

TC ENERGY BOMA EXCELLENCE AWARDS
2020

CERTIFICATION GUIDEBOOK
EARTH





Thank you to everyone at BOMA Calgary for the opportunity to take part in the 2020 Excellence Awards. At TC Energy we value the relationship we have built with the BOMA community and look forward to growing our connections over the coming years.

The BOMA Excellence Awards inspire members to achieve superior levels of accomplishment as well as celebrate the successes of industry leaders. Similarly, as one of the province's leading electricity suppliers, TC Energy continually strives for higher levels of achievement. Our western power group has built a reputation for providing Alberta industry and businesses with competitive prices, unparalleled market knowledge, straightforward contracting and tailored customer service.

We wish you the best on your award submission.

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INTRODUCTION

As one of the most prestigious and comprehensive programs in the commercial real estate industry, the BOMA Calgary Earth Award recognizes excellence in environmentally sound office building management and resource preservation. The EARTH Award title is inspired by Earth Day and is designated as a program to raise awareness and appreciation for the physical environment.

The 2020 EARTH Award has been designed to align with BOMA Canada and BOMA International Earth Award program requirements. Winners of the Calgary Award may be eligible to compete in the BOMA Canada Awards, to be presented in September 2020.

All entries will be subject to the online document review process, however only applications meeting the minimum requirement of 70% will proceed onto the judges site visit process.

Applicants who score above 70% will receive an EARTH Certificate while the highest score will win the Earth Award.

The BOMA Calgary Earth Award and Earth Certificate will be presented at the TC Energy BOMA Excellence Awards Gala on May 22nd, 2020 at The Hudson Calgary. Visit www.boma.ca for full event details and registration.

ELIGIBILITY

- The building must be owned or managed by a BOMA Calgary member in good standing that is directly responsible or accountable for the property being entered. Specifically, all membership fees, and any other debt, must be paid prior to entry.
- Entrants must also be BOMA International members in order to be eligible.
- All entries must have undergone a building inspection and score at least 70% to advance to the next level of competition (National and International). Each entrant must upload the completed and signed TOBY Building Inspection Verification form.
- The building must be occupied for at least one full year from the date of occupancy of the first tenant by January 31st, 2019 with a minimum of 12 months of building operations.
- All categories, the building must be at least 50% occupied.
- Each building may enter in only one category.
- **BOMA BEST®** Certification is required for entry. Each entrant must provide a copy of the certification received in the current year that shows the level of certification during the current year. Omission of the BOMA BEST certificate will automatically disqualify an entry.
- Winners at the local level will receive an invitation to enter into the BOMA Canada National Awards (to be presented in September 2020) along with a registration form, directly from BOMA Canada.
- Judges are looking for applications which demonstrate quantifiable results and will conduct mandatory building inspections.
- 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 under the Building Standards section,
- Requirements differ based on category. Please ensure you are applying for the category that best represents the building.
- The building may not have won in the same category during the last 5 years (i.e. Buildings that win in 2019 are not eligible to compete until 2024 and awarded in 2025).

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 awards will be represented to the management company/owner at the time of the original entry.

Note: If you have any questions about your eligibility or the awards process, please contact Jay Islam at Jay.Islam@boma.ca.

DEADLINES AND ENTRY FEES

Applicants are asked to submit an online registration form (i.e. intent to enter) to BOMA Calgary by **4 p.m. on January 31st, 2020**. Once registration has been received by the BOMA Office, the application will then have access to the online portal.

(Full submission due by 4 p.m. February 28th, 2020).

A local fee of **\$675.00 (plus GST)** per building is payable at time of registration.

All EARTH Award entrants must also be BOMA International members to participate. A BOMA International Membership Fee of **\$125.00 (plus GST)** will be collected by BOMA Calgary on behalf of BOMA International prior to gaining access to the awards portal.

A **\$50.00 USD** data-submission fee collected for each building added to the online system. Buildings may be added regardless of whether they have won at the local level or not. Adding a building does not enter that building in the National or International competitions.

EARTH AWARD CATEGORIES

IMPORTANT NOTE FOR 2020 ENTRANTS

There are six categories of Earth Awards at the Calgary and Canada level (which are designed to align with categories available in BOMA BEST). The highest scoring Earth winner overall, from all eligible building types, will qualify to move on to the International level where there is currently only one category available.

