

2024

Building Operations Team

AWARD

SUBMISSION GUIDEBOOK



2024 BUILDING OPERATIONS TEAM AWARD

TABLE OF CONTENTS

GENERAL INFORMATION

- Introduction 3
- Important Dates 3
- Terms & Conditions 3
- Registration Information 4
- Eligibility 4
- Procedure 4
- Registration Fees 4

SUBMISSION GUIDELINE

- Requirements 5

ONSITE / MANDATORY DOCUMENTS

- Interviews 5
- Summary of Judges' Scoring 5

COMPLETE GUIDEBOOK

- Written Submission & Supporting Attachments 6
- BOMA NB/PEI 2024 Building Operations Team Award –
Judging Sheet (Building Operations)..... 7

All questions regarding the 2024 BOMA NB/PEI Awards should be addressed to:
Executive Director at (506) 384-2483 or e-mail: staff@bomanbpei.com

General Information

Introduction

The purpose of the Building Operations Team Award celebrates the success of the Team that shows a high level of expertise in scheduling preventive maintenance; improving general building operations; and ensuring maximum energy efficiency.

Important Dates

January 9, 2024	Call for Entries
March 22, 2024	Deadline for submissions at 5p.m.
March 25 to April 5, 2024	Evaluation of submissions and building visits by judges
April 25, 2024	Winners recognition will be announced at our 2021 Awards Breakfast- Moncton, NB
April 26, 2024	Winner recognition sent out (via e-notice, LinkedIn, Twitter and Facebook)
July 15, 2024	Deadline for submissions to BOMA Canada
September 26, 2024	National BOMA Awards Gala during BOMEX 2024 in Vancouver BC.

Terms & Conditions

By applying to the Building Operations Team Award program, you acknowledge and accept the following terms and conditions: Judging results are independently verified by BOMA NB/PEI. All results are final and are not subject to appeal. Judges are industry representatives who volunteer their time and expertise for this program. The BOMA NB/PEI Awards Committee that establishes our criteria is also comprised of industry representatives. Any concerns or issues with regards to the judging of submissions must be made known immediately to the BOMA NB/PEI office prior to the judging audit or the results being provided to the entrant.

General Information (continued)

Registration Information

- The first step is to register online at www.bomanbpei.com
- When your registration is done, you will get the instructions for the next steps
- The applicant must work on completing their full submission in accordance with this guidebook
- Once finished all completed submissions (including applicable attachments) can be sent by email to:
 - Executive Director at staff@bomanbpei.com
- Only the accredited judges and BOMA NB/PEI management will have access to those documents

Procedure

- Carefully read the entry requirements / guidebook
- Compile the required documents and information
- Ensure to proof read your submission for typos and grammar
- Make sure all photos are high resolution
- Respect the deadlines

Eligibility

- The company must be a BOMA NB/PEI member
- Operations teams, property management companies, and owners may enter
- The team must be in charge of the operation and daily maintenance of the building(s)
- A company with more than one building may enter multiple entries but only one team per building is eligible. Each Team must be made up of different people.
- Judging will be based on your written submission and meeting of all requirements
- **This is a local award only.**

Registration Fees

- Fee: \$150 + HST
- E-transfer to staff@bomanbpei.com
- Credit Card by calling (506) 384-2483 (processing fee may apply)
- Cheques must be made payable to:

**Building Owners and Managers Association of New Brunswick Inc.
P.O. Box 1, Stn Main
Moncton, NB E1C 8R9**

Submission Guidelines

Requirements

As a part of the BOMA NB/PEI sustainability initiative, electronic submissions are preferred and encouraged; in PDF format, only. Complete submission can be sent by: email to Heather Ferguson at staff@bomanbpei.com

The following items will be required as part of your **formal entry package**:

1. A cover sheet stating the following must be included:
 - Names & Titles of People on the Team
 - Company name
 - Building Name(s)
 - Applicant's name & contact information for all correspondence.
2. Sections A and B below describe the components to be addressed in writing. Ensure that the **written submission does not exceed the maximum number of 1500 words**. You are encouraged to include any additional information that you feel will assist the judges (as long as it does not exceed the maximum number of pages permitted).
3. Submissions must be made on company letterhead using your company standard issue presentation covers.
4. A digital vector line or high-resolution JPG/TIFF copy of your corporate logo and Team must be provided via email to staff@bomanbpei.com

Onsite / Mandatory Documents

“Team” Interviews

A survey will be conducted by the judges of your client(s) or employees and contractors.

