

AWARDS
2020
GUIDEBOOK

BUILDING OPERATIONS TEAM
OF THE YEAR

AWARDS OF
EXCELLENCE

APPLICATION FOR BUILDING OPERATIONS TEAM OF THE YEAR:

This award is given annually to a building operations team that demonstrates a high degree of excellence, knowledge and training. The Building Operations Team of the Year will have shown proficiency in scheduling of preventative maintenance, as well as in managing and improving general building operations.

A team is not eligible to win the award in consecutive years.

APPLICATION FOR BUILDING OPERATIONS TEAM OF THE YEAR INVOLVES TWO COMPONENTS:**BUILDING INSPECTION**

The awards judging team will evaluate each team and site during a scheduled visit in April. A maximum point score for the inspection is 20.

WRITTEN RESPONSE

Section B - E below describes the components to be addressed in writing. A maximum point score for the written responses is 80.

SUMMARY OF JUDGES' SCORING

Refer to Standard Submission Requirements.

The points from Section A and Sections B – E are combined for a total potential score of 100 points. Submissions must attain a minimum of 70% or 70 points to be eligible for an award.

CRITERIA

See each individual question for its scoring value. For each category, entrants are to answer the standard questions and provide requested information. An team entry will be disqualified if the team does not provide the required information.

SECTION CRITERIA

Verbal Response

A. Building Inspection Score

Points

0-20

Written Response

B. Operations

0-20

C. Preventative Maintenance D. Training

0-20

E. Accomplishments

0-20

Total 100

VERBAL RESPONSE**A. BUILDING INSPECTION / INTERVIEW (20 points)**

The site inspection and interview including the following areas:

- Building Operator Appearance
- Building Operator Attitude
- Administrative / Organizational System
- Stock rooms
- Electrical rooms
- Mechanical rooms
- Fire and smoke systems
- Central plant
- Elevator machine room
- Other relevant areas as per the facility

WRITTEN RESPONSES**B. OPERATIONS (20 points)**

1. Knowledge of HVAC Systems
 1. What type of HVAC System is in the building?
 2. What qualifications do you or the team have in regards to maintaining HVAC systems?
 3. Have you or the team ever worked on a steam boiler?
 4. What is the temperature of the chillers?
2. Energy Awareness:
 1. Is there a utility logbook?
 2. Are utility readings documented?
 3. Are the monthly bills kept track of?
 4. What is the temperature of the chillers?
(Temp on/off)
3. Fire and Smoke Systems
 1. What was the last testing date of the extinguishers?
 2. Are the duct detectors cleaned every year?
 3. What are the fire control systems in the building?

C. PREVENTATIVE MAINTENANCE (20 points)

1. Performance of Tasks:

Describe preventative maintenance of the following areas:

1. Mechanical control systems
2. Electrical systems
3. Water treatment
4. Other (Please Specify)

2. Administration

1. How do you record preventative maintenance tasks?
2. Is there a maintenance schedule posted in a visible area?
3. What are the “call out” procedures for different classes of problems?

D. TRAINING (20 points)

Education:

1. What Power Engineering ticket do you or the team possess?
2. Have you or the team taken any updated courses for the position?
3. Where else have you or the team acted as Building Operators?
4. How many different systems have you or the team worked on?

Safety:

1. Do you or the team possess WHIMIS certification?
2. When was first aid last updated for the team or individual?
3. Are safety meetings called?

Management:

5. How are daily logs kept?
6. How is smooth task scheduling ensured?
7. How is maximum system efficiency gained?
8. What supervisory and/or management experience do you or the team have?
9. Does anyone on the team currently hire and/or supervise others?

E. ACCOMPLISHMENTS (20 points)

Describe a facility management program or idea that has:

- Shown measurable improvement over past activities
- completed by the operator or operations team
- Improved the management of the facility by an operator or operations team
- Made the building more energy efficient
- Resulted in financial benefits for the building owner or operator
- Impacted customers or tenants in a positive manner