1. Office Building(s)

Any and all office buildings with at least 50% office area are eligible.

2. 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.

3. Retail Building (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 percent occupancy. The anchor ratio must be at least 25 percent and the property must contain at least one anchor retailer (Grocer, 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.

4. Multi-unit Residential Building(s) (MURB)

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.

5. Health Care Facility (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:

- 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:

- 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.

6. Universal Facility

The Universal Facility category was developed to cover a range of facilities that fall under a variety of building types. There are no use restrictions or size restrictions applicable to the selection of the Universal Module. A Universal Building may be any one (or a combination of) the following building types: Adult Education, Aquarium, Automobile Dealership, Bank Branch, Bar/Nightclub, Barracks, Bowling Alley, Casino, College/University, Convenience Store with (or without) Gas Station, Convention Center, Courthouse, Data Center, Drinking Water Treatment & Distribution, Energy/Power Station, Fast Food Restaurant, Fire Station, Fitness Center/Health Club/Gym, Food Sales, Food Service, Hotel, Ice/Curling Rink, Indoor Arena, K-12 School, Laboratory, Library, Lifestyle Center, Mailing Center/Post Office, Mixed Use Property, Movie Theater, Museum, Utility, Other Stadium, Other - Education, Other - Entertainment/Public Assembly, Other - Lodging/Residential, Other - Mall, Other - Public Services, Other - Recreation, Other - Restaurant/Bar, Other - Services, Other - Technology/Science, Other - Utility, Parking, Performing Arts, Personal Services (Health/Beauty, Dry Cleaning, etc.), Police Station, Pre-school/Daycare, Prison/Incarceration, Race Track, Repair Services (Vehicle, Shoe, Locksmith, etc.), Residence Hall/Dormitory, Restaurant, Retail Store, Roller Rink, Self-Storage Facility, Senior Care Community, Single Family Home, Social/Meeting Hall, Stadium (Closed), Stadium (Open), Supermarket/Grocery Store, Swimming Pool, Transportation Terminal/Station, Veterinary Office, Vocational School, Wastewater Treatment Plant, Wholesale Club/Supercenter, Worship Facility, Zoo. Definition sourced from Energy Star Portfolio Manager.

BUILDING INSPECTION

- Building inspections 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 the Earth Award.
- The following non-exhaustive 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 Suites
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.

MANDATORY DOCUMENTS

The following documentation is mandatory and should be made available. Online versions are acceptable but must also be made available at the time of inspection at the property. Ease of navigation is essential to ensure that judges can easily and readily review:

1. Preventative Maintenance Manual
2. SOP Manual/Documentation of Standard Operating Procedures (online or printed)
3. Green Purchase Policies

SUBMISSION GUIDELINES

Certification

Certification must be renewed every three years to ensure that the standard of excellence is maintained.

Entrants are advised that standards may be revised or enhanced in subsequent years, therefore re-certification should not be assumed. Certification is valid for a three-year term as long as the property management firm does not change. **Note:** Any building receiving a local award at the time of certification is eligible for re-certification every three years.

New Management

Where a building/facility has been certified in the past, or is expected to be entered for certification, a submission will only be considered following a minimum of one year under new management.

Building Under Renovation/Rehabilitation

A building/facility will not be considered under the Certificate of Excellence Program if it is undergoing extensive renovations or rehabilitation (e.g. curtain wall replacement). A building/facility undergoing minor renovations and/or ongoing common area improvement programs is eligible; however, entrants are advised that cleanliness/safety measures/tenant communication programs, etc., of areas undergoing construction will be considered by the judges.

Building Presentation-& Mandatory Document Review

A mandatory building presentation and document review will be scheduled for your building shortly after the submission deadline. 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.

The applicant will have a maximum of 3.5 hours to showcase the building and mandatory documents to the judges during the scheduled visit.

The Judging Team will require:

- Meeting Space (boardroom or office will suffice)
- Full set of mandatory documents either available online for review prior to the judges' arrival or available at time of the visit.
- Building Presentation
 - Tour guide must be very familiar with building systems and areas.

Note: While not mandatory entrants in past awards have provided a slideshow presentation to the judges outlining information about the property. This has proven to be helpful for both the entrants and the judges in identifying key elements in the scoring guide and getting a better understanding of the building/property.

