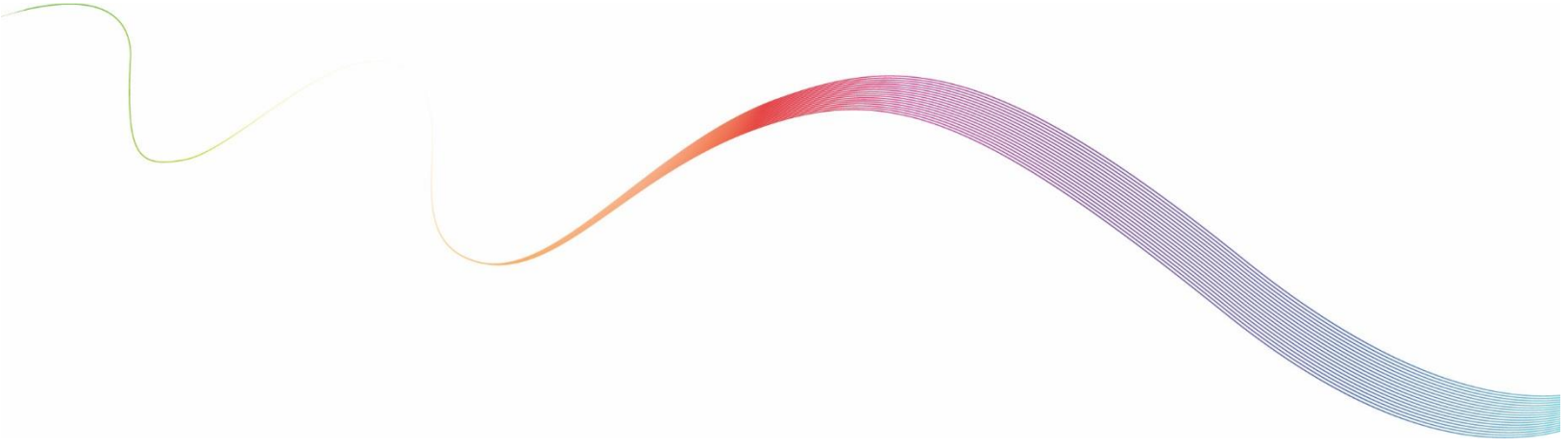


BOMA CALGARY EXCELLENCE AWARDS  
2023

THE OUTSTANDING BUILDING OF THE YEAR (TOBY®)  
GUIDEBOOK  
OFFICE BUILDINGS



## INTRODUCTION

The BOMA Calgary Certificate of Excellence (COE) and The Outstanding Building of the Year (TOBY®) Awards is the most prestigious and comprehensive program of its kind in the commercial real estate industry recognizing quality in commercial real estate buildings and rewarding excellence in building management.

During the competition, all facets of a building's operations are thoroughly evaluated. Entries are judged on everything from community involvement to environmental and sustainability management. 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.

Certification is based on meeting a minimum score (70%). Using the BOMA International TOBY requirements, entrants must meet standards in building management, operation and design, tenant relations and community impact, energy management and conservation, environmental, regulatory and sustainability initiatives, and the training of building personnel. Every building submitted for certification is subject to a building inspection. Certification must be renewed every 3 years to ensure that the standard of excellence is maintained and is valid for a 3-year term as long as the property owner or management firm does not change.

TOBY® winners are recognized in specific categories of building size or type. Judging is based on building standards, community impact, tenant relations, energy conservation, environmental, regulatory and sustainability and waste, emergency preparedness and the training of building personnel.

The BOMA Calgary COE and TOBY® winners will be presented at the BOMA Calgary Excellence Awards Gala. Visit [www.boma.ca](http://www.boma.ca) for full event details and registration.

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. Once qualified, national applicants are provided access to the BOMA International's online awards portal where they can upload their entries. The online system is also used for judging at the national level for most categories.

**NOTE: BOMA Calgary will not be using the awards portal for this cycle. Submissions are to be completed via a submission link and Judges will enter their score through a separate portal.**

## 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 portfolios must have undergone a building inspection and scored at least 70% to be eligible to compete.<sup>1</sup>
- The building must be occupied for at least one full year from the date of occupancy of the first tenant by January 31<sup>st</sup>, 2022 with a minimum of 12 months of building operations.
- TOBY® winners in each category are eligible to enter into the BOMA Canada National Awards.
- At least 50% of a building's space must be used as office space to be considered.
- All categories must be at least 50% tenant occupied (leased occupancy).
- There is no limit to the number of buildings an owner or management firm may enter.

