



**BOMA
Saskatchewan
2024
Submission
Guidelines:**

**BOTY
Award
(Building of the
Year Award)**

Your completed submission and application fee of \$50 (+ GST) must be received by March 31, 2024:

**BOMA Saskatchewan
Box 20013, 2102 11th Ave.
Regina SK S4P 4J7
events@bomasask.ca**

BOMA Saskatchewan Awards presentation will be held in Regina on May 16.

Local BOTY winners will be eligible to enter the TOBY BOMA Canada National Awards provided national entrance criteria are met.



The Building of the Year (BOTY) recognize the best in commercial building management in Saskatchewan.

- The BOTY Award is presented to the highest scoring building in each category in both **Saskatchewan North and Saskatchewan South**.
- The evaluation will include a detailed review of your submission by a selected panel of judges and a 30-minute interview by the judges. (at the discretion of BOMA Saskatchewan)

Eligibility:

- Entrants must be managed by an entity that is a member, in good standing of BOMA Saskatchewan
- The building may not have won during the last 3 years.
- The building must be at least 3 years old from the date of occupancy of the first tenant by May 2024.
- All categories must be at least 50% percent occupied
- A building may enter only in one category.

Categories:

- **Office Building** At least 65% of a building’s space (as measured according to BOMA Standards) must be used as office space
- **Retail Building (Shopping Centre)** - A group of retail and other commercial establishments, either enclosed or open air, managed by one company. The entry must be managed as a single property, one to multiple levels in height with a minimum of 50 % occupancy. The anchor ratio must be at least 25 percent and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.).
The entry may consist of neighborhood centers (30,000 – 150,000 sq. ft.), community centers (100,000 – 400,000 sq. ft.), power centers (250,000– 600,000 sq. ft.), regional shopping centers (400,000 – 800,000 sq. ft.) or super regional shopping centers (800,000 plus sq. ft.). No minimum office area is required.

Judging: A 30-minute interview may be conducted with organizations shortlisted, at the discretion of BOMA Saskatchewan.

Summary of Scoring:

Description of Property	0-3	
Building Photographs	0-3	NEED A LEGEND
Energy Conservation/Automation	0-3	
Environmental / Sustainability	0-3	
Staffing – Maintenance and Contractors	0-3	
Tenant Relations / Communications	0-3	
Security Programs and Protocols	0-3	
Community Involvement and Initiatives	0-3	
Emergency Preparedness	0-3	
BOMA Best Certification	0-3	
Total Score	30	

**By applying, applicants acknowledge and accept the following terms & conditions:
Judging results are verified by BOMA Saskatchewan. All results are final and are not subject to appeal.
BOMA Awards Committees & Judges are industry representatives who volunteer their time & expertise
for this program. Photographs may be used in awards program materials &
media.**

Submission Requirements:

Description of Property - Maximum of 200 words	Potential Points
Provide a summary of the physical description of the building(s) and property. Start with the building name, plus use, size, staff, and history.	3 points
Building Photographs – Maximum 10 photos (No text required)	Potential Points
Photographs you could provide are of the management team responsible for daily management of the building(s), as well as a photo of the building exterior, interior (lobby/hallways) and mechanical room.	3 points
Energy Conservation/Automation - Maximum of 100 words	Potential Points
Building Energy Management System Monitoring (EMS): Describe the EMS in place in your building (if you have one) and the degree to which you use it to reduce the building’s energy consumption. If no EMS, describe your procedures to reduce energy consumption.	3 points
Environmental / Sustainability - Maximum of 100 words	Potential Points
<p>Describe any programs, policies and procedures in place at the building related to Environmental and Sustainability and then describe your waste management plan. <i>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.</i></p> <hr/> <p><i>Also, could 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.</i></p>	3 points
Staffing - Maintenance and Contractors - Maximum of 100 words	Potential Points
Team complement; does it include emerging leaders? Describe on-going training programs including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building. Describe your building maintenance procedures and how they contribute to energy conservation.	3 points

Tenant Relations / Communications - Maximum of 100 words	Potential Points
Provide a summary of the Tenant Relations efforts and/or programs sponsored by building management including the building's work management system for responding to tenant including the work management system for responding to tenant maintenance issues as well programs to inform tenants of building operation problems.	3 points
Indicate if tenant satisfaction surveys were conducted including the frequency.	

Security Programs and Protocols - Maximum of 100 words	Potential Points
Describe the policies, programs and protocols for security standards, including training for property management, staff and tenants. Could include how the building monitors activities in common areas and how building controls entry into building especially during non-business/non peak hours.	3 Points

Community Involvement and Initiatives - Maximum of 100 words	Potential Points
Provide a written description of the building management's impact on the community. <i>For example: jobs provided (as a direct result of the building's existence), amenities to the community or corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, roads/transportation improvements.</i>	3 Points
Retail: 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.	

Emergency Preparedness - Maximum of 100 words	Potential Points
Describe the procedures and programs for life safety, fire, disaster, and security standards	3 Points

BOMA BEST Certification - Maximum of 50 words	Potential Points
Include which level of certification you have achieved including your score. (i.e. Gold, Silver, etc. + percentage)	3 points

TOTAL POINTS OF ALL SECTIONS: 30	
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SUBMISSION FORM
BUILDING OF THE YEAR (BOTY) AWARD

Classification:

- Office Building Retail (Shopping Centre)

Building Location:

- South Saskatchewan (Regina & area and south) North Saskatchewan (Saskatoon area & north)

Building Name: _____ Address: _____

Company Name Submitting for the Award: _____

Contact Person: _____ Phone #: _____ Cell: _____

Description of Property: (Max. 2000 character) (refer to BOTY Award document)

Building Photographs: (Max. 10 photos)

Energy Conservation/Automation (Max. 1000 characters)

Environmental/Sustainability (Max. 1000 characters)

Staffing – Maintenance and Contractors (Max. 1000 characters)

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Tenant Relations/Communications (Max. 1000 characters)

Security Programs and Protocols (Max. 1000 characters)

Community Involvement and Initiatives (Max. 1000 characters)

Emergency Preparedness (Max. 1000 characters)

BOMA BEST Certification (Max. 500 characters)

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