Submission Format

Applications will be submitted online by visiting the BOMA Calgary website at www.boma.ca/awards

Formal submissions will be made on BOMA International's TOBY Web site at toby.boma.org.

Mandatory documents can be submitted online once you are granted access.

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, DOC, DOCX, RTF, TXT
- 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.
- Identify 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.

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.

TABLE OF CONTENTS

- A. Building Description - 1 Point
- B. Executive Summary - 2 Points
- C. Competition Photographs - 2 Point
- D. Awards Ceremony Photograph - 0 Points
- E. Reduction of Environmental Risks - 15 Points
- F. Indoor Air Quality/Green Cleaning - 15 Points
- G. Recycling - 10 Points
- H. Energy Conservation - 25 Points
- I. Water Conservation - 10 Points
- J. Interior Finish - 10 Points
- K. Green Purchasing Policy - 5 points
- L. Occupant Communication/Education - 5 points
- M. Community Impact - 10 points
- N. Optional Section/Case Study - 5 points
- O. Judges Scoring Summary

BUILDING DESCRIPTION (1 POINT, MAXIMUM 350 WORDS, NO ATTACHMENTS ALLOWED)

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

EXECUTIVE SUMMARY (2 POINTS, MAXIMUM OF 600 WORDS, 1 ATTACHMENT REQUIRED)

Provide an overall summary of the projects (building, office park, etc.) environmental and energy efficiency program. Describe the policies and philosophy of the projects 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.

COMPETITION PHOTOGRAPHS (2 POINTS, NO TEXT REQUIRED FOR THIS SECTION)

Provide the following photographs of your building(s):

Industrial Buildings - Total of 7 photographs required

- 2 Exterior - Front of the building(s)
- 1 Exterior - Back of the building(s)
- 1 Interior - Office
- 1 Interior - Warehouse
- 2 Additional photographs - Entrant's choice

Renovated Buildings - Total of 10 photographs required (up to 12 permitted)

- Display building features "before and after" rehabilitation, modernization and/or remodeling
- One "before" photo for every "after" photo of the exact same location is necessary

Retail Buildings - Total of 6 photographs required

- 1 Front exterior
- 1 Rear exterior
- 1 Interior (public areas)
- 1 Example of Signage
- 2 Additional photographs, the subject matter of which is the entrant's choice

Public Assembly Buildings - Total of 9 photographs required

- 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

All other Buildings - Total of 7 photographs required

- 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

AWARDS CEREMONY PHOTOGRAPHS (0 POINTS, NO TEXT REQUIRED FOR THIS SECTION, 2 ATTACHMENTS REQUIRED)

In addition to the competition photos, all National 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.

REDUCTION OF ENVIRONMENTAL RISKS (15 POINTS, MAXIMUM OF 1,750 WORDS, MAXIMUM OF 4 ATTACHMENTS ALLOWED FOR THIS SECTION)

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. This can include but isn't limited to: Receiving and shipping of hazardous materials, equipment certificate, annual follow-up, Chemical labelling, placarding or color-coding of piping systems, staff training, record keeping, and availability, completeness and updating of material data safety sheets and location(s). Dates must be within three years.

Describe how you manage environmental risks at your property as well as reduce these risks. This section can include the following or more: asbestos management, PCBs management, CFCs and halon containment management, underground storage tanks and above ground tank management, hazardous chemicals and contractor management

Provide an example for 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 section can include consideration of the following:

- Staff competency testing
- Third party assessments
- Chemical spill procedures and preparedness
- Accidental Freon release procedures
- Asbestos remediation
- Mold remediation
- Biohazard procedures
- Fire protection and detection for chemical storage areas
- Tenant information packages and drills
- Tenant and other notification protocol during a real event
- Communications with response agencies
- Other (natural disasters, bomb threats)

NOTE:

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

INDOOR AIR QUALITY/GREEN CLEANING (15 POINTS, MAXIMUM OF 1,750 WORDS, MAXIMUM OF 2 ATTACHMENTS ALLOWED FOR THIS SECTION)

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 for, annual testing program report, including a description of how information reported is used to evaluate and correct IAQ issues.

