



PRIX BOMA AWARDS
2023 | 2024

BOMA AWARDS

2023-2024

PREPARING YOUR SUBMISSION – HELPFUL HINTS

BUILDING OF THE YEAR CATEGORIES

The following items present the greatest challenge and /or misunderstanding OR are often missed by applicants.

BEST PRACTICES FOR ALL CATEGORIES:

- Follow the guidelines.
- Carefully check eligibility requirements.
- Attach all required documents.
- Get buy-in from staff, landlord and anchor tenant.
- Involve staff from different departments (marketing, engineering, leasing, human resources) to gather the required information.
- Involve suppliers, who can provide you with information specific to the equipment used in your buildings.
- Good training tool; integration of new staff.
- Provide as much details as possible: this is an opportunity to highlight what is special about your property and what sets it apart from all others.

APPLICATION PROCESS / CATEGORIES / ELIGIBILITY

Common omissions:

- a. New buildings do not have the required 12 months of operation.
- b. The requirement for office space is not met.
- c. The occupancy requirement (50%) is not met.
- d. The total number of renovations required for the «Renovated Building» category is missing.
- e. Ensure that the “BOMA BEST” certification is in effect throughout the process at the local, national, and international levels.
- f. Typos.

COMMUNITY IMPACT

Common omissions:

- a. Include only corporate initiatives rather than initiatives specific to building and property management;
- b. Mistaking community impact with tenant relations or vice versa.
- c. No quantification of furniture donations to schools, churches, non-profit organizations, etc. No mention of number of volunteers.
- d. No information on taxes, based on location.
- e. No number of employees or number of employees of vendors and contractors.
- f. No number of years of programs in place and improvements made over the years.



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TENANT RELATIONS

Common omissions:

- No tenant survey results with action plans.
- No letters from tenants.
- No published newsletters included. Even if there is no formal newsletter, include any descriptions of events, tenants, programs, etc. Consider how to create eye-catching emails describing activities on the property's premises.
- No explanation of the work order program.
- Upload the same flyer for tenant relations and for community services (e.g., use blood drives to meet the requirements of both sections).

NOTE:

This is a category where each of the attachments listed must be uploaded. Opportunity is lost, otherwise.

ENERGY CONSERVATION

Common omissions:

- This is about energy conservation, not sustainability. Follow the guidelines, preferably in order.
- Costs and energy savings should be quantified in dollars and energy metrics, preferably for each initiative described.
- It is important to follow the guidelines and organize the sections accordingly.
- Attach an energy performance report, letters, etc. or BOMA BEST; attach only the required documents as described in the guidelines.

ENVIRONMENTAL/REGULATORY/SUSTAINABILITY/HEALTH AND WELL-BEING (NEW IN 2023)

Common omissions:

- Follow the guidelines and separate each section. You must describe a minimum of seven programs: three related to environmental and regulatory issues, three related to sustainability, and provide a waste management plan.
- Each section has equal point value.
- Insufficient quantification.
- Description of compliance with regulations is missing; do not overlook older ones such as smoking, storage of hazardous materials (WHMIS, CNESST, OSHA, etc.).
- Know the difference between environment and sustainability (neither represents energy savings).
- No waste audit or failing to describe the waste management plan.
- Fail to optimize the description of the pandemic plan. Include health and wellness initiatives.

LIFE SAFETY/SECURITY

Common omissions:

- No description regarding emergency preparedness, life safety, or general safety.
- Fail to describe systems as noted in the Building Standards section. Describe policy and procedures.
- Do not forget the requirements for the automated external defibrillator (AED) or ADA plan. Attach the policy regarding the AED, ADA plan, etc.
- Include tables of contents of manuals regarding emergency preparedness and safety.
- No disaster preparedness plans.

EDUCATION SESSIONS

Common omissions:

- Use only corporate training instead of staff-initiated training.
- No description of BOMA training, webinars attended.
- No corporate organization chart.
- No employee qualifications and description of future training goals, such as degrees.
- No courses taken by each department, including engineering, safety, housekeeping, etc.

IMPORTANT – BOMA 360

Buildings that will win an award at the local level and wish to enter the national level competition must first obtain the BOMA 360. For details and to register, see

www.boma.org/BOMA/Recognition-Awards/BOMA_360_Performance.aspx

PINACLE AWARDS

- First, It is important to read the eligibility criteria to choose the category that applies to you.
- Fill the registration form and send it to BOMA Quebec with your payment.
- Gather all the documents and information requested in the «eligibility criteria» document.
- Do not exceed the number of pages and photos.
- Judges may contact clients and employees whose contact information has been provided in the application document.
- Do not hesitate to call upon a professional photographer and/or writer