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PRO

# 2025 CRITERIA THE OUTSTANDING BUILDING OF THE YEAR (TOBY) AWARDS



EARTH CATEGORY

**Please carefully review the following information before proceeding with your TOBY application.**

## PROGRAM, CATEGORY, AND COMPETITION INFORMATION

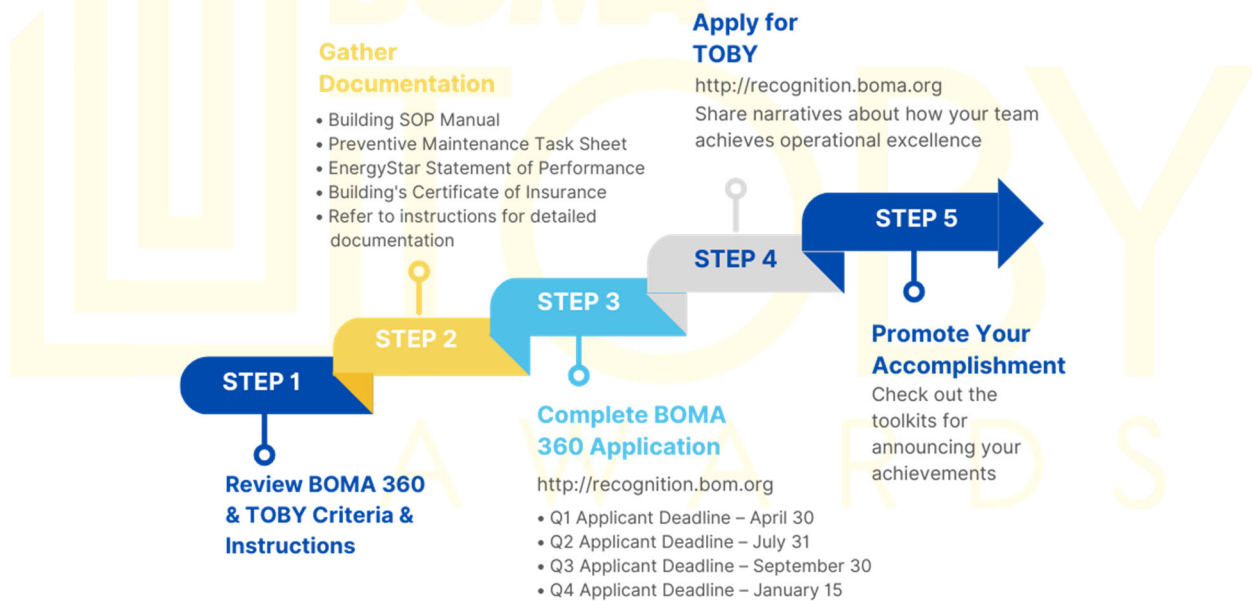
### STARTING THE PROCESS

Now it's even easier to ensure your building achieves the ultimate success. Effective 2023, the TOBY Awards are only given to properties carrying a BOMA 360 distinction (starting at the Regional level) — the most comprehensive and holistic evaluation of operational and management practices. Now you have two opportunities to highlight overall excellence for community impact, emergency preparedness, sustainability, health and wellness, and additional performance metrics for both commercial and industrial buildings.

Before entering the TOBY competition, applying for the BOMA 360 designation serves as the first step in ensuring your building has achieved the minimum level of operational best practices. A new universal recognition platform has been created to simplify the process to help shape high-performance buildings by providing an opportunity to educate property management professionals, reinforce team-building relationships, and increase asset value and tenant retention on a global basis.

The BOMA 360 and TOBY applications have been consolidated into BOMA International's new 360/TOBY portal where applicants will have access to both applications all in one place. Applicants will have an opportunity to see areas where they can improve before entering the TOBY competition and have a stronger application.

### Achieve the Recognition Your Building Deserves



### CATEGORY DESCRIPTION – EARTH

All Office buildings where the building ownership and building management team preserve and enhance the internal and external environment through green and sustainable programs.

Office buildings present a significant impact on the environment and the many convergent communities inside and outside the space. This award is given to those office buildings that best demonstrate successful application of a wide range of environmental sustainability and ESG (Environmental, Social, and Corporate Governance) practices and policies that identify, measure, mitigate and, communicate these impacts.



