



CALL FOR SUBMISSIONS

2018

AWARDS OF
EXCELLENCE

AWARDS OF EXCELLENCE

BOMA Manitoba is pleased to offer the Awards of Excellence Program for 2018. This program sets the standard in our industry and recognizes excellence in property and facility management and customer service. 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 January 31, 2018. Once received, applicants will be forwarded an Awards Guidebook, outlining details of the formal submission. Formal submissions must be received by March 29, 2018.

RECOGNITION

A celebration recognizing all award nominees and award winners will take place May 16, 2018 at the BOMA Manitoba Awards of Excellence Luncheon.

2018 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)/ Certificate of Excellence (COE):
 - a. Office (categories from less than 100,000 sq. ft. to more than 1 million sq. feet)
 - b. Renovated Building
 - c. Historical Building
 - d. Corporate Facility
 - e. Industrial Office Building(s)
 - f. Medical Office Building
 - g. Government Building
 - h. Suburban Office Park
 - i. Retail (Shopping Centre)
2. Pinnacle Awards:
 - Outstanding Customer Service
 - Above & Beyond
 - Innovation
3. Building Operator of the Year Award

ELIGIBILITY

1) The Outstanding Building of the Year (TOBY) / Certificate of Excellence (COE)

Please note that all buildings must be owned or managed by a BOMA Manitoba member and **must be BOMA BEST® certified.**

Note also that all buildings must be managed by the present incumbent for at least 1 year at the time of the submission deadline

a) TOBY – Office Building (all square footage categories)

- The building must be at least three years old from the date of occupancy of the first tenant by June 30, 2018

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

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 have been completed by the time of application:

- New roof, re-roof or green roof
- New boilers/HVAC system/Central Plat
- Cleaning/Painting/New design of building exterior
- New electrical system

(Renovated Building – continued)

- New fire panel/sprinkler system
- Modernization of elevators
- New security systems
- Renovated main lobby that includes 3 or more of the following items: floors, walls, entry doors, signage, security desk
- Renovated restrooms
- Installation of new windows

- 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

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)

e) TOBY – Industrial Office Building(s)

- 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.

f) **TOBY – Medical Office Building**

- The building must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for private physician or hospital-employed physician office use.

- Building can be located on or off a hospital campus and its tenancy can be comprised of 50% hospital or ancillary services (such as imaging, physical therapy, rehabilitation clinics, prosthetics, pharmacy clinics, etc.) provided by the hospital, including physician offices, a.m. surgery centres, clinical labs, etc. Patient stays must be less than 24 hours (but could occur within any 24-hour period).

f) **TOBY – Government Building**

The building must be government-owned and at least 50% occupied by government entities, either municipal, provincial, or federal.

g) **TOBY – Suburban Office Park (Low-Rise)**

- Two or more buildings, **at least one of which is one to five stories in height**, which occupy a land greater than five acres and are located outside of the central business district.

h) **TOBY – Retail (Shopping Centre)**

- 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% occupancy.

- The anchor ratio must be at least 25% and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.)

- The entry may consist of neighborhood centers (30,000 to 150,000 sq. ft.), community centers (100,000 to 400,000 sq. ft.), power centers (250,000 to 600,000 sq. ft.), regional shopping centers (400,000 to 800,000 sq. ft.) or super regional shopping centers (800,000+ sq. ft.). No minimum office area is required

2) **PINNACLE Awards**

Customer Service, Innovation, Above & Beyond categories

- The company must be an existing BOMA Manitoba member in any membership category

- The applicant must describe, in a written submission:

- how excellent customer service is encouraged and rewarded within the company
- the above & beyond 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

3) **Building Operator of the Year Awards**

- Entrants must be members of BOMA Manitoba or employees of a BOMA Manitoba member

- Entries are to be submitted on a self-nominating basis (i.e. submitted by the nominee's immediate supervisor)

- Judging of the entry will be based on a written submission and a detailed interview by a panel of judges.

The Building Operator of the Year nominees 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 is March 29, 2018)

AWARDS OF EXCELLENCE CATEGORIES:

Please check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> TOBY/COE - Office Building | <input type="checkbox"/> TOBY/COE – Medical Office Building |
| <input type="checkbox"/> TOBY/COE – Renovated Building | <input type="checkbox"/> TOBY/COE – Government Building |
| <input type="checkbox"/> TOBY/COE – Historical Building | <input type="checkbox"/> TOBY/COE – Suburban Office Park (low rise) |
| <input type="checkbox"/> TOBY/COE – Corporate Facility | <input type="checkbox"/> TOBY/COE – Retail (Shopping Centre) |
| <input type="checkbox"/> TOBY/COE – Industrial Office Building(s) | <input type="checkbox"/> Earth Award |
| <input type="checkbox"/> PINNACLE Award – Innovation | <input type="checkbox"/> Building Operator of the Year |
| <input type="checkbox"/> PINNACLE Award – Customer Service | |
| <input type="checkbox"/> PINNACLE Award – Above & Beyond | |

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 office:

BOMA Manitoba
P.O. Box 3107
Winnipeg, MB R3C 4E6

For more information, please contact the

Tel: (204) 777-2662
Fax: (204) 777-0326