

# **The Office Building of the Year (TOBY) Awards®**

## **2009–2010**

### **Entry Requirements**

**Rewarding Excellence in Building Management**

**Securitas...the official sponsor of the TOBY Awards**

## 2009-2010 TOBY Award Entry Requirements

### CATEGORIES

#### 1. Under 100,000 Square Feet\*

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

#### 2. 100,000 - 249,999 Square Feet\*

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

#### 3. 250,000 – 499,999 Square Feet\*

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

#### 4. 500,000 – 1 Million Square Feet\*

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

#### 5. Over 1 Million Square Feet\*

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

#### 6. Renovated Building

Must be at least 15 years old and have maintained a minimum of 50% occupancy during the renovation process.

Renovation can encompass: rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure), modernization (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions), and remodeling (changing the plan, form or style of a structure to correct functional or economic deficiencies). In order to be eligible, a **minimum of five** of the following work projects must be completed by January 2009:

- New roof, re-roof or green roof
- New boilers/HVAC /Central Plant
- Cleaning/Painting/New design of existing building envelope
- New electrical system
- New fire panel/sprinkler system
- Modernization of elevators which can include mechanicals, ADA compliance and interior cabs refurbishment
- New security systems can include card access, cameras, console, fire panel etc.
- Renovation of main lobby that includes 3 or more of the following items: floors, walls, entry doors, signage, security desk etc.
- Renovation of restrooms that includes 4 or more of the following items: sinks, counter tops, toilet, urinals, floors, walls, lighting, faucets, flushometers, stale partitions etc
- Installation of new windows

The building must enter the TOBY program within five years following substantial completion of the renovation project/s, to be eligible for this category.

#### 7. Historical Building

Must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion.

#### 8. Corporate Facility

Must be a single-use facility at least 50% occupied by the corporate entity—includes government agencies and private enterprises.

#### 9. Medical Office Building

Must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for physician offices. The remainder of space could be dedicated for other medical uses such as ambulatory surgery centers, catheterization labs, sleep clinics, etc. Patient stays must be less than 24 hours (but could occur within any 24 hour period).

#### **10. Government Building**

Must be government-owned and at least 50% occupied by government entities; local, state, provincial, or federal.

#### **11. Suburban Office Park (Low-Rise)**

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

#### **12. Suburban Office Park (Mid-Rise)**

Two or more buildings, at least one of which is six to 10 stories in height, that occupy land greater than five 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 park must enter in the mid-rise category.

#### **13. Industrial Office Park**

Two or more buildings, comprising a total project, that are 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.

**NOTE:** Area will be rentable area of the building using the *BOMA/ANSI Standard Method for Measuring Floor Area in Office Buildings*.

#### **14. Earth**

Recognizes building management teams that preserve and enhance the internal and external environment through an all-around "green" program. Any and all office buildings with at least 50% office area are eligible.

*\*As measured by BOMA standards.*

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### **ELIGIBILITY**

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.

**NOTE:** At-Large entries, entries that are outside the jurisdiction of a local association, must submit their portfolio directly to their region using BOMA International's TOBY Web site at [www.boma.org/toby](http://www.boma.org/toby) for regional judging and must notify their regional awards chair of their intention to compete.

2. All portfolios must score at least 70% to advance to the next level of competition.

3. The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA International in order to compete at the regional and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.

4. The building may not have won in the same category at the international level during the last 5 years. The building may not have won in a different category at the international level during the last 3 years.

5. The building must be at least 3 years old from the date of occupancy of the first tenant by June 2010.

6. At least 50% of a building's space must be used as office space to be considered for all categories except the Industrial Category which must have more than 5% and less than 50% office area as measured by BOMA standards.

7. Each building may enter in only one category.

8. Earth Award entries must be ENERGY STAR® benchmarked, provide a copy of the current year Statement of Energy Performance and must have elected to share their data with BOMA International in the ENERGY STAR online portfolio manager.

**NOTE:** Beginning in the 2010 – 2011 season, all TOBY entries will be required to be ENERGY STAR benchmarked, provide a copy of the current year Statement of Energy Performance and share their data with BOMA International in the ENERGY STAR online portfolio manager.

9. 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.