- B. TOBY Inspection Verification Form  
(Provided by your BOMA Local,  
required at the Regional level).  
**\*MUST BE SIGNED BY A LOCAL  
JUDGE**

The image shows a 'TOBY INSPECTION VERIFICATION' form. It includes a header with the title and a section for 'Building Name' and 'Address'. Below this is a table with columns for 'TOBY', 'BOMA', and 'Comments'. The table lists various building systems and components, such as 'HVAC System', 'Electrical System', 'Plumbing System', etc., with checkboxes for each. At the bottom of the form, there is a signature line and a date field. The TOBY logo and 'Pro' logo are visible at the bottom of the page.

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

It is no longer a requirement to share your EnergyStar data with BOMA International, but you do need to have your Statement of Energy Performance signed and stamped by an engineer to receive points if the score is greater than 75, otherwise your entry will receive the baseline score of 3.

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 under the Building Operations and Management section.

10. All buildings competing at the Regional level must be BOMA 360 designated. The BOMA 360 must extend through June 30<sup>th</sup> of the year of competition.
11. 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 Entrants must disclose whether their entry is a single building or multiple buildings under the Building Information section.
12. 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.

**Additional Requirements for Non-U.S. Entries:**

**Canadian Entrants** are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

**Other International Entrants** should contact BOMA International regarding any questions on energy performance benchmarking requirements.



## MANDATORY ON-SITE BUILDING INSPECTION

In-person 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.

**The following mandatory items must be inspected during the building inspection:**

- |   |   |
|---|---|
| 1. Building Environment - IAQ Performance                 | 7. Stairwells                                     |
| 2. Energy Performance/Energy Management System Monitoring | 8. Typical Tenant Suite                           |
| 3. Refuse/Recycling Programs                              | 9. Landscaping/Site Management                    |
| 4. Water Performance/Water Management                     | 10. Submetering                                   |
| 5. Common Corridors                                       | 11. Occupant Communication/Education – Visibility |
| 6. Restrooms  | 12. Green Cleaning                                |

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. Preventive Maintenance Manual
2. Standard Operating Procedure (SOP) Manual/Documentation of Standard Operating Procedures (online or printed)
3. Environmental Purchasing Policies

Entrants should receive TOBY Building Inspection Verification form by their local BOMA or affiliated International affiliate organization. Any entry without an Inspection Verification form with their Regional submission will be disqualified.

## ENTRY FEES

### TOBY Local Entry Fees

A local competition fee may be applicable. Each Entrant should check with their local association concerning fees.

### BOMA 360 Performance Building Program Fee

BOMA 360 designation is required at the Regional and International levels of the TOBY Awards competition and must be valid through June of the year in which they are competing (06/30/24 for 2024).

Initial application and renewal of BOMA 360 is **\$995.00** for members and must be renewed every three years.

### Regional and International TOBY Entry Fees

A total of \$450 USD in entry fees will be paid to BOMA International for each submission entering the TOBY regional competition. These fees will be collected once the entry has been completed and the "Submit" button has been pressed. No additional fees are collected for the International competition.

**NOTE:** All entries must be submitted, and fees received prior to your region's submission deadline to compete. Fees are non-refundable. Regional deadlines will be posted on <https://recognition.boma.org>.

## JUDGING / DATA / DEADLINES

1. Judging will occur at local, regional, and International levels.
2. Fees are non-refundable, due at time of entry. Entry is automatically disqualified for non-compliance.
3. EnergyStar data:

Country	ENERGY STAR® Statement of Energy Performance	BOMA BEST Certificate or Official Letter
All Entrants	✓	
US Entrants	✓	
Canadian Entrants	✓	✓

4. Each BOMA local association may submit one building in each category to the regional competition.
5. Each BOMA region may submit one building in each category to the International competition.
6. Each regional competition must close no later than **March 31st.**
7. Each region must submit their regional winners to BOMA International by **April 15th.**
8. Judging at the International level will occur in April and May and the TOBY Awards will be presented during the BOMA International Conference held in June or July.
9. Updated Entry Requirements will be presented during or prior to the BOMA International Conference.
10. BOMA International's 360/TOBY Portal at <https://recognition.boma.org> will begin accepting entries for each new season approximately one month after the close of the BOMA International Conference. Check the 360/TOBY Portal for specific dates.

