

**BOMA CALGARY EXCELLENCE AWARDS  
2025**

**BUILDING OPERATOR OF THE YEAR  
GUIDEBOOK**



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The BOMA Building Operator of the Year Award and the standard of performance excellence that it represents have the proud support of the BOMA Calgary Board of Directors. These industry best practices should be the objective of all BOMA members. The Building Operator Award allows us to celebrate the companies and success of our members. These successes establish members as leaders in their industry and the individuals, who by setting examples; carry their companies to even greater accomplishments.

BOMA Calgary is actively involved in recognizing companies and individuals for their efforts to instill excellence in our industry. The purpose of the Building Operator of the Year Award is to promote excellence in building operations and in the commercial real estate industry.

## A. Rules and Regulations

### Eligibility Requirements

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

### Submission Guidelines

Applicants are asked to complete a Building Operator Award registration form online via [the BOMA awards page](#) by **4:00 pm on February 14<sup>th</sup>, 2025**. Fee: \$325.00 (plus GST) made payable to BOMA Calgary (Suite 225, 550 11th Ave SW Calgary, AB T2R 1M7)

Full submissions are due by **4:00 pm on February 28<sup>th</sup>, 2025**.

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)

### Presentation & Mandatory Document Review

A mandatory presentation and document review will be scheduled shortly after the submission deadline. A member of the Judging Team will contact the Applicant in advance to book a mutually agreeable date and time for a site visit.

The Building Operator will have a maximum of 1.5 hours to showcase the Team's collaboration efforts, Property, mandatory & selected 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, as outlined in Section B, either available online for review prior to the judges' arrival or available at time of the visit.
- The Judges will request a selection of the checklist items for review.
- Building Presentation
  - Tour guides 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 Building Operator. 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 and building operations dynamics.



## Submission Format

Limit the response to each section as outlined. (10 pt. Arial Font).

Full submissions are due by 4:00 pm on February 28<sup>th</sup>, 2025. Electronic submissions are preferred and encouraged; in PDF format only (Complete Submission can be uploaded to the submissions 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).

## B. Mandatory Documents

In addition to the detailed submission in the subsequent sections, the following documents must be available for the Judge's verification, either online or during the scheduled visit to the building. For details on online submission for these documents, see Section A.

Any documents deemed not applicable to a building will not count towards the total score (*ex: if a building does not have an emergency generator, it can still achieve a full score in this section even though the emergency generator logs were not submitted*). Ensure that you note if a mandatory document does not apply to your building by an "X". All relevant documents must be signed off by the entrant prior to submission. Should any of the applicable documents listed below be omitted from the submission, the entrant will be disqualified and no further submission material will be reviewed.

**Note:** if the document was uploaded to the online system, they need not be made available at the onsite verification. Any documentation not uploaded due to size or security concerns must be available at time of onsite review.

The following items are mandatory:

	Online	Tour
<ul style="list-style-type: none"><li>• <b>Building Information</b><ul style="list-style-type: none"><li>○ Cover sheet, including the following:<ul style="list-style-type: none"><li>▪ Building Name(s) and Mailing Address(es)</li><li>▪ Asset Class(es) (Office, Retail, Industrial, etc.)</li><li>▪ Year(s) Built</li><li>▪ Building Owner(s)</li><li>▪ Building Management Company</li><li>▪ BOMA Member Contact Info</li></ul></li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• <b>Building Description</b><ul style="list-style-type: none"><li>○ Summary of the physical description of the building(s).</li><li>○ Maximum 1,625 characters (approximately 250 words).</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• <b>Photographs</b><ul style="list-style-type: none"><li>○ One photograph of each of the building's exteriors.</li><li>○ One photograph of the Building Operator responsible for daily management of the building.</li><li>○ High resolution (minimum 300 dpi).</li><li>○ 4" x 5" color.</li><li>○ JPG or JPEG format.</li><li>○ To be submitted via email or flash drive.</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• <b>Building Standards</b><ul style="list-style-type: none"><li>○ Building Name(s)</li><li>○ Number of Floors</li><li>○ Total Building Sq. Ft.</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>