This section should include the following:

- Installation of systems that reduce/monitor indoor pollutants - 3 points
- Low impact cleaning policy - 3 points
- Day cleaning/team cleaning (not day-time porter service) - 1 point
- Smoke free building - 1 point
- Entryways/Pedimats - 1 point
- Use of green cleaning products - 2 points
- Use of recycled paper products - 2 points
- Use of other green materials - 1 point
- Describe other IAQ-green cleaning programs that you have that are specific to your facility and not mentioned above - 1 point

RECYCLING (10 POINTS, MAXIMUM OF 1,750 WORDS, MAXIMUM OF 3 ATTACHMENTS ALLOWED FOR THIS SECTION)

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. - 4 points
 - If you are recycling 20% of your total waste, you can achieve 2 points in this section.
 - If you're recycling more than 30% of your total waste, you can achieve a total of 4 points for this section.
- Describe your facility program for recycling glass, plastics, and aluminum, provide documentation showing quantity of recycled waste. - 2 points
- Describe your lamp and ballast recycling program and its benefits. - 2 points
- Describe your sustainable landscape maintenance program such as recycling/composting, water management and plant selection. - 1 point
- Describe other recycling programs that you have that are specific to your facility and not mentioned above. - 1 point

Attach the following:

- Records showing total trash-waste collected
- Records showing total recycle-waste collected

ENERGY CONSERVATION (25 POINTS, MAXIMUM OF 1,750 WORDS, MAXIMUM OF 2 ATTACHMENTS ALLOWED FOR THIS SECTION, ONE OF THE ATTACHMENTS SHOULD INCLUDE THE BOMA BEST CERTIFICATE)

Requirements for this section differ depending on building type.

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.

Public assembly and Mixed-Use Buildings (only)

Describe the following:

- The Preventative Maintenance Program (Mixed-use: how these are shared between entities) (3 points)
- The Energy Management Plan (5 points)
- The Energy Reduction Target (2.5 points)
- The Indoor Air Quality Monitoring Plan (2.5 points)
- The Occupant Service Request Program (2.5 points)
- ASHRAE Level 1 Energy Assessment within the last three years (3 points)
- Building Staff/Tenant Education on the importance of and methods for energy conservation (4 points)
- Building Energy Management System (EMS) Monitoring (2.5 points)

Also provide a list of areas for which energy consumption data is available (i.e. all tenants, some tenants, interior common exterior common) and the type of energy used, (i.e. Electricity, natural gas,

other). Describe the percentage of occupied gross leasable area you have energy consumption data (either through sub-metering or by other means). The data must represent consumption from the most recent 12-month period and must not be any older than the past 18 months. Provide proof that building current energy consumption is being compared with consumption from past years and provide conclusions drawn from the analysis over a minimum of 1 years.

Industrial and Retail Buildings (Only)

Entrants must complete the following the following sub-sections:

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 should include the following as well as any additional procedures followed:

- encouraging or requiring participation in BOMA Energy Efficiency Program, ENERGY STAR training sessions, BOMA BEST BEST practices
- Tenant incentive programs (PowerSmart) pursuing industry certification
- Tenant plug load reduction programs
- Professional development programs.

Building Operations and Maintenance - 10 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 such as:

- 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.

Building EMS Monitoring - 10 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.

For Corporate Facility, Historical, Medical, Office Buildings (Sq. Ft.) and Suburban Office Parks (Only)

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

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- Encouraging or requiring participation in BOMA Energy Efficiency Program, ENERGY STAR training sessions, BOMA BEST BEST practices
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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.

Energy Conservation Judging Guideline

Below is a list of examples of items that applicants may choose to provide for judges to review and evaluate as part of their building tour for each submission. It is important to note that some items listed are already part of the mandatory documents list and some are supplementary examples used to showcase and highlight particular areas of the submission.

- Company goals/targets in place for reducing energy consumption (utility procurement - aligned with “green” supplier)

- Energy efficient projects in place or intent to commit within 12 months (*ex: BAS, solar panels, plug and lighting audits, lighting retrofits, power factor correction, thermal storage, deep lake cooling, VFD, energy efficient roofing, chiller refrigerant change-out and heat reclaim, high efficiency equipment, re-commissioning*) - 1 point for each project up to 3 points

- Tenant Awareness, Education and Participation Programs

- Building Staff Education

- Building Operations and Maintenance Procedures

- Energy Management System/Monitoring

- Tracking/Benchmarking of utility consumption and comparison year over year, showing results /savings

- Equipment Maintenance Logs (Preventative Maintenance Schedules and Completion Logs)