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<sup>1</sup> Each entrant must upload the completed and signed TOBY Building Inspection Verification form (provided by BOMA Calgary once judging is complete) to be eligible to compete at the National level. Not uploading this could lead to disqualification.

- Each building may enter in only one category.
- An entrant may choose whether to enter multiple buildings as a single entry or as multiple entries 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.
- Building must be **BOMA BEST® Certified**. Omission of the BOMA BEST® certificate will automatically disqualify an 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.
- Applicants are required to submit entry information and relevant supporting documentation.
- The building may not have won in the same category during the last 5 years (i.e. Buildings that win in 2023 are not eligible to compete until 2028 and awarded in 2029).
- The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2023 are not eligible to compete until 2026 and awarded in 2027).
- 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.
- All entrants are required to provide the following:
  - a. Provide a copy of the Statement of Energy Performance generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievements received within the past 24 months.
  - b. Share data with BOMA International in ENERGY STAR® Portfolio Manager. (This is verified by BOMA International.)

Any entry that does not include both a and b will not be eligible to compete at the international level.

To share your data with BOMA International, go to the Facility Summary page in ENERGY STAR® Portfolio Manager by clicking on the facility name on the My Portfolio page. Select “Add user to share this facility” under the Sharing Data section (on the right-hand side of the page) and follow the instructions.

## IMPORTANT CHANGES FOR 2023

A BOMA 360 certification\* is required for those applying for any COE or TOBY awards at the National and International level. BOMA Calgary is waiving the BOMA 360 certification requirement for our local awards due to time constraints for our members. However, BOMA 360 certification is required at the National and International level.

If you are a winner or you intend on moving onto the National level, please ensure you have your BOMA 360 certification completed prior to April 30, 2023. We are happy to share the national guidebooks for further assistance.

If you have any questions about your eligibility, the BOMA 360 Certification or the awards process, please contact Jay Islam at [Jay.Islam@boma.ca](mailto:Jay.Islam@boma.ca). For more information on BOMA 360 visit the BOMA Recognition platform please visit: <https://recognition.boma.org/>

\* Does not apply to Retail and Public Assembly categories for this cycle.

## DEADLINES AND ENTRY FEES

Applicants are asked to submit an online registration form (intent to enter) to BOMA Calgary by **4 p.m. on February 10<sup>th</sup>, 2023**. Once registration has been received by the BOMA Office, the entrant will then have access to document submission links.

Full submission due by 4 p.m. February 28<sup>th</sup>, 2023.

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

All TOBY winners must be BOMA International members to participate in the BOMA Canada and BOMA International Award programs through the BOMA International Awards Portal. A membership fee of **\$125.00 (plus GST)** will be required for those moving on.

## OFFICE BUILDING CATEGORY DESCRIPTIONS

All buildings with at least 50% of the building's rentable area used as office space are eligible.

1. UNDER 100,000 SQUARE FEET\*
2. 100,000 - 249,999 SQUARE FEET\*
3. 250,000 - 499,999 SQUARE FEET\*
4. 500,000 - 1 MILLION SQUARE FEET\*
5. OVER 1 MILLION SQUARE FEET\*

\*Net rentable as measured by BOMA Standards.

### 6. Historical Building(s)

- Building must be at least 50 years old with original design maintained.
- This category includes all sizes of buildings meeting the age criterion.
- The building must retain its historic physical integrity, which means the site must be relatively undisturbed. Renovations to the original framework is acceptable.

### 7. Corporate Facility

- All buildings must be a single-use facility at least 50% occupied by the corporate entity. Includes government agencies and private enterprises.

### 8. Medical Office Building(s)

- All buildings 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 offices.
- The building can be located on or off a hospital campus and its tenancy can be comprised of 50% hospital uses and ancillary services (such as imaging, physical therapy, rehabilitation clinics, prosthetics, pharmacy clinics and the like) provided by the hospital, including employed

or aligned physician offices, ambulatory surgery centers, clinical labs (such as catheterization labs).

- Patient stays must be less than 24-hours but could occur within any 24-hour period.

## 9. Suburban Office Park (Low-Rise)

- Two or more buildings, managed by the same management company, with the tallest building being no higher than 5 stories; all buildings must occupy land greater than 5 acres and are located outside of the central business district.