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## ENTRY FEES

### LOCAL ENTRY FEES

A local competition fee may be applicable, entrants should check with their local association concerning fees and how and where to send them.

### REGIONAL AND INTERNATIONAL ENTRY FEES

1. A total of \$300 in entry fees will be paid to BOMA International for each submission entering the regional competition. These fees will be collected during the online submission process. Fees are broken down as follows:

a. A \$25 data-submission fee will be 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 regional or international competitions.

b. A \$275 entry fee must be paid in order to submit a building for consideration in the regional and international competitions.

2. An additional regional competition fee may apply. If applicable the regional competition fee will be collected online along with the \$275 entry fee above.

**NOTE: All entries must be submitted and fees received prior to your region's submission deadline in order to compete. Regional deadlines will be posted on [www.boma.org/toby](http://www.boma.org/toby).**

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## JUDGING

1. Judging will occur at local, regional and international levels.

2. Building inspections must take place at the local level of competition.

3. Each BOMA local association may submit one building in each category to the regional panel of judges.

4. Each regional panel of judges may submit one building in each category to the international panel of judges (ties are not allowed).

5. Judging at the international level will occur in April and May 2010. Competition results and awards for the International winners will be presented at the *BOMA International Conference* in Long Beach, California in June 2010.

**NOTE: All TOBY trophies not paid for by the regional and international entry fees (i.e.: local trophies **and** local, regional, and international trophy duplicates) must be paid for prior to delivery of merchandise.**

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## DATES AND DEADLINES

1. Contact your BOMA local association for local deadlines.

2. Regional judging will take place at the discretion of each region. Contact the regional awards chair or regional contact for exact dates. All fees must be received prior to your region's submission deadline in order for your entry to compete.

3. Regional winners will be submitted by each region to BOMA International by April 16, 2010.

4. Updated Entry Requirements will be presented for review and approval each year at the BOMA International Conference. The final version will be released 3 weeks after the close of the conference.

5. BOMA International's TOBY Web site ([www.boma.org/toby](http://www.boma.org/toby)) will begin accepting entries for each new season approximately 1 month after the close of the BOMA International Conference.

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## GLOBAL PORTFOLIO REQUIREMENTS

### Building Registration Information:

Category, building name, address, year built, year renovated (if applicable), owner, management company, building manager, BOMA member name and member number, as well as the name, phone number, e-mail and address of the person who will receive all correspondence. **All entries must disclose whether their entry is a single building or multiple buildings.**

### Photograph Requirements

- File Type: JPEG
- Minimum Dimensions: 1200 pixels per side
- Maximum File Size: 2mb
- Do not use photograph collages. (Only single images)

### Supporting Document Requirements

- File Type: PDF
- Maximum File Size: 5mb

### Descriptive/Summary Text Requirements

- Maximum Character Count: 8000 (unless otherwise specified)

### NOTE:

- Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.
- Identified 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.

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## PORTFOLIO SPECIFICATIONS: CATEGORIES 1 - 13

The following information must be provided electronically using BOMA International's TOBY Web site at [www.boma.org/toby](http://www.boma.org/toby) to be considered for both the regional and international competitions. Strict adherence to the portfolio specifications listed herein is **required**.

Local entries must check with your BOMA local association for local submission requirements.

### 1. Building Description 1 Point

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

Maximum of 1625 characters (approximately 250 words).

### 2. Building Standards 2 Point

The Building(s) Standards should be designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international levels does not include a physical inspection of the building(s) and property. Include the following: Building Name, Number of Floors and Floor Plate Square Footage, Number of Acres and an Exterior Building Description (type of facade, windows, roof etc). Next provide single paragraph descriptions of the following:

1. Lobby/Atrium Standard finishes
2. Corridor Standard Finishes
3. Restroom Standard Finishes
4. Typical Tenant Suite Standard Finishes
5. Utility Distribution
6. Elevators
7. HVAC Distribution System
8. Fire Life Safety Systems
9. Loading Dock & Parking
10. Emergency Generator/Back up Power

Maximum of 6,500 characters (approximately 1,000 words).

**NOTES:**

**Renovated Building:** The Building(s) Standards section should start with a summary explaining the renovation work completed.

**Industrial Office Park:** Entrants should include ceiling height, weight loads, truck/rail access, bay areas, design flexibility, etc.