## UNIVERSAL PORTFOLIO REQUIREMENTS

### Photograph Requirements

- File Type: Hi-Resolution JPEG compressed
- Maximum File Size: 2 MB
- Do not use photograph collages (Only single images)

### Supporting Document Requirements

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5 MB

### 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 another similar program, and then copied and pasted into the text box. Please spell check prior to pasting it into the text box. Also, confirm that the copied text can be fully viewed online. If not, reduce the characters to fit the requirements.

## PORTFOLIO SPECIFICATIONS

The following information must be provided electronically using BOMA International's 360/TOBY Portal at <https://recognition.boma.org> 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.

**NOTE:** 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.

## SUBMISSION REQUIREMENTS

SECTION	POINTS
<b>BUILDING INFORMATION</b>	<b>2</b>
<p><b>Building Details:</b></p> <p>Enter the following information in the portal section:            Number of floors in the building            BOMA Certified Total Building Area Square Footage            BOMA Certified Office Rentable Area Square Footage            Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas).            Year Constructed or Open</p>	
<p><b>0.1 Describe the following:</b></p> <p>Building Description: Provide a summary of the physical description of the building(s), property, and location.</p> <p><b>Maximum of 350 words</b></p>	
<p><b>0.2 Executive Summary (2 Points)</b></p> <p>Provide an overall summary of the property's (building, office park, etc.) overarching policy for environmental, sustainability, energy efficiency, wellness, etc. Describe the policies and philosophy of the property's ownership and management relating to this subject including benchmarking and direct environmental impact. Include if the project was built with this philosophy in mind or if it was implemented after construction and why this concept is important. Include examples of documented changes from inception of the policy that support ESG initiatives.</p> <p><b>Maximum of 600 words</b></p>	
<p><b>0.3 Attach the following:</b></p> <ul style="list-style-type: none"> <li>• 0.3.a - Organization chart for staff with qualifications</li> <li>• 0.3.b - Copy of any certifications and/or awards that have been achieved.</li> <li>• 0.3.c - TOBY Inspection Verification (provided by your local BOMA Association)</li> </ul>	

<p><b>0.4 Provide the following photographs of your building(s):</b></p> <ul style="list-style-type: none"> <li>• 0.4.a - 2 Exterior with one showing surrounding grounds and one showing the entire building.</li> <li>• 0.4.b - 1 Interior (lobby and hallways)</li> <li>• 0.4.c - 1 Standard tenant area</li> <li>• 0.4.d - 1 Central plant or main mechanical room (chiller, fire pump or boiler room)</li> <li>• 0.4.e - 2 Additional photographs, the subject matter of which is the entrant's choice</li> </ul> <p><b>0.5 Provide the following Awards Ceremony Photographs:</b></p> <ul style="list-style-type: none"> <li>• 0.5.a - In addition to the competition photos, all regional and International entrants must upload one high-resolution (minimum 300 dpi, 1,500 pixels wide or larger) color JPEG (JPG) of the <b>building's exterior</b> for display at the awards ceremonies.</li> <li>• 0.5.b - Also, a photograph (JPEG) of the <b>management team (minimum 300 dpi, 750 pixels wide or larger)</b> responsible for daily management of the building(s) is required.</li> </ul> <p><b>Total of 11 attachments required – 1 optional – TOTAL 12 attachments</b></p>	
<p><b>SECTION 1: CLIMATE CHANGE &amp; ENVIRONMENTAL RISK MANAGEMENT</b></p>	<p><b>20</b></p>
<p><b>Describe the following:</b></p> <p><b>1.1 - Climate Change Risk Assessment &amp; Management</b></p> <ol style="list-style-type: none"> <li>a. Have you completed a climate change risk assessment to understand long-term risks to the building and site in the face of climate change? If so, please describe. <i>(EXAMPLE: changes in long-term weather patterns; changes in the frequency of extreme weather events and natural hazards; rising sea levels; increased desertification, etc.)</i></li> <li>b. Describe tools used to measure and monitor greenhouse gas emissions or carbon impacts.</li> <li>c. Describe the building's current carbon management plan and carbon reduction targets. <i>(Example: purchase renewable credits or carbon offsets, etc.)</i></li> <li>d. Describe the building's climate change resilience plan and how it proposes the building will adapt to expected future risks, including measures and design features to address potential consequences of long-term climate change. <i>(Example: extreme weather events, water scarcity, increase in ambient temperature, etc.)</i></li> <li>e. Describe measures to enhance, restore and protect the local ecosystem from climate change risks, biodiversity loss, habitat degradation, or pollution. <i>(Examples: exterior site maintenance policy, façade cleaning, landscape management, urban heat island effect, erosion and sedimentation control; irrigation monitoring, stormwater management, light pollution reduction, etc.)</i></li> </ol> <p><b>1.2 - Environmental Risk Assessment &amp; Management</b></p> <ol style="list-style-type: none"> <li>a. Describe environmental risk assessments completed to understand issues of environmental concern affecting the property?</li> <li>b. How frequently are they conducted?</li> <li>c. Describe the most recent audit – when was it completed, by whom, what parameters were assessed, and the findings?</li> <li>d. Does the report confirm that the property is in compliance with regulatory requirements?</li> </ol>	