## 10. Suburban Office Park (Mid-Rise)

- Two or more buildings with 1 building that is 6 to 10 stories in height; all buildings must occupy land greater than 5 acres and are located outside of the central business district.  
NOTE: if a suburban office park is comprised of both low and mid-rise buildings the entrant must submit under the mid-rise category.

**NOTE:** If a suburban office park is comprised of both low- and mid-rise buildings, the entry must submit under the Mid-Rise category.

## 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.

While we strongly encourage on-site inspections, we recognize that this may not always be possible. If you must conduct virtual inspections, please follow the TOBY Awards Virtual Site Inspection document here: [https://toby.boma.org/Documentation/2020\\_06\\_16\\_TOBY\\_Inspections%20COVID\\_19\\_FINAL.docx](https://toby.boma.org/Documentation/2020_06_16_TOBY_Inspections%20COVID_19_FINAL.docx)

The following items will be inspected during the building inspection:

1. Entrance/Mail Lobby
2. Security/Life Safety
3. Management Office
4. Elevators
5. Multi-Tenant Corridors
6. Restrooms
7. Stairwells
8. Typical Tenant Suite (if applicable)
9. Central Plant/Engineering Office
10. Equipment Rooms/Service Areas
11. Parking facilities (only if Owner/Agent Operated)
12. Landscaping/Grounds
13. Refuse Removal and Loading Docks
14. Roof
15. Tenant Amenities

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 where applicable 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. Evidence of Evacuation Drills conducted within past 12 months. NOTE: Drills can be silent if applicable.
2. Preventative Maintenance Manual
3. SOP Manual/Documentation of Standard Operating Procedures
4. Regular Financial Reports/Accounting Software Used
5. Purchase Policies
6. BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification)

Entrants should receive a completed TOBY Building Inspection Verification form from their local BOMA or affiliated International affiliate organization once judging is completed.

## 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 measurers/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.

### EnergyStar Data

EnergyStar data must be shared with BOMA International no later than **March 31, 2023**, to be eligible to compete on the International level. Provide a copy of the Statement of Energy Performance generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievement received within the past 24 months must be included with the submission in the appropriate section. This is a requirement for entries in all countries. Canadian Entrants must include the BOMA BEST certificate or letter from BOMA Canada attesting certification in addition to the ENERGY STAR® requirement above. Omission of the ENERGY STAR® requirement and, for Canadian Entrants, the BOMA BEST certificate or letter AND data sharing through the online ENERGY STAR® Portfolio Manager will automatically disqualify an entry. Fees are non-refundable due an entry that is disqualified for non-compliance.

Country	ENERGY STAR® Statement of Energy Performance or Official Letter from EPA or ENERGY STAR® Certificate of Achievement	Data sharing through ENERGY STAR® Portfolio Manager	BOMA BEST Certificate or Official Letter
All Entrants	✓	✓	
US Entrants	✓	✓	
Canadian Entrants	✓	✓	✓
European Entrants	✓	✓	

### Submission Format

Applications (intent to enter) will be submitted **online** by visiting the BOMA Calgary website at [the BOMA awards page](#).

Electronic submissions are preferred and encouraged; in PDF format only (Complete Submission can be uploaded to the submission link shared with your main contact, sent by email to Jay at [Jay.Islam@boma.ca](mailto:Jay.Islam@boma.ca). or mail USB to the BOMA Calgary office)

For questions, please contact Jay Islam at [Jay.Islam@boma.ca](mailto:Jay.Islam@boma.ca).

Formal submissions for the national and international awards will be made on BOMA International’s TOBY Web site at [toby.boma.org](http://toby.boma.org). Mandatory documents can be submitted online once you are granted access.



# UNIVERSAL 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.



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- A. Building Information - 0 points
- B. Building Operations & Management - 5 points
- C. Life Safety/Security/Risk Management- 15 points
- D. Training and Education- 15 points
- E. Energy - 20 points
  - Benchmarking & Performance Rating
  - Building Staff/Tenant Education
  - Building Operations and Maintenance
  - Building EMS monitoring
- F. Environmental/Sustainability/Health & Wellness- 15 points
  - Environmental
  - Sustainability
  - Waste
  - Health & Wellness
- G. Tenant/Occupant Relations and Community Involvement - 30 points
  - Tenant and Occupant Relations
  - Community Involvement
- H. Judges Scoring Summary

## BUILDING INFORMATION (0 POINTS, MAXIMUM 350 WORDS, REQUIRED)

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

### Competition Photographs:

Provide the following photograph of your building(s):

- 2 Exterior
- 1 Interior (lobby and hallways)
- 1 Standard tenant area
- 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:

- In addition to the competition photos, all regional and international entries must submit one high resolution (minimum 300 dpi, 1,500 pixels wide or larger) 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 (minimum 300dpi, 750 pixels wide or larger).