**3. Competition Photographs 1 Point**

Provide the following photographs 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

**NOTES:**

**Industrial Office Park:** This category requires the following photographs to be submitted:

- 2 Front exterior of the building(s),
- 1 Rear exterior of the building(s),
- 1 Interior of the office
- 1 Interior of the warehouse.
- 2 Additional photographs, the subject matter of which is the entrant's choice

**Renovated Building:** An additional 12 photographs displaying building features "before and after" renovation are permitted. One "before" photo for every "after" photo of the exact same location is necessary.

**4. Award Ceremonies Photograph**

In addition to the competition photos, all regional 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) in JPEG. These photographs must be submitted online along with the rest of the entry materials.

**5. Typical Floor Plan and Site Plan 1 Point**

Provide a floor plan for your building showing your main lobby as well as two additional typical floor plans. Include a site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. Floor plans may be submitted in PDF or JPEG (JPG) format.

**6. Community Impact 15 Points**

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. In addition, please describe how the building management's efforts in this area have helped make the property a benefit to the local community.

**A maximum of three PDF attachments reflecting the events being described are allowed.**

**NOTES:** This area should not be confused with Tenant Relations. Please indicate services that relate to the community and not to the tenants.

**Industrial Office Park:** Entrants may also include the building's compatibility with neighboring properties and how the building affects traffic.

**7. Tenant Relations 15 Points**

Provide a summary of the Tenant Relations efforts and/or programs sponsored by building management within the last 12 months. Describe all proactive efforts on the part of management working with Tenants such as forms of communication as well as your maintenance service request process and procedure. Describe tenant amenities available such as health facilities, childcare and food service. Indicate if tenant satisfaction surveys were conducted

including the frequency and the date the last survey was last completed and the results. Provide an explanation of the major findings and the action/s management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and “popular” procedures and activities were maintained.

Each entry may provide up to 3 samples of tenant appreciation letters (PDFs), 2 newsletters (PDFs), 3 photographs (JPEGs) reflecting the events being described and the table of contents from their tenant manual (PDF). Please do not include the entire manual. Do not use 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.

## **8. Energy Conservation (20 points)**

### **8a. Building Staff Education**

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel about the importance of and methods for energy conservation. This may include encouraging or requiring participation in BOMA Energy Efficiency Program, ENERGY STAR® training sessions, pursuing industry certification and professional development programs.

### **8b. Building Operations and Maintenance**

Describe your building maintenance procedures and how they contribute to energy conservation. This should include consideration of the following:

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

### **8c. Building EMS Monitoring**

Energy Management Systems (EMS) are 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.

### **8d. Additional Certifications/Awards**

Describe other certifications and/or awards you have received that relate to energy conservation.

## **BONUS POINTS:**

### **8e. ENERGY STAR® Performance Rating**

Benchmarking allows you to obtain an accurate picture of a building's energy performance and establish a baseline against which to measure improvements. Entries that have an ENERGY STAR rating of 60 or higher, using the EPA ENERGY STAR rating system at [www.ENERGYSTAR.gov](http://www.ENERGYSTAR.gov), and have elected to share their data with BOMA International will receive an additional 3 points. A copy of the Statement of Energy Performance for the building dated between 1/1/2009 to 6/1/2010 must be included to obtain the additional 3 points. When submitting multiple buildings, all buildings must benchmark with ENERGY STAR and include each building's Statement of Energy Performance showing a rating of 60 or higher to obtain the additional 3 point total.

International candidates entering buildings from outside the USA must demonstrate similar energy benchmarking initiatives or performance ratings such as BOMA Canada's Go Green Plus in Canada, BREEM in the United Kingdom or other equivalent programs that require submission of building energy consumption information, and they will be considered equivalent to the ENERGY Ratings systems and awarded point scores accordingly.

Please note that beginning in the 2010 – 2011 season, all TOBY entries will be required to be ENERGY STAR benchmarked, provide a copy of the current year Statement of Energy Performance and share their data with BOMA International in the ENERGY STAR online portfolio manager.