<p>e. Describe environmental management plans and procedures in place to address these environmental concerns? Please describe at least 3 concerns.</p> <p>f. Describe emergency response plans to protect against natural, technological, human-induced, or other hazards? (<i>Examples: pandemic preparedness, disaster recovery, crisis management, training and drills, fire protection, testing, maintenance, awareness, notification protocols, etc.</i>)</p> <p>g. Describe the training program for Operations and Maintenance staff.</p> <p><b>1.3 - Innovation</b></p> <p>a. Describe any innovations in this area such as carbon neutrality plans, “net zero” plans, etc.</p> <p><b>Maximum of 1,750 words</b></p>	
<p><b>1.4 Attach the following:</b></p> <p>a. Climate Change Risk Assessment</p> <p>b. Environmental Risk Assessment (i.e. Hazardous Building Materials Survey, Phase I Environmental Site Assessment, etc.)</p> <p>c. Environmental Management Plan (i.e. one of the following: Asbestos Management Plan, Storage Tank Management Plan, Mold Management Plan, etc.)</p> <p>d. Climate Change Resilience Plan (optional)</p> <p>e. Emergency Response Plan (optional)</p> <p>f. Carbon Management Plan (optional)</p> <p>g. Documentation of any measures to enhance natural environment (optional)</p> <p><b>NOTE:</b> Do not include entire manuals. Include only the table of contents, a summary of the manual and how it's implemented.</p> <p><b>Total of 2 attachments required – up to 7 attachments allowed</b></p>	
<p><b>SECTION 2: INDOOR ENVIRONMENTAL QUALITY</b></p>	
<p><b>2.1 Describe the following:</b></p> <p>a. Describe measures that have been taken for lighting and visual comfort. (<i>Examples: lighting audits; illuminance metering; daylight harvesting; task lighting; zoned lighting; occupancy sensors; glare reduction, etc.</i>)</p> <p>b. Describe the most recent Indoor Air Quality (IAQ) assessment report and how it was utilized to make improvements.</p> <p>c. Describe the policies and procedures in place at the building that enhance indoor thermal comfort and indoor air quality. (<i>Examples: IAQ issues reporting and how issues are addressed; IAQ assessments; IAQ audits; IAQ monitoring; tobacco smoke control; measures to ensure effective ventilation; HVAC filtration; contamination source protection, etc.</i>)</p> <p>d. Describe occupant indoor environmental comfort surveys conducted to evaluate satisfaction levels with air quality, acoustics, thermal comfort, lighting and visual comfort etc.? Include the most recent survey conducted – when was it completed, tenant response rate, what questions were included, and the findings?</p> <p>e. Has an assessment of background sound levels been conducted for the building? If so, describe the most recent audit conducted – when was it completed, by whom, and what were the findings?</p> <p>f. Are any measures in place to minimize strong smells? (<i>Examples: scent-free building policy; use of negative pressurization; self-closing doors, or interstitial rooms, etc.</i>)</p> <p>g. Describe the integrated pest management program in place.</p>	<p><b>15</b></p>