## BUILDING OPERATIONS & MANAGEMENT (5 POINTS, MAXIMUM 2,000 WORDS, TOTAL OF 4 ATTACHMENTS REQUIRED)

This section is designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international level does not include a physical inspection of the building(s) and property.

Provide the building's essential information. This should include:

1. The building name or names (if multiple buildings are being entered as a single entry)
2. Number of floors
3. BOMA Certified Total Building Rentable Area Square Footage
4. BOMA Certified Office Area Rentable Square Footage
5. Other Certified Area Square Footage (where applicable)
6. Exterior building description (type of façade, windows, roof etc.)
7. Year the building(s) was constructed or opened.

Also describe the following details about the building(s):

1. Lobby/Atrium Standard finishes (Mixed-Use: One per entity, lobby up to 3)
2. Corridor Standard Finishes
3. Restroom Standard Finishes
4. Typical Tenant Suite Standard Finishes (Mixed-use: 2 suites from different entities)
5. Utility Distribution
6. Elevators
7. HVAC Distribution System
8. Fire Life Safety Systems
9. Loading Dock & Parking
10. Emergency Generator / Back-up Power

Along with the information above, provide the following required attachments.

1. Floor plan for your building showing your main lobby as well as two additional typical floor plans (Attachment #1)
2. Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. (Attachment #2)
3. Documentation of BOMA floor measurement standard-type used in section of lease where the BOMA floor measurement standard is referenced, or other documentation, such as a sample lease document or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used. (Attachment #3)
4. Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR ®, BOMA BEST, or BREEAM (Attachment #4)

Please combine multiple documents into a single attachment if necessary, this could include floor plans.

**Note:** a TOBY Inspection Verification Document will be provided by BOMA Calgary once judging is complete for National and International applications. Not providing this could lead to disqualification from the National and International competitions.

## LIFE SAFETY, SECURITY, RISK MANAGEMENT (15 POINTS, MAXIMUM 1,800 WORDS)

Entrants can use data up to 24 months prior to application deadline.

Describe:

- Procedures and programs for life safety, fire, disaster and security standards.
- Training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished.
- Explain how the building monitors activities in common areas.
- Explain how the building controls entry into the building, especially during non-business/non-peak hour.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Fire and evacuation drills are conducted, how often and when.

Required information for TOBY:

- A table of contents of your emergency preparedness and security standards manual(s).
- AED policy or equivalent,
- Written security procedures (TOC)
- Copy of ADA plan (if applicable)
- Reference of access control and surveillance systems in the building.
  - How does the building control entry into the building, especially during non-business/non-peak hour? Explain how the building monitors activities in common areas. It is not necessary to include an entire policy manual on how this is handled.

Emergency Preparedness Plan; (Fire, Disaster, Pandemic, etc.); Evacuation Procedures, Tenant and Staff Training Drills; Emergency Systems, Maintenance, Procedures, Training, Testing, Recording/log Books, Fire/Emergency procedures; Annual Fire & Safety Systems Certificate; Monthly Fire Safety inspection sign off; Emergency After Hour Tenant Contact Procedures; Business Continuity Plan; Emergency Equipment; (AED, Oxygen, SCBA, first aid/trauma kits); Communications Equipment (2 way radios, PA systems, paging, emergency notification system).

## Life Safety, Security, and Risk Management 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.

- Evacuation Procedures
- Evacuation Training and Drills for Tenant and Staff
- Emergency Systems Maintenance
- Emergency Systems Procedures
- Emergency Systems Training
- Emergency Systems Records/Logbooks
- Business Continuity Plan / Pandemic Plan
- Emergency Equipment (AED, Oxygen, SCBA, first aid/trauma kits)
- Communications Equipment (2-way radios, PA systems, paging, emergency notification system)
- Emergency Generator
- Key Control Policies/Procedures
- Security Systems (CCTV/Access Control/Duress)
- Staffing (proof of training and licenses)
- Access Control System
- After Hours Access Control Plan

**Comments:**

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## TRAINING AND EDUCATION (15 POINTS, MAXIMUM 1,800 WORDS)

**NOTE:** Training for building personnel can be conducted virtually via online courses rather than by in-house training, classroom training or staff meetings. Participation in BOMA-sponsored event may be virtual, as well.