- **Emergency Fire Pump Test Log**
- **Building Services - Please provide a short description on the building elements below.**
  - Elevators (Qty and Type) \_\_\_\_\_
  - Landscaping (Park, Sitting Area) \_\_\_\_\_
  - Loading Dock Size & # Parking Stalls \_\_\_\_\_
  - Boiler (Qty, Capacity and Type) \_\_\_\_\_
  - Chiller (Qty, Capacity and Type) \_\_\_\_\_
  - HVAC Distribution System (Type - AHU's RTU's) \_\_\_\_\_
  - Emergency Generator (Y/N) \_\_\_\_\_
  - Fire Pumps (Y/N) (Electric/Diesel) \_\_\_\_\_
  - Any distinguishing elements etc. (enter below)
  - Exterior Building Description (type of façade, Windows, roof, etc.). Enter below.

Comments:

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	Online	Tour	N/A
• <b>Electrical Lockout/Tagout Procedure</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Proof of GHS Training</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Emergency Generator Run Log &amp; Annual Maintenance Reports</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• <b>Boiler Logs</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Submission Requirements (for documents that are not already pre-fabricated, ex: Building Standards):**

- **8.5" x 11" paper**

**Scoring Guide**

All documents present, either online or at time of visit.

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Judge's Signature  
Name

Print



## C. HVAC

Be prepared to provide details of the operation and maintenance of the Heating Ventilation & Air conditioning systems. Show support services and programs in place for maintaining efficient equipment operation.

### Mandatory Documents:

- **Boiler Log**

Examples of the following may include:

- Operation & Maintenance Manuals up to date
- Preventative Maintenance annual service summary
- HVAC Tenant Requests
- IAQ Sampling

**Note: If applicable place a ✓, an X if not applicable and leave blank if not available.**

### Judging Guideline

- Refrigerant Release Protection
- Fire Pump Test Log
- Boiler Logbook
- Chiller Logs
- BAS Sequence of Operation Manual
- BAS Maintenance / Commissioning procedures
- Refrigerant CFC Plan
- Indoor Air Quality Management & Response Plan
- Current Boiler Inspection Certificates
- Preventative Maintenance Annual Summary with Described Duties
- Winterization Procedures

Total Point Score (*1 point for each item*)

\_\_\_\_\_ / \_\_\_\_\_ QTY

Comments:

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## D. Chemical Treatment

A well-maintained and professionally-managed facility should have a quality chemical feed treatment program in place to preserve the integrity of cooling towers, humidification systems piping systems and associated equipment.

Be prepared to substantiate that a water treatment program is documented and adhered to. Provide test results indicating the sampling frequency for the presence of microbiological growth.

### Mandatory Documents:

- Proof of GHS/SDS Compliance

Note: If applicable place a ✓, an X if not applicable and leave blank if not available.

### Judging Guideline

- Water Treatment Manual
- Water Treatment Logs
- Legionella Prevention Planning
- Humidification System Treatment Procedures
- Decorative Fountains Treatment Procedures

Total Point Score (*1 point for each item*)

\_\_\_\_\_/ \_\_\_\_ QTY

Comments:

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## E. Electrical Systems & Energy Conservation

Be prepared to describe the programs and measures taken to inspect and maintain the building's electrical distribution system and associated equipment. This should include preventative maintenance programs.

Be prepared to describe your building operation practices and how they contribute to energy conservation and sustainability.

List any certifications and awards you have received that relate to energy conservation.

### Mandatory Documents:

- Emergency Generator Run Log & Annual Maintenance Report
- Electrical Lockout Procedure

Note: If applicable place a ✓, an X if not applicable and leave blank if not available.