<p>h. Describe ways that you educate, engage or collaborate with tenants to support their indoor environmental comfort.</p> <p><b>2.2 Innovation:</b></p> <p>a. Describe any innovative equipment or procedures used to enhance the indoor environmental comfort for your occupants such as: sound-masking equipment; sound-absorbing materials; hydronic radiant heating or cooling; electric radiant heating, etc.</p> <p><b>Maximum of 1,750 words</b></p>	
<p><b>2.3 Attach the following:</b></p> <p>a. Indoor Air Quality Policy and Annual Assessment  b. Tenant IAQ Request Logs (one-year tracking) including key performance indicators  c. Most recent Indoor Air Quality Monitoring report from the past 24 months  d. Occupant indoor environmental comfort survey from past 24 months  e. Scent-free policy (or equivalent) (optional)  f. Awards or certifications related to indoor air quality (i.e. RESET Air Certification, etc.) (optional)</p> <p><b>Total of 4 attachments required – up to 6 attachments allowed</b></p>	
<p><b>SECTION 3: GREEN CLEANING</b></p>	
<p><b>Describe the following:</b></p> <p><b>3.1 Green Cleaning Policy &amp; Program</b></p> <p>a. Describe how often the policy is reviewed and updated. Include the checks and balances used to ensure policy is followed.  b. Describe the steps taken to ensure use of green products and cleaning chemicals by both in-house staff and contractors/vendors.  c. Describe the use of environmentally preferred products, maintenance of cleaning equipment and effective cleaning practices.      a. Include standard operating procedures in place for cleaning activities.  d. Describe how cleaning logs are maintained and what is included.  e. Describe low-impact cleaning procedures in place.</p> <p><b>3.2 Communication</b></p> <p>a. Describe how tenants are made aware of the cleaning policy and procedures and encouraged to participate.  b. Describe training program for cleaning staff.</p> <p><b>3.3 Green Cleaning Products &amp; Equipment/Devices</b></p> <p>a. Describe what percentage of cleaning products and supplies carry a third-party certification (e.g., EcoLogo, Green Seal, US EPA Safer Choice, GREENGUARD, Forest Stewardship council etc.) 50% or higher is preferred  b. Describe what percentage of cleaning devices and equipment carry a third-party certification from the Carpet and Rug Institute or meet California Air Resources Board or the ISSA Cleaning Industry Management Standard for sound levels or less than 70dBa</p> <p><b>3.4 Cleaning Audit</b></p> <p>a. Describe annual cleaning audit and how it is performed, by whom and how it is communicated to the stakeholders. Include confirmation that products are being used appropriately and that cleanliness goals and objectives for each space are being met.</p>	<p><b>15</b></p>