- Reduction of Environmental Footprint

- Cradle-to-Grave Programs

- Green Cleaning, Green Purchasing, Green Landscaping

Comments:

WATER CONSERVATION (10 POINTS, MAXIMUM OF 1,750 WORDS, MAXIMUM OF 1 PDF ATTACHMENT ALLOWED FOR THIS SECTION)

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 points**
- 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 point**
- 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 point**
- Describe innovation water management strategies/applications such as hands-free faucets, waterless urinals, public/private partnership programs, green roofs, indigenous landscaping. **3 points**

INTERIOR FINISH (10 POINTS, MAXIMUM OF 1,750 WORDS, MAXIMUM OF 4 ATTACHMENTS ALLOWED FOR THIS SECTION)

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.

- 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 products, etc. - **3 points**
- Provide written documentation and **(1) photograph** of tenant space that has recently been build 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 door, door hardware, walls, fixtures, HVAC smoke and fire systems, built-ins, restrooms, etc. - **3 points**
- The purchase of local materials supports 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 points**
- How is construction waste recycled? Provide percentage of materials recycled. - **1 point**

GREEN PURCHASING POLICY (5 POINTS, MAXIMUM OF 600 WORDS, NO ATTACHMENTS ALLOWED FOR THIS SECTION)

Describe any policies or programs you have established for purchasing “green” products - those that have reduced impact on the environment. This section should include consideration of the following:

- Procurement policy outlining preferential buying of “green products”
- Product selection criteria
- Use of recycled products

OCCUPANT COMMUNICATION/EDUCATION (5 POINTS, MAXIMUM OF 600 WORDS, MAXIMUM OF 3 PDF ATTACHMENTS ALLOWED FOR THIS SECTION)

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
- Corporate incentives
- Partnership with local city government commuter sponsored programs
- Alternate fuel vehicles - preferred parking incentives

COMMUNITY IMPACT (10 POINTS, MAXIMUM OF 1,800 WORDS, MAXIMUM OF 3 ATTACHMENTS ALLOWED FOR THIS SECTION)

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.

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.

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 acknowledgements letters. No JPEGs will be accepted.

Summer students employed, co-op student placements, seasonal hires.
Community involvement and enrichment (Local BIA, Schools, Charities, Donation Drive (toy, clothing, food), Animal Protection, Donation of space (vacant area, courtyards, lobbies) for community/city events, buskers, arts & crafts, farmers markets.

Community Impact Judging Guidelines

Below is a list of examples of items that applicants may choose to provide for judges to review and evaluate as part of their building tour for each submission. It is important to note that some items listed are already part of the mandatory documents list and some are supplementary examples used to showcase and highlight particular areas of the submission.

- Jobs Created/Community Involvement
- Local Community Outreach
- Amenities to the Community
- Recognition

Comments:

CASE STUDY (5 POINTS, MAXIMUM OF 600 WORDS, MAXIMUM OF 1 PDF ATTACHMENT ALLOWED FOR THIS SECTION)

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, cogeneration, wetlands, etc.).

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.

Note: If an entrant decides not to address an additional issue in this category because the core criteria adequately cover the buildings efforts, the entrant will not be penalized as their total score will be tallied by adding the points earned from each of the thirteen core areas and dividing by thirteen. Those who choose to address a fourteenth area will be scored by adding the points earned from each of the thirteen core areas plus the points from the optional section and dividing by fourteen.

SUMMARY OF JUDGES' SCORING

A minimum of 70 points must be earned to be certified.

Judges to verify the following:

| | | |
|-----------------------------------|--------------|-------|
| Building Description | 0-1 | _____ |
| Executive Summary | 0-2 | _____ |
| Competition Photographs | 0-2 | _____ |
| Reduction of Environmental Risks | 0-15 | _____ |
| Indoor Air Quality/Green Cleaning | 0-15 | _____ |
| Recycling | 0-10 | _____ |
| Energy Conservation | 0-25 | _____ |
| Water Conservation | 0-10 | _____ |
| Interior Finish | 0-10 | _____ |
| Green Purchasing Policy | 0-5 | _____ |
| Occupant Communication/Education | 0-5 | _____ |
| Community Impact | 0-10 | _____ |
| Optional Section/Case Study | 0-5 | _____ |
| TOTAL | 0-115 | _____ |

Judges Name (Print)

Judges Signature