They survey questions will be based on Sections A & B

- Provide client name(s), position, and contact number
- Which type of maintenance you provide:
 - Predictive and preventive maintenance - procedures conducted to the manufacturing specifications with frequent inspections, adjustments, lubrication, and parts replacement according to a planned maintenance schedule.
 - As needed or occasional maintenance - some parts replacement but not on a fixed schedule, emergency repairs, start-up/shutdown procedures and planned major and unplanned minor overhauls

Entrants will be contacted by the judges to arrange a site visit, which will last approximately 1 hour. All mandatory documents must be included with the submission or available for review during the site visit.

Summary of Judges' Scoring

Judging of the entry will be based on your written submission and meeting all the submission requirements as listed on page five and six.

The total potential score is 70 points, as outlined at the end of this document. A minimum of 70% or 49 points must be earned to be eligible. Please refer to the judging sheet on [page 7](#).



COMPLETE GUIDEBOOK

Written Submission & Supporting Attachments

SECTION A : WRITTEN SUBMISSION

Your written submission should support the bullets below describe the components to be addressed in writing.

Ensure that the written submission does not exceed the maximum number of 1500 words.

Supporting documentation must be provided, demonstrating evidence on how the selection criteria have been achieved.

This documentation, when combined with the written submission, should not exceed the maximum number of pages permitted (**3 including the cover sheet**)

• Award nominees will be evaluated on:

- By-laws, Building Codes and Regulations

- Maintenance

- Energy Management

- Tenant Services

- Team Synergies

-Other

SECTION B : QUESTIONNAIRE

Please answer the following questions as they apply to your company. Collectively all questions noted below totals a score of 70 points (as indicated in brackets).

Safety

- Is there anything above and beyond the norm that occurs at the safety training and/or meetings for the employees? Describe.
- Describe how Fire and Smoke Systems are maintained.

Mandatory Documents:

- OH & S Meeting Minutes
- Annual Fire & Safety Compliance Testing
- Proof of WHIMIS/MSDS Compliance
- Emergency Preparedness Plan
- How does the team keep up to date on all things related to Workers Compensation Board or WorkSafe regulations?

By-laws, Building Codes and Regulations

- How do you ensure all building by-laws and building codes are met
- How do you comply with all Technical Safety Authority regulations including the Boiler, Pressure Vessels & Refrigeration, Electrical, Elevator and Gas regulations?

Mandatory Documents:

- Elevator Maintenance Log

Maintenance

- What is the team doing above and beyond the norm to oversee and/or maintain: Mechanical control systems; Electrical systems; Water treatment; Other
- Describe how the team performs lighting maintenance to the company's standards and tenant standards.
- What is the process for monitoring custodial work and supplies?

Mandatory Documents:

Waste Management & Recycling Plan

Energy Management

- How does the team monitor energy consumption?
- What is the biggest energy management opportunity in your building(s)? Why?
- Does anyone on the team advise the Owner's Senior Property Manager of energy saving opportunities? If yes, describe a time when this was done.

Tenant Services

- Describe the procedure for dealing with tenant complaints/service requests.
- How does the team make sure tenants are satisfied?

Mandatory Documents:

- Tenant Manual
- Tenant Work Order System

Team Synergies

- Describe how team building is encouraged.
- How is everyone on the team informed of any changes?
- How do people on the team show leadership?

Other

- How is the Property Manager kept informed on the progress of construction/renovation projects?
- List any designations or certificates that people on your team have that are related to their job.

- Describe a program or idea that came from someone or several people on the team that either improved the operations management of the facility, or resulted in
- measurable improvement. It must have been completed by a team member.

BOMA NB/PEI 2024 Building Operations Team Award – Judging Sheet

Company: _____ Local: _____

Name of Building Operations Team : _____

CRITERIA		SCORE	SCALE	COMMENTS
A	Safety		10	
B	By-laws, Building Codes & Regulations		10	
C	Maintenance		10	
D	Energy Management		10	
E	Tenant Services		10	
F	Tenant Synergies		10	
G	Other		10	
TOTAL			70	

Judges: _____ Date: _____