<p><b>3.5 Innovation</b></p> <ul style="list-style-type: none"> <li>a. Describe any innovative equipment or supplies used onsite, such as the following: HEPA filters for vacuum cleaners, devices that use ionized or electrolyzed water, third-party certified or ultraviolet cleaning devices.</li> </ul> <p><b>Maximum of 1,500 words</b></p>	
<p><b>3.6 Attach the following:</b></p> <ul style="list-style-type: none"> <li>a. Green Cleaning Policy</li> <li>b. Annual Cleaning Audit</li> <li>c. Sample Tenant Communication</li> </ul> <p><b>Total of 3 attachments required</b></p>	
<p><b>SECTION 4: WASTE MANAGEMENT</b></p>	
<p>While waste reduction and diversion initiatives provide an opportunity for building managers to reduce operational costs, it is also an area that can inspire the most engagement from occupants, further supporting the building's sustainability objectives.</p> <p><b>Describe the following:</b></p> <p><b>4.1 Policies, Plans &amp; Programs</b></p> <ul style="list-style-type: none"> <li>a. Include the building's waste reduction and diversion commitments.</li> <li>b. Describe the building's Solid Waste Management Program including strategies for source separation, collecting, handling, and storing all waste streams, as well as specialty diversion initiatives (e.g., reuse initiatives, e-waste, etc.)</li> <li>c. Describe the construction waste reduction program including objectives and types of materials targeted.</li> </ul> <p><b>4.2 Data Collection &amp; Analysis</b></p> <ul style="list-style-type: none"> <li>a. Provide the building's waste audit performed in the last three (3) years and completed by a competent professional.</li> <li>b. Provide the building's Diversion AND Capture Rate as calculated in the most recent waste audit.</li> <li>c. Describe the type of data (e.g., volume, weight) collected from waste contractors as part of regular collection services.</li> <li>d. Describe the analysis conducted to identify year-over-year waste reduction trends.</li> <li>e. Describe waste performance tracked in Energy Star using the waste and materials tool.</li> </ul> <p><b>4.3 Communication &amp; Training</b></p> <ul style="list-style-type: none"> <li>a. Describe how the results of the waste audit are shared with occupants.</li> <li>b. Describe the communication and training strategies in place to support the Waste Reduction and Diversion Policy, including type and frequency of tenant and staff engagement activities and staff/tenant training on proper use of waste infrastructure.</li> <li>c. Describe the staff and contractor training and communication strategies in place to ensure adherence to the construction waste reduction program.</li> <li>d. Describe how compliance is monitored and tracked.</li> </ul> <p><b>4.4 Innovation</b></p> <ul style="list-style-type: none"> <li>a. Describe the building's zero waste targets for ongoing operations or special events.</li> </ul> <p><b>Maximum of 1,750 words</b></p>	<p><b>10</b></p>

<p><b>4.5 Attach the following:</b></p> <ul style="list-style-type: none"> <li>a. Waste Reduction and Diversion Policy</li> <li>b. Solid Waste Management Program</li> <li>c. Waste Audit (performed in the last 3 years) showing the diversion and capture rates</li> <li>d. Waste report from Energy Star portfolio manager</li> <li>e. Sample tenant communication (optional)</li> <li>f. Construction waste strategy (optional)</li> </ul> <p><b>Total of 4 attachments required – up to 6 attachments allowed</b></p>	
<p><b>SECTION 5: PURCHASING &amp; INTERIOR FINISH</b></p>	
<p><b>Describe the following:</b></p> <p><b>5.1 Policies, Plans &amp; Programs (6 of 10 Points)</b></p> <ul style="list-style-type: none"> <li>a. Attach the Environmental Purchasing Policy and provide details such as how purchases are completed and quantified on 3 of the 5 following requirements: <ul style="list-style-type: none"> <li>i. Office Supplies: At least 50% of office supplies should carry a third-party certification from Forest Stewardship Council; or contain at least 10% post-consumer material; or at least 20% pre-consumer material; or at least 50% rapidly renewable materials; or use only rechargeable batteries.</li> <li>ii. Furnishings: Selection should be based on the following considerations: longevity, repairability, re-configurability, ability to be returned to the manufacturer at the end of its life.</li> <li>iii. Operations and maintenance products: Describe percentage of products used for building operations and maintenance that carry a third-party certification from EcoLogo, Green Seal or GREENGUARD</li> <li>iv. Materials and interior finishes: <ul style="list-style-type: none"> <li>• Describe procedures for construction materials and interior finishes for tenant and base building construction.</li> <li>• Describe percentage that carry a third-party certification from Green Seal, Green Guard, EcoLogo, Cradle to Cradle, ENERGY STAR, WaterSense, Forest Stewardship Council, Sustainable Forestry Initiative, or the Canadian Standards Association’s Sustainable Forest Management Standard, etc.</li> </ul> </li> <li>v. HVAC equipment: Describe percentage that is high-efficiency and meets ASHRAE 90.1, ENERGY STAR or WaterSense standards.</li> </ul> </li> </ul> <p><b>5.2 Engagement &amp; Training (3 of 10 Points)</b></p> <ul style="list-style-type: none"> <li>a. Describe how the Environmental Purchasing Policy is shared with building staff, and contractors.</li> <li>b. Describe how tenants are required to comply with specific environmental criteria favoring the use of environmentally preferred construction materials, interior finishes, equipment, furnishings etc. (e.g., via green lease, green design criteria handbook or other method).</li> </ul> <p><b>5.3 Innovation (1 of 10 Points)</b></p> <ul style="list-style-type: none"> <li>a. Describe how the Environmental Purchasing Policy supports circular economy principles.</li> </ul> <p><b>Maximum of 1,500 words</b></p>	<p><b>10</b></p>
<p><b>5.4 Attach the following:</b></p> <ul style="list-style-type: none"> <li>a. Environmental Purchasing Policy with preferred/required list of products</li> </ul>	