Provide a written description for the following:

- On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.
- Management team participation in at least one BOMA-sponsored (local, regional or international) event or international affiliate sponsored event within the last 24 months (if applicable).
- Training for both on-site and off-site building personnel dedicated to the property.
- List of any management team industry certifications, degrees or industry training

Internal training, seminars, courses, webinars, internal website as a resource, skill upgrading opportunities for employees; Internal Property Management Policy & Procedures and templates available to staff as a resource; Non-technical or customer service-related training such as people skills, conflict resolution; training requirements by job function or role. Are any site staff currently working towards designations, degrees, certifications, applicable to their roles; Employee Assistance Program; Goals & Objective Program; staff performance reviews, feedback and communication; employee retention efforts, staff / team building events, mentoring, succession planning, employee recognition program; Industry/internal Awards & Recognition received by team, site or employee.

## ENERGY (TOTAL OF 20 POINTS, MAXIMUM 1,750 WORDS)

### Benchmarking & Performance Rating - 3-6 Points

**IMPORTANT:** All Entrants from all countries are required to utilize the ENERGY STAR® Portfolio Manager to measure their current rating in ENERGY STAR® and provide the Statement of Energy Performance report generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievement (provided in BOMA 360 application). Canadian Entrants must also provide the BOMA BEST certificate or letter.

Additionally, all entrants must share their data with BOMA International. To do this, have your ENERGY STAR® portfolio administrator go to “Contacts” (in the upper right-hand corner), click the “Add Contact” button, search for “BOMA International”, and click “Connect”. Once the connection request has been accepted, click on the “Sharing” tab and click on “Share (or Edit Access to) a Property” and follow the instructions. For additional guidance on sharing data, please click [here](#). **Any entry that does not share their data with BOMA International will not be eligible to compete at the International level.**

Entrants will be scored based on their ENERGY STAR score as follows:

- Score < 65: 3 points
- Score 65-74: 4 points
- Score 75-84: 5 points
- Score >84: 6 points

*\*For multiple buildings, use weighted average by square footage*

### Building Staff/Tenant Education - 4 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 conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

### 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 (3 of 5 points):

- 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 (2 of 5 points).

### Building EMS Monitoring - 5 Points

Describe the Energy Management System (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 improved performance.

## Energy 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:**

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# ENVIRONMENTAL, SUSTAINABILITY, HEALTH & WELLNESS (TOTAL OF 15 POINTS, MAXIMUM 3,000 WORDS)

Describe the following:

## Environmental & Regulatory - 4 points

- Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.
- Provide documentation of buildings waste management plan, recycling policies and building's exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs and/or any other environmental management programs.
- Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

Environmental Management Plan/ Manual; Elevator/ Escalator/ Moving Walks, Freight, Lift Maintenance logs; Waste Audit Reports; Waste Reduction Work Plan posted; Roof Anchor Plan & Inspection; CFC reporting; Air Emissions; TSSA Compliance; Work plans in place to meet new regulations; Health & Safety procedures (staff, contractors); (hot work permits, spill control procedures lockout-tagout, roof waivers, contractor management program, safe work permit program); record keeping, equipment (chemical storage, protective gear; safety shower, eyewash station); GHS (Globally Harmonize System) compliance; MSDS (housekeeping & maintenance); Employment & Human Rights Law (Bill 168 work plan); Accessibility Action Work Plan (Wheelchair (entryways, washroom, elevators, light switches), Visually Impaired (Braille elevator buttons, directories, signs suite numbers and names, floor indicators (voice or tone), concierge service).

## Sustainability - 3 Points

- Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.
- When describing these policies and procedures explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

Reduction of environmental footprint; sustainability included in owners documentation, leases, construction manuals, construction services; building recycling plan list of recycling services made available (toners, cartridges, cell phones, batteries, e-waste, organic waste), reuse of building materials; cradle to grave programs; tenant engagement initiative on sustainability.