### Judging Guideline

- Major Electrical Switchgear Equipment Maintenance Logs (Preventative Maintenance Schedules and Completion Logs)
- Transfer Switch Test/Inspection Report
- Annual Fire Alarm Testing Certificate
- Annual Fire Alarm Testing Deficiencies Completed and Signed off
- Generator Logbook Complete for Monthly Run Testing
- Generator Load Testing Report
- Energy Conservation Program #1
- Energy Conservation Program #2
- Energy Conservation Program #3
- Diesel Tank Cleaning Report

Total Point Score (*1 point for each item*)

\_\_\_\_\_/ \_\_\_\_ QTY

Comments:

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## F. Environmental / Health & Safety

Be prepared to describe a summary of policies and procedures the building uses to meet or exceed environmental and health & safety regulations. Include things such as:

- Safety Meeting Minutes
- Contractor Guidelines

Describe measures taken to ensure that tenants/customers in the building are able, and are encouraged to, participate in environmental programs.

**Note: If applicable place a ✓, an X if not applicable and leave blank if not available.**

### Judging Guideline

- PPE Storage & Distribution
- Fall Protection Training and Fall Protection Plans (roofs and other areas)
- First Aid training
- Breathing Apparatus & Fit Test
- Working Alone Policy/Training
- Noise Audit for Mechanical Rooms
- Hearing Evaluations
- Confined Space Training & Labeling
- Violence in the Workplace training
- Asbestos Awareness / Hazardous Material Training
- Hazardous Material Management Plan awareness
- Hot Work Permit System

Total Point Score (*1 point for each item*)

\_\_\_\_\_/ \_\_\_\_ QTY

Comments:

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## G. Administration

### Management

Be prepared to describe the procedure for managing and tracking building contracts, budgets, and drawings in the management office. Include where these policies/procedures are located.

**Note: If applicable place a ✓, an X if not applicable and leave blank if not available.**

#### Judging Guideline

- Fire Code Requirements Log
- Hazard Assessments
- Risk Management Program
- Contractor Rules & Regulations Awareness
- Preventative Maintenance Program
- Customer Service Training
- Health & Safety Boards (Committee Members, First Aid Trained People, Work Safe Posters, JHSC Minutes)
- Joint Health and Safety Committee meeting minutes
- Blueprint Control/Storage
- BOA/BOMA Member or affiliate
- Energy Initiative Monitoring
- Self-Improvement Courses i.e. Leadership
- Employee Orientation

**Total Point Score:** \_\_\_\_\_ / \_\_\_\_\_ QTY

**Comments:**

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## H. Other - Above & Beyond

This category is an opportunity for entrants to showcase how they are leading the industry by developing and implementing programs that are above and beyond the industry standard (*ex: organic programs, etc*).

Describe each program, including why it was initially developed and/or implemented. Explain what constitutes each program as being above and beyond.

### Submission Requirements:

- Maximum three single-sided 8.5" x 11" paper
- 10pt. Arial font

### Judging Guideline

- Program Name: \_\_\_\_\_
- Program Name: \_\_\_\_\_
- Program Name: \_\_\_\_\_
- Program Name: \_\_\_\_\_
- Program Name: \_\_\_\_\_

Total Point Score (*1 point for each*) \_\_\_\_\_/5

Comments:

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# I. Building Presentation/Tour

Judges will review the Building Description and Building Standards provided in Section B prior to visiting the building. Scores will be derived from the criteria provided to the judges, based on the overall presentation of the building.

The Building Presentation will be scored based on the overall presentation of the property’s existing features rather than the presence of the “latest and greatest”. Considerations will include cleanliness, maintenance of fixtures, and the general presentation of the building.

Judging Guideline

1 = Poor/Unacceptable

2 = Below Average

3 = Good

4 = Above Average

5 = Excellent

Total Point Score \_\_\_\_\_/5

Comments:

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## J. Summary of Judges' Scoring

*A minimum of 75% must be earned to be eligible for an award.*

Judges to verify the following:

### Mandatory Documents

HVAC	0-11	_____
Chemical Treatment	0-5	_____
Electrical Systems & Energy Conservation	0-10	_____
Environmental / Health & Safety	0-12	_____
Administration	0-13	_____
Other - Above & Beyond	0-5	_____
Building Presentation/Tour	0-5	_____
		min. 3 to pass
<b>TOTAL</b>	<b>0-Qty</b>	_____

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**Judges Name (Print)**

**Judges Signature**

**Date Signed**