<ul style="list-style-type: none"> <li>b. Samples of recent purchases based on the environmental purchasing program</li> <li>c. Tenant Design Criteria manual or Green Lease</li> <li>d. Sample tenant communication (optional)</li> <li>e. Evidence of staff training (optional)</li> </ul> <p><b>Total of 3 attachments required – up to 5 attachments allowed</b></p>	
<b>SECTION 6: ENERGY &amp; WATER</b>	
<p><b>IMPORTANT:</b> All Entrants from all countries (where applicable) 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 within the last 12 months from ENERGY STAR® (stamped by a verifying engineer IF THE SCORE IS 75 OR GREATER.)</p> <p><b>Canadian Entrants must also provide the BOMA BEST certificate or letter. Any entrant that does not complete this step will not be eligible to compete at the Regional or International Level.</b></p> <p><b>If the SEP is not signed and stamped, entrant will only receive 3 points.</b></p>	<b>21</b>
<p><b>6.1 Benchmarking &amp; Performance Scoring (6 Points)</b></p> <p>Entrants will be scored based on their ENERGY STAR SEP score generate within the last 12 months:</p> <ul style="list-style-type: none"> <li>• Score &lt; 75: 3 Points</li> <li>• Score 75-84: 4 Points</li> <li>• Score 85-90: 5 Points</li> <li>• Score &gt;90: 6 Points</li> </ul> <p><i>*For multiple buildings, use weightage average based on square footage</i></p> <p><b>NOTE:</b> Verifying engineer’s signature and stamp is required for scores 75 or greater SEP’s without stamps will receive 3 points regardless of score shown on SEP.</p>	
<p><b>Describe the following:</b></p> <p><b>6.2 Provide a brief description of the following: (2 Points)</b></p> <ul style="list-style-type: none"> <li>a. A list of areas for which energy consumption data is available (i.e. all tenants, some tenants, interior common exterior common) and the type of energy used, (i.e. electricity, natural gas, other).</li> <li>b. Percentage of occupied gross leasable area for which you have energy consumption data (either through sub-metering or by other means). The data must represent consumption from the most recent 12-month period and must not be any older than the past 18 months.</li> <li>c. Describe how current energy consumption is being compared with consumption from past years and provide conclusions drawn from the analysis over a minimum of 1 year.</li> </ul> <p><b>6.3 Energy and Water Management Plan (2 Points)</b></p> <ul style="list-style-type: none"> <li>a. Describe the most recent building-wide Energy and Water Audit (include the date of completion and immediate actions taken based on the results).</li> <li>b. Provide an outline of energy and water conservation measures planned for implementation in the next 3 years.</li> <li>c. Describe building operations and maintenance procedures and how they contribute to energy and water conservation (e.g. preventative maintenance programs; equipment and system performance monitoring; water leak inspections; etc.)</li> </ul>	



**6.4 Energy and Water Consumption Monitoring (1 Point)**

- a. Describe tools used to monitor monthly consumption (e.g. spreadsheets, portals, monitoring programs with third parties, etc.)
- b. Describe any energy or water submetering in place.
- c. Compare current energy and water usage with past consumption and any reductions achieved.
- d. Describe the buildings' current energy and water reduction target(s).

**6.5 Education/Training (1 Point)**

- a. Describe energy and water conservation training programs for building operations and management staff in the last 2 years.
- b. Describe energy and water conservation training programs for tenants in the last 2 years.

**6.6 Energy-Efficient Features (1 Point)**

- a. Describe the type of lighting installed throughout the building.
- b. Describe any high-efficiency building equipment.
- c. Describe energy-efficient control strategies used on the BAS.