## **9. Environmental, Regulatory and Sustainability 15 Points**

Describe policies and procedures for a minimum of 5 programs that could include waste management and recycling, accessibility for disabled tenants and visitors, lamp disposal, indoor air quality management and testing, water reduction and management, storage tank and generator management, storm water management, green friendly landscape management, integrated pest control management, hazardous waste management, green cleaning, green purchasing policy, exterior building maintenance management plan, managing asbestos, emergency clean up, blood

borne pathogen program, pandemic preparedness etc. When describing these programs explain if you have local, state or federal compliance that you are following. If these programs are not mandated, then explain their purpose for implementing. Provide a summary of how building management monitors tenant operations for environmental compliance.

#### **10. Emergency Preparedness and Security Standards 15 Points**

Provide a summary of procedures and programs for Life Safety, Fire, Disaster and Security standards. You can include a table of contents of your emergency preparedness and security standards manual(s). Include how fire and evacuation drills are conducted, how often and when. Describe 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. Provide a summary about your Business Continuity Plan and if drills are conducted how they are documented and communicated.

#### **11. Training for Building Personnel 15 Points**

Provide a list of qualifications for building staff and a building specific organization chart of the building management team. Please describe 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.

**NOTE: Industrial Office Park:** Discuss training for both on-site and off-site building personnel dedicated to the property.

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### **PORTFOLIO SPECIFICATIONS: EARTH CATEGORY**

#### **1. Building Description 1Point**

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

Maximum of 1625 characters (approximately 250 words).

#### **2. Executive Summary 2 Points**

Provide an overall summary of the project's (building, office park, etc.) environmental and energy efficiency program. Describe the policies and philosophy of the project's ownership and management relating to this subject. Include if the project was built green or implemented after construction and why this concept is important.

Maximum of 3250 characters (approximately 500 words).

#### **3. Competition Photographs 2 Points**

Provide the following photographs 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

#### **4. Award Ceremonies Photograph**

In addition to the competition photos, all regional 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. This will be submitted online along with the rest of the entry materials.

#### **5. Reduction of Environmental Risk (15 points)**

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. It can include consideration of the following:**

- Receiving and shipping of hazardous materials
- Equipment certificate plus annual follow-up
- Chemical labeling, placarding or color-coding of piping systems
- Availability, completeness and updating of material data safety sheets and location(s), dates must be within three years

- Staff training
- Record keeping

**Describe how you manage environmental risks at your property as well as reduce these risks. This can include consideration of the following:**

- Asbestos
- PCBs
- CFCs and Halon
- Underground Storage Tanks and Above Ground Tanks
- Hazardous Chemicals
- Contractor Management

**Provide an example of 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 should include consideration of the following:**

- Staff competency testing
- Third party assessments
- Chemical spill procedures and preparedness
- Accidental Freon release procedures
- Asbestos mediation
- Fire protection and detection for chemical storage areas
- Tenant information packages and drills
- Notification protocol
- Communications with response agencies
- Other (natural disasters, bomb threats)

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

#### **6. Indoor Air Quality/Green Cleaning (10 points)**

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.

This should include consideration of the following:

- Installation of Systems that Reduce/Monitor Indoor Pollutants 3 pts
- Low Impact Cleaning Policy 3 pts
- Day Cleaning/Team Cleaning (not day-time porter service) 1 pt
- Smoke Free Building 1 pt
- Entryways/Pedimats 1 pt
- Use of Green Cleaning Products 2 pts
- Use of Recycled Paper Products 2 pts
- Use of other Green Materials 1 pt
- Describe other IAQ-Green Cleaning programs that you have that are specific to your facility and not mentioned above. 1 pt

**Total 10 pts**

## **7. Recycling (10 points)**

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. If you are recycling 20% of your total waste, you can achieve 2 points in this section. If you're recycling 30% or more of total waste, you can achieve a total of 4 points in this section. (For example: 100 tons of trash and 20 tons of recycle equal total output of 120 tons of waste. Therefore your recycle percentage is determined by 20/120 or 17 percent.) 4 pts
- Describe your facility program for recycling glass, plastics and aluminum. Provide documentation showing quantity of recycled waste. 2 pts
- Describe your lamp and ballast recycling program and its benefits. 2 pts
- Describe your sustainable landscape maintenance program such as recycling/composting, water management and plant selection. 1 pt
- Describe other recycling programs that you have that are specific to your facility and not mentioned above. 1 pt

