



CALL FOR SUBMISSIONS

2012

AWARDS OF
EXCELLENCE

AWARDS OF EXCELLENCE

BOMA Manitoba is pleased to offer the Awards of Excellence Program for 2012. This program sets the standard in our industry and recognizes excellence in property and facility management. BOMA awards acknowledge outstanding building performance and the people behind it.

The Awards of Excellence Program has been designed to align with BOMA Canada's and BOMA International's program requirements. Details of the national and international programs can be found at www.bomacanada.ca

The Building Operations and PINNACLE Awards promote excellence in building operations and customer service/innovation, respectively.

TO APPLY

Applicants are asked to forward a completed Awards of Excellence application form to BOMA Manitoba by Friday, January 27, 2012. Once received, applicants will be forwarded an Awards Guidebook, outlining details of the formal submission. Formal submissions must be received by April 27, 2012.

RECOGNITION

A celebration recognizing all award nominees and award winners will take place June 13, 2012 at the BOMA Manitoba Awards of Excellence Luncheon.

2012 AWARDS LINEUP

BOMA Manitoba will accept applications in all awards categories (below); however, please note that the Awards Committee reserves the right to limit the final number of categories offered based on volume of applications:

1. The Outstanding Building of the Year (TOBY):
 - a. Office – less than 100,000 sq. ft.
 - b. Office – 100,000 to 249,999 sq. ft.
 - c. Office – 250,000 to 499,999 sq. ft.
 - d. Office – 500,000 to 1 million sq. ft.
 - e. Renovated Building
 - f. Historical Building
 - g. Corporate Facility
 - h. Medical Office Building
 - i. Government Building
 - j. Suburban Office Park
 - k. Industrial Office Park
 - l. Enclosed Shopping Centre
2. Earth Award
3. Pinnacle Award – Innovation
4. Building Operator of the Year Award

ELIGIBILITY

Please note that all buildings must be owned or managed by a BOMA Manitoba member.

a) TOBY – Office Building (all square footage categories, as listed on the preceding page)

- The building must be at least three years old from the date of occupancy of the first tenant by June 30, 2013

- At least 50% of the building's space must be used as office space

- The building must be managed by the present incumbent for at least 1 year at the time of the submission deadline

b) TOBY – RENOVATED BUILDING

- The building must be at least fifteen 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 **remodelling** (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 2011:

- New roof
- New boilers/HVAC system
- Cleaning building exterior
- New street level façade
- New electrical system

(Renovated Building – continued)

- New sprinkler system
- Upgraded elevator system components
- New security systems
- Renovated main lobby

- Following substantial completion of the renovation project(s), the building must be entered for a TOBY within five years to be eligible in this category.

c) TOBY – Historical Building

- The building must be at least 50 years old with original design maintained

- The building must be managed by the present incumbent for at least 1 year at the time of the submission deadline

d) TOBY – Corporate Facility

- The building must be a single-use facility at least 50% occupied by the corporate entity (includes government agencies and private enterprises)

- The building must be managed by the present incumbent for at least 1 year at the time of the submission deadline

e) TOBY – Medical Office Building

- The building must be at least 50% medical use, with no overnight patients (i.e. hospitals, personal care homes, etc. are not eligible)

- The building must be managed by the present incumbent for at least 1 year at the time of the submission deadline

f) TOBY – Government Building

- The building must be government-owned and at least 50% occupied by government entities, either municipal, provincial, or federal.
- The building must be managed by the present incumbent for at least 1 year at the time of the submission deadline.

g) TOBY – 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.
- The buildings must be managed by the present incumbent for at least 1 year at the time of the submission deadline.

h) TOBY – 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.
- The buildings 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.

i) TOBY – Enclosed Shopping Centre

- Configuration must be an enclosed mall with onsite parking, one to multiple levels in height. The Centre must have a minimum annual assembly of 5,000 patrons.
- The buildings must be managed by the present incumbent for at least 1 year at the time of the submission deadline.

j) EARTH AWARD

- The building must have achieved a BOMA BEST certification Level 2 or higher within the past 12 months*

**Please note that the TOBY award categories and BOMA BEST assessment categories will be used for the 2011 Earth Awards.*

k) PINNACLE AWARD – Innovation

- The company must be an existing BOMA Manitoba member in either the ‘Allied’ or ‘Professional’ membership categories
- The applicant must describe, in a written submission:
 - how innovation is encouraged and rewarded within the company
 - the innovative program, product or service, how it is unique, and how it benefits the commercial real estate industry
 - how the program, product, or service has benefited the company and its clients, and the impact it has on business

l) BUILDING OPERATOR OF THE YEAR

- Entrants must be members of BOMA Manitoba or employees of a BOMA Manitoba member
- Entries are to be submitted on a self-nominating basis
- Judging of the entry will be based on a written submission and a detailed interview by a panel of peers

The Building Operator of the Year will be judged on their abilities to perform tasks such as preventative maintenance, daily operating duties, water treatment, WHMIS, maintenance of mechanical and control systems.

REGISTRATION FORM

Yes, I'm interested in applying for an Award of Excellence!

Please send me additional information regarding the formal submission process.

(Deadline for formal submission - April 27, 2012)

AWARDS OF EXCELLENCE CATEGORIES:

Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> TOBY - Office Building | <input type="checkbox"/> TOBY – Corporate Facility |
| <input type="checkbox"/> TOBY – Renovated Building | <input type="checkbox"/> TOBY – Medical Office Building |
| <input type="checkbox"/> TOBY – Historical Building | <input type="checkbox"/> TOBY – Government Building |
| <input type="checkbox"/> TOBY – Suburban Office Park | <input type="checkbox"/> TOBY – Industrial Office Park |
| <input type="checkbox"/> TOBY – Enclosed Shopping Centre | <input type="checkbox"/> Earth Award |
| <input type="checkbox"/> PINNACLE Award – Innovation | <input type="checkbox"/> Building Operator of the Year |

APPLICANT INFORMATION

Building Name & Address _____

Service Provider Name (for Pinnacle only) _____

Building Age _____ **Total Building Area square footage:** _____

Building Owner _____

Building Management Company _____

Building Manager/Operator (BOMA Member representative) _____

(applications must be submitted by a BOMA Manitoba member in good standing)

Address _____

Phone _____ **Email** _____

Complete the form and email, mail or fax to:

BOMA Manitoba
P.O. Box 3107
Winnipeg, MB R3C 4E6
Fax: (204) 777-0326
Email: info@bomamanitoba.ca

For more information, please contact the BOMA Manitoba office:

Tel: (204) 777-2662

REGISTRATION DEADLINE: JANUARY 27, 2012