## Waste - 4 points

- Describe your building's waste reduction work plan and source separation program.
- Where applicable include:
  - Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
  - Facilities diversion rate
  - Educational training for occupants, custodians and general public
  - Organizational statement for continuous improvement in reduction and diversion of waste streams
  - Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
  - Future plans to increase recycling levels and reduce the waste generated



### Health & Wellness- 4 points

- Describe policies management that have been implemented to create healthy work environments for employees and tenants and to promote sustainable communities.
- Describe at least three wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.
- Describe building features that address the health and wellbeing of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.
- Describe programs implemented since the outbreak of COVID-19 which you will keep in place to reduce contagious disease transmissions. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

### Required information for TOBY:

1. Documentation of waste management plan - TOC or other
2. Other documentation of recycling policies, exterior maintenance plan, etc. (optional)
3. Sustainable Policies - TOC or other (optional)
4. Latest waste Audit
5. Other

### Environmental, Sustainability, Health and Wellness 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.

- Environmental Management Plan/Manual
- Environmental Incentives (evidence of management encouragement through correspondence)
- Tenant Compliance
- Asbestos Management Plan (if applicable)
- IAQ Programs/Air Emissions
- Waste Reduction Plan
- Health and Safety Plan
- Procedures (Staff & Contractor) (if applicable):
  - hot work permits
  - spill control procedures /spill containment kit
  - lockout/tag out
  - roof waivers
- EH&S Committee (Record Keeping, Display Board with postings)
- Equipment (if applicable):
  - chemical storage
  - protective gear
  - safety shower
  - eyewash station

- WHMIS Compliance
- TDG Training and compliance
- Roof Top Management Plan & Inspection
- CFC Reporting
- Fall Protection Plan
- Hazard Control Plan

Comments:

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## TENANT/OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT (30 POINTS, MAXIMUM 4,000 WORDS)

**NOTE:** Tenant relations/communications examples that occurred within the past 24 months can be referenced in this section.

### Tenant and Occupant Relations (15 of 30 Points):

Describe the following:

- Tenant Relations efforts and/or programs sponsored by building management within the last 24 months.
- The building’s work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.
- Tenant amenities available such as health facilities, childcare and food service.
- A description of how the building’s management team communicated with its tenants during COVID-19.
- Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.
- An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and “popular” procedures and activities were maintained.

### Attach the following:

1. 3 samples appreciation letters from the tenant or public
2. 2 newsletters
3. 1 copy of tenant/occupant survey (if applicable)
4. 3 photos on how you fitted your building for COVID-19
5. 1 tenant communications piece from the property management team
6. 3 photographs reflecting the events being described
7. 1 table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)

### NOTE:

**Corporate Facility:** Employees are considered tenants and you may include the table of contents of your tenant information manual or guidebook in addition to the summaries described above.

## Tenant / Occupant Relations 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.

- Tenant Relations (Internal Policies, e.g. move in/move out, conflict resolution, customer service)
- Tenant Survey Results
- Tenant Survey Action Plan (within past year)
- Tenant Retention Strategy (ongoing relationship building with tenant contact)
- Tenant Services (appreciation events, communications)
- Directory/Lobby Signage
- Building Amenities (*ex: parking, daycare, health facilities, first aid, food services, concierge, meeting facilities, transit access, bike facilities, ATM machines*)

Comments:

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### Community Involvement (15 of 30 Points):

**NOTE:** Community impact examples and data that occurred within the past 24 months can be referenced in this section.

Describe the following:

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 or how it affected the property.

Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within past 12 months. Include date of activity.

Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as police department, fire department, special improvement districts, and public works. Include date of activity.

**NOTE:**

- Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.
- **Optional** - Entrants may also include a maximum of three attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters.

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:

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## SUMMARY OF JUDGES' SCORING

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

### Judges to verify the following:

Building Information (required)	Y/N	_____
Building Operations & Management	0-5	_____
Life Safety/Security/Risk Management	0-15	_____
Training and Education	0-15	_____
Energy (Total)	0-20	_____
Benchmarking & Performance Rating	3-6	_____
Building Staff/Tenant Education	0-4	_____
Building Operations and Maintenance	0-5	_____
Building EMS monitoring	0-5	_____
Environmental/Sustainability/Health & Wellness (Total)	0-15	_____
Environmental	0-4	_____
Sustainability	0-3	_____
Waste	0-4	_____
Health & Wellness	0-4	_____
Tenant/Occupant Relations and Community Involvement (Total)	0-30	_____
Tenant and Occupant Relations	0-15	_____
Community Involvement	0-15	_____
<b>GRAND TOTAL</b>	<b>0-100</b>	_____

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Judges Name (Print)	Judges Signature	Date Signed
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