**Total 10 pts**

## **8. Energy Conservation (25 points)**

### **8a. ENERGY STAR® Performance Rating (13 points)**

Benchmarking allows you to obtain an accurate picture of a building's energy performance and establish a baseline against which to measure improvements. Using the EPA ENERGY STAR rating system ([www.ENERGYSTAR.gov](http://www.ENERGYSTAR.gov)). A copy of the Statement of Energy Performance for the building dated between 1/1/2009 to 6/1/2010 must be included to obtain the additional 13 points. When submitting multiple buildings, all buildings must benchmark with ENERGY STAR and include each building's Statement of Energy Performance showing the rating below in order to obtain the points total below. Describe the steps taken to improve the energy performance rating of your building.

- Energy Star Score of 60 - 74 2 pts
- Energy Star Score of 75 - 84 6 pts
- Energy Star Score of 85 - 94 10 pts
- Energy Star Score of 95+ 13 pts

### **8b. Building Staff Education (3 points)**

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel about the importance of and methods for energy conservation. This may include encouraging or requiring participation in BOMA Energy Efficiency Program, ENERGY STAR® training sessions, pursuing industry certification and professional development programs.

### **8c. Building Operations and Maintenance (3 points)**

Describe your building maintenance procedures and how they contribute to energy conservation. This should include consideration of the following:

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

### **8d. Building EMS Monitoring (4 points)**

Energy Management Systems (EMS) are 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.

### **8e. Additional Certifications/Awards (2 points)**

Describe other certifications and/or awards you have achieved that relate to energy conservation.

**Total 25 pts**

## **9. Water Conservation (10 points)**

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 pts

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 pt

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 pt

Innovation water management strategies/applications such as hands free faucets, waterless urinals, public/private partnership programs, green roofs, indigenous landscaping 3 pts

**Total 10 pts**

### **10. Interior Finish (10 points)**

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.

a. 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 door products, etc. 3 pts

b. Provide written documentation and (1) photograph of tenant space that has recently been built 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 doors, door hardware, walls, fixtures, HVAC, smoke and fire systems, built-ins, restrooms, etc. 3 pts

c. The purchase of local materials support 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 pt

d. How is construction waste recycled? Provide percentage of materials recycled. 1 pt

Total 10 pts

Maximum of 2 pictures allowed.

### **11. Green Purchasing Policy (5 points)**

Describe any policies or programs you have established for purchasing "green" products – those that have reduced impact on the environment. This should include consideration of the following: • Procurement policy outlining preferential buying of "green products"

- Product selection criteria
- Use of recycled products

Maximum of 3250 characters (approximately 500 words).

### **12. Occupant Communication/Education (10 points)**

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

Maximum of 3250 characters (approximately 500 words).

### **13. Case Study (5 points)**

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.

This case study may be used by BOMA International in materials for program such as the BOMA Energy Efficiency Program (BEEP) and may be shared with others in the industry to demonstrate best practices in the industry.

The name of the building or the property management company name must be provided in the case study as well as a point of contact should future questions arise regarding this case study.

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#### **SUBMITTED CONTENT:**

Building Registration Information and the Building Description may be used in Awards Program materials and with the media. Photographs may be used, with attribution, in Awards Program materials, with the media and in other BOMA International materials. All other content may be used by BOMA International in the creation of new industry materials. BOMA International will not include identifying information, such as building name, owner, etc., in these materials without the entrant's consent.

BOMA International cannot be held responsible for any lost, stolen, deleted or damaged entry portfolios or associated materials.

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#### **ABOUT OUR SPONSOR**

Securitas Security Services USA, the official sponsor of the 2009-2010 TOBY Awards®, is the largest provider of security officer services in the United States. They provide security solutions including uniformed security staff, consulting and investigations, and security systems integration to building owners and managers nationwide. Securitas USA, through its 450 branch office operations, has a local focus on service delivery to meet the specialized security and life safety needs of the commercial real estate industry. Securitas USA lists more than 80 percent of the Fortune 1000 as its clients and provides security to many prestigious buildings in the major metropolitan areas of the country. For more information, visit [www.securitasinc.com](http://www.securitasinc.com)

**Building Owners and Managers Association (BOMA) International**

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