – 5 POINTS

Identify means by which occupants receive information to support Management's overall efforts to protect and improve the indoor and outdoor environments. Also, provide information as to how Management may encourage alternate means of transportation and any incentives as a result thereof. This should include consideration of the following:

- Staff and occupant education/seminars
- E-mail
- Meetings, newsletters
- Corporate and property level Web page and Internet Web sites
- Public transportation, park and ride, bus stop
- Bicycle storage to include changing and shower facilities
- Carpooling incentives
- Partnership with local city government commuter sponsored programs
- Alternate fuel vehicles - preferred parking incentives

Maximum of 600 words

A maximum 3 PDF attachments allowed for this section.

COMMUNITY IMPACT – 10 POINTS

- 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. Only include corporate donations/activities if entrant can describe how the onsite management team personally participated.

Goals/targets in place for reducing energy consumption; enrollment in incentive/rebates programs; energy efficient projects in place or intent to commit within 12 months; energy efficient programs onsite (green team, green roof, tenant engagement); tenant awareness/incentive/education and participation; building ops and maintenance procedures; practices contributing to site energy efficiency; tracking/benchmarking.

NOTES: Please indicate services that relate to the community and not to the tenants. Entrants may also include a maximum of three PDF attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters. No JPEGs will be accepted.

Maximum of 1,800 words

Maximum of 3 PDF attachments allowed for this section

CASE STUDY – 5 POINTS

By providing a case study of a building project that was implemented to reduce environmental risk or improve energy efficiency, you can obtain five additional points. The case study should include why this project was implemented, the steps involved with implementation, the benefits derived by the building, staff, tenants, owners and/or local community and how this project is managed to ensure continued benefits. The case study should also profile the projects economic and environmental benefits and relate to at least one of the Earth Award portfolio specifications above.

This case study may be used by BOMA International in materials for program such as the BOMA Energy Efficiency Program (BEEP) and may be shared with others in the industry to demonstrate best practices in the industry.

The name of the building or the property management company name must be provided in the case study as well as a point of contact should future questions arise regarding this case study.

**One PDF attachment allowed for this section.
Maximum of 600 words**

SUBMITTED CONTENT:

Building registration Information and the building description may be used in awards program materials and with the media. Photographs may be used, with attribution, in awards program materials, with the media and in other BOMA Canada/International materials. All other content may be used by BOMA Canada/International in the creation of new industry materials. BOMA Canada/International will not include identifying information, such as building name, owner, etc., in these materials without the entrant's consent.

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



The Building Owners and Managers Association (BOMA) of Canada Inc.

1 Dundas St. W., Suite 1801
Toronto, ON M5G 1Z3
Telephone: (416) 214-1912

info@bomacanada.ca

www.bomacanada.ca