

Securitas Security Services USA  
The official sponsor of the 2009-2010 TOBY Awards

**Cover Sheet:**

Include 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 also disclose whether their entry is a single building or multiple buildings.

**1. Building Description:**

Provide a summary of the physical description of the building(s) and property. Maximum of 1625 characters (approximately 250 words).

**2. Building Standards:**

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:**

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. This will be submitted online along with the rest of the entry materials.

### **5. Typical Floor Plan and Site Plan:**

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.

NOTE: Building Description, Building Standards, Photographs and Typical Floor Plan and Site Plan sections make up 5 of the total points. Point allocations may differ at the local level.

### **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, 2 newsletters, 3 photographs reflecting the events being described and the table of contents from their tenant manual. Please do not include the entire manual.

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.

## **9. Environmental and Regulatory**

### **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, a building specific organization chart and a photograph 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.