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SUBMISSION  
GUIDEBOOK

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BOMA BUILDING  
OPERATIONS AWARDS



The BOMA Building Operations and the standard of performance excellence which they represent have the proud support of the BOMA Calgary Board of Directors. These industry best practices should be the objective of all BOMA members. The Building Operations Awards allow us to celebrate the companies and individual success of our members. These successes establish members as leaders in their industry and the individual, who by setting examples; carry their companies to even greater accomplishments.

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

Building Operations Awards are presented in the following categories:

- Building Operator of the Year
- Chief Engineer of the Year
- Building Operations Team of the Year

## ELIGIBILITY

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

## TO ENTER

Applicants are asked to forward a completed Building Operations Award registration form to BOMA Calgary. The judging panel will contact applicant(s) to set up an interview.

## SUBMISSION DEADLINE

Application deadline is 4 p.m. 31 January 2012 and all submissions must be completed and presented to BOMA Calgary by 4 p.m., 2 March 2012.

## RECOGNITION

The BOMA Calgary Building Operations Awards will be presented at the BOMA Calgary Celebration of Excellence Dinner to be held in May 10, 2012.

## REGISTRATION FEE

### 2012 Fee \$250

Fee includes:

- Professional Photo of Nominee
- Promotion through BOMA publications and website



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## OPERATOR OF THE YEAR AWARD

**Building Operator of the Year** is defined as: job tasks involving maintenance of equipment, scheduling of preventative maintenance, and general knowledge of building operations. Nominees should have a Building Operator “B” Ticket or equivalent.

To be judged on their abilities to perform tasks such as:

- Preventative maintenance
- Daily operating duties
- Water treatment
- WHMIS
- Maintenance of mechanical and control systems

**Verbal question and answer session:** 80% of overall score.

The “open question and answer” session will enable you as a nominee to have the opportunity to meet the evaluators first hand and answer questions related to your category. This session is intended to help the evaluators understand Building design and total building operation. The date for this session will be provided after the nomination-closing deadline. Scoring on this section will be based on 5-point system, 5 being highest.

**Topics will include:**

- Life Safety & Fire
- Electrical systems
- Water treatment
- Mechanical control systems
- Preventative maintenance
- Heating & cooling systems
- Mechanical equipment
- WHMIS
- Air handling systems

**The site tour evaluation:** (20% of the overall score)

The evaluators have a first hand opportunity to observe and score the Operators on a 10-point system, 10 being highest.

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## OPERATIONS CHIEF ENGINEER OF THE YEAR AWARD

**Chief Engineer** is defined as: job tasks similar to the Building Operator with additional administrative duties such as energy management, budgets, organizing building operators and support staff.

To be judged on their abilities to perform such tasks as:

- Administrative skills
- Energy management
- Budgets
- The implementation of department operation procedures

**Verbal question and answer session:** 80% of overall score.

The “open question and answer” session will enable you as a nominee to have the opportunity to meet the evaluators first hand and answer questions related to your category. This session is intended to help the evaluators understand Building design and total building operation. The date for this session will be provided after the nomination-closing deadline. Scoring on this section will be based on 5-point system, 5 being highest.

**Topics will include:**

- Life Safety & Fire
- Electrical systems



- Water treatment
- Mechanical control systems
- Preventative maintenance
- Heating & cooling systems
- Mechanical equipment
- WHMIS
- Air handling systems
- Supervisory skills
- Goals and objectives
- Energy management
- Budgets
- Training - commitment to life-long learning

**The site tour evaluation:** (20% of the overall score)

The evaluators have a first hand opportunity to observe and verify your knowledge of your building. Scoring on this section is based on a 10-point system, 10 being highest.

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### OPERATIONS TEAM OF THE YEAR AWARD

**Topics will include:**

- Team contribution to mission statement; goals and objectives
- Building regulations and enforcement
- Policies and procedures
- Professional development and training
- Cost control, purchasing/procurement control
- Purchasing control, authorization, budget tracking, variance control forecasting
- Security control, incident and accident reporting
- Outside contract control and management
- Tenant and staff communication
- Tenant request performance monitoring and measuring
- Team approach to service and overall performance, cost reduction, operating efficiency
- Tenant service model
- Energy management initiatives and opportunities
- Emergency preparedness and disaster planning
- Job hazard assessment methods
- Safety training and procedures
- Health and safety documentation
- Organizational team building
- Community service

**Verbal question and answer session:** 80% of overall score.

The “open question and answer” session will enable nominees to have the opportunity to meet the evaluators first hand and answer questions related to your category. This session is intended to help the evaluators understand building design and total building operation. The date for this session will be provided after the nomination-closing deadline. Scoring on this section will be based on 5-point system, 5 being highest.

**The site tour evaluation:** (20% of the overall score)

The evaluators have a first hand opportunity to observe and verify knowledge of the building. Scoring on this section is based on a 10-point system, 10 being highest.



**REGISTRATION FORM**

*Yes, I'm interested in applying for the Building Operations Awards!*

Deadline for formal submissions is 4 p.m. March 2, 2012

- \* Prior to your interview you will be required to submit a brief biography for introduction at the awards dinner.
- \* A 3 - 4 hour personal interview and a tour of your building will take place in February/March 2012.

Building Operations Awards Categories:  
(Select the categories for which you are entering)

- Building Operator of the Year
- Chief Engineer of the Year
- Building Operations Team of the Year

Company Name: \_\_\_\_\_

BOMA Member: \_\_\_\_\_

*(Applications must be submitted by a BOMA Calgary member in good standing.)*

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Has your company/property received an Operations Award in the past?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (Year) \_\_\_\_\_

The \$150.00 (plus GST) per entry registration fee is paid with:

- Cheque (payable to BOMA Calgary)
- VISA
- MasterCard

Name on Credit Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

**Deadline for  
submissions 4 p.m. 31  
January 2012**

Complete the form and  
email, mail or fax to:

BOMA Calgary  
Suite 120, 4954 Richard Rd.  
SW  
Calgary, AB  
T3E 6L1

For more info, please  
contact Lia Robinson  
Email:  
[lia.robinson@boma.ca](mailto:lia.robinson@boma.ca)

Tel: 403.237.0559  
Fax: 403.266.5876