**6.7 Water-Efficient Features (1 Point)**

- a. Describe washroom fixture standards and note what percentage of fixtures are low flow. Include flush and flow rates.
- b. Describe any water-efficient features of the irrigation system.
- c. Describe programs to reduce the use of potable water (e.g. use of native/drought-tolerant plant species, capturing rainwater and re-using for irrigation or plumbing; etc.).
- d. Describe cooling tower water management program.

**6.8 Water Quality Program (2 Points)**

- a. Describe water quality testing program (frequency, parameters tested for, etc.)
- b. Describe any water treatment programs or water quality filtration systems (e.g. reverse osmosis systems, activated carbon filters, kinetic degradation fluxion filters, sedimentation filters, ultraviolet sanitation, etc.)

**6.9 Innovative Technologies or Programs (3 Points)**

- a. Describe any innovative technologies or programs in place that go above and beyond the industry standard to improve energy and/or water performance. Include measurable results, if available. *(Examples include: onsite renewable energy generation; real-time monitoring; demand response reduction programs; district energy systems; deep lake water cooling; heat/energy recovery systems; energy harvesting battery; ice storage system for load shedding; data analytics platforms; building-wide sensors connected to artificial intelligence platforms; etc.)*

**Maximum of 1,750 words**

**6.10 Attach the following:**

- a. Energy and Water Management Plan
- b. Most recent Energy and Water Audit Report
- c. Most recent Statement of Energy Performance and/or Official Letter from EPA or Energy Star Certificate of Achievements from ENERGY STAR® (2 Points)
- d. BOMA BEST Certificate or letter from BOMA Canada attesting certification (required for Canadian entries)
- e. Energy Star Certification (optional)
- f. Documentation relating to the innovative technology/program (optional)

**US Entries – Total of 3 attachments required – up to 5 attachments allowed**  
**Canadian Entries – Total of 4 attachments required – up to 6 attachments allowed**

**SECTION 7: STAKEHOLDER ENGAGEMENT**

**10**

**Note:** A Stakeholder is any person of interest or concern in the property, so this includes the Landlord, Property Management Team, Tenants, Vendors, and the Community.

**Describe the following:**

**7.1 ESG (Environmental, Social, Governance)**

- a. Describe the property-level ESG program or policy in place and how it is implemented.
  - i. If no ESG program, describe what programs management has in place at their property to align themselves with standard ESG best practices.
  - ii. Describe training or resources in place to educate the stakeholders on the policy/best practices such as webinars, company training, ownership guidelines, etc.

**7.2 Wellness**

- a. Describe policies management has implemented to create healthy work environments for employees and tenants and to promote sustainable communities.
- b. 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.
- c. Describe how stakeholders are actively engaged, such as with mental health webinars, yoga workshops, etc.
- d. 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.
- e. Describe available methods of alternate transportation such as trolleys, bus stops, carpool programs, bike racks, bike rentals, etc.
- f. Describe programs in place for management company employees that support wellness.
- g. 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.

**7.3 Community Engagement**

- a. Describe programs in place to encourage all Stakeholders to have engagement with local communities through building and tenant outreach as well as volunteerism. Examples include charitable contributions, volunteer programs, local causes, health issues, promotional events, etc. Include how long each program has been in place.
- b. Describe 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.

**7.4 Innovation**

- a. Describe innovative technologies or programs in place that go above and beyond the industry standard for ESG, wellness or community engagement. *(Examples include dedicated multi-purpose rooms; subsidized access to fitness; access to crop share; fresh food delivery services; access to restorative gardens; healthy food and beverage vending; subsidized vending, etc.)*

<b>Maximum of 1,750 words</b>	
<b>7.5 Attach the following:</b> <ul style="list-style-type: none"> <li>a. Sample of Stakeholder Communication</li> <li>b. Diversity Policy</li> <li>c. One Example of Community Engagement or Wellness Features (e.g., photo or flyer)</li> <li>d. ESG Policy (if any) (optional)</li> </ul> <b>Total of 3 attachments required – up to 4 attachments allowed</b>	

\*\*\*\*\* END OF APPLICATION \*\*\*\*\*

**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.

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