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June 18, 2009

Re: 2009-2010 TOBY Call for Entries

Dear BOMA Member:

Denver Metro BOMA will recognize property management excellence at the annual TOBY Awards Celebration on Friday evening, November 6, 2009. Imagine your peers cheering, cameras flashing and the excitement of walking towards the awards podium when your winning team accepts their 2009 TOBY! Be part of the celebration this year – enter your building. We encourage everyone to compete for this prestigious award. Can we count on your entry?

Entering your building is simple and hassle-free. Entries fall into fourteen categories based upon building types and square footages. Local entries need only provide a Property Information Guide and an application with entry fees. Judging takes place on a flexible schedule within a two-week time period—August 28 – September 11, 2009. The deadline for entering your building is Friday, July 31, 2009

Local judging criteria continue to emphasize Management Excellence with a “budget neutral” directive. This means all buildings are valued for their total management operations and not only enhanced aesthetics. What’s exciting about winning is that you and your team are recognized for an overall quality, professional job. What an honor!

Winners will be announced at the TOBY Awards Celebration being held November 6, 2009. Local winners are invited to advance to the regional level competition, which will be held at BOMA International’s Winter Business Meeting in January 2010. And for the crème-de-la-crème who advance to the international level, awards will be announced at the BOMA International Convention in Long Beach, California in June 2010.

We look forward to having your building entered in the TOBY competition this year. Good luck!

Sincerely,

Handwritten signature of Kit McPhail-Bowman in black ink.

Kit McPhail-Bowman
Immediate Past President

Handwritten signature of Jeannie Bernard in black ink.

Jeannie Bernard, CAE
Executive Vice President

2009-2010 TOBY AWARDS PROGRAM

“The Best of the Best”

BOMA has been recognizing and rewarding those who have achieved the highest standards in commercial building management for more than 20 years. The Office Building of the Year (TOBY) is the standard by which all buildings and property management teams are judged.

Why do building owners and property managers enter the TOBY competition?

- Everyone who enters the TOBY competition is a winner—not only the buildings, but the management teams as well.
- At each of three levels—local, regional and international—winners are recognized by their peers and throughout the commercial real estate industry.
- All entered buildings receive publicity while winners will get special recognition in the press, through the BOMA organization and in the industry.
- Building property managers will have an outstanding tenant retention manual in the form of compiled entry information materials.
- Building owners will know that their properties meet the highest commercial real estate industry standards.
- Each building will receive a free comprehensive review as well as constructive feedback from the judging team.

The Benefits to Owners of Winning a TOBY Award:

- Winners will receive local and national press coverage, recognition in trade publications, business journals and newspapers.
- Winners will have an outstanding leasing message for prospective tenants and renewals.
- Tenants will share the pride in their office building being selected **The Office Building of the Year**.
- Winners will get recognized at local, regional and international levels.
- Winners will garner recognition for their building from other industry professionals.

Simplified Entry and Judging Process:

- There is low cost involved, and a simplified process in getting the building competition-ready (no book required).
- Regional judging is now online—entrants will realize a savings since no printing or shipping of binders is required.
- Local Winners can be judged in the regional and international competition by people from all over the world from a variety of specialized backgrounds.

The international winners will be recognized at BOMA International’s Annual Conference and the Office Building Show in Long Beach, California, June 27-29, 2010. Your building and your management team are winners. Take it to the next level, *be the “Best of the Best”---Become a TOBY winner.*

TOBY Testimonials

“Winning the TOBY in the Suburban Office Park Mid Rise category in 2005 was a tremendous professional and personal accomplishment. If you were to ask me why I would want to take the time and energy of my staff and vendors to commit to this level of competition, I would respond as follows: 1) Landlord pride, encouragement and support during the process and after receiving such a prestigious award; 2) Tenant pride in knowing that their property has achieved excellence; 3) Marketing the property as a TOBY award winner sends a strong message to prospective tenants; 4) The staff worked arduously together as a team, along with our vendors, to accomplish this recognition. We learned so much about one another and ourselves and we viewed our property in a new light; and 5) Being recognized by our peers for our management excellence is the ultimate compliment! There is nothing sweeter than the TOBY “Oscars”!

- *Susan Nord, RPA, Senior Real Estate Manager
Frederick Ross Company*

“Once we made the commitment to enter, everyone became focused on the goal, which inspired indescribable teamwork. With just over the minimum square footage for our category, we believe we are a testament to the fact that the TOBYs are not a contest about the largest or most glamorous building - the TOBYs are about quality in service and excellence in management. To be awarded this honor by our peers in the industry is the greatest accomplishment one can receive.”

- *Jeani J. McDowell, CPM, General Manager
Cushman & Wakefield of Colorado*

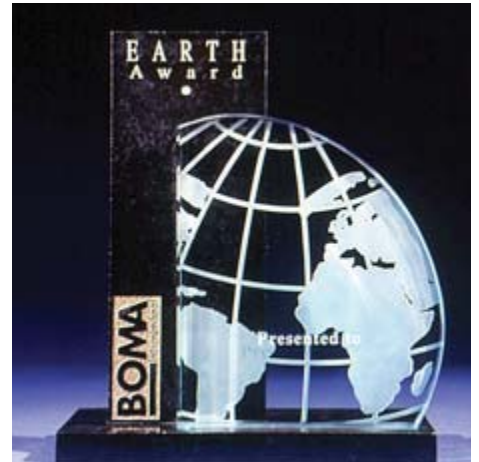
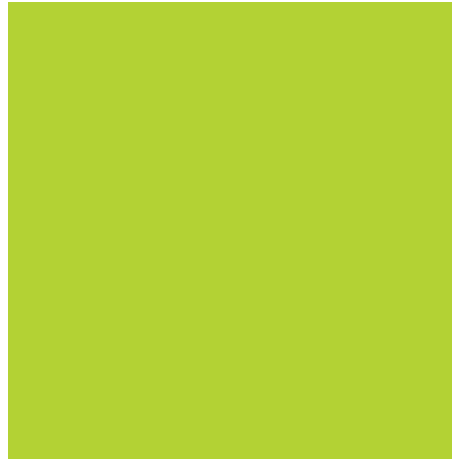
“Winning a TOBY award is humbling; it measures your accomplishments while giving you a road map to improve and grow. The sense of pride this process gives your team members is priceless and you will learn more about your team’s ability than you ever thought. I don’t care if it is a one-million square foot high-rise or a small industrial building, YOU HAVE TO DO THIS just once in your career in Property Management!”

- *Shawn Murphy, Vice President & General Manager
Grubb & Ellis Management Services*

“Are you kidding, I don’t have time to do what is required to submit a building into TOBY.” Then I went to the first introductory meeting, I met previous TOBY winners, talked to the mentors, and I was far more confident and convinced this was the right thing to do for my career and owner. My staff, vendors, and tenants embraced the process and supported me one hundred percent. The excitement was overwhelming for all involved from the beginning to the end as the entire team diligently worked together to show our buildings at their best. The achievement of winning a TOBY stays with you for your entire career. Your company, peers and family will all share that feeling of pride and accomplishment as a result of earning this exceptional reward for doing what we do best each and every day.

- *Jane Montgomery, RPA, Operations Manager
First Industrial Realty Trust*

Rewarding Excellence in Building Management



BOMA International

The Office Building of the Year (TOBY) Awards 2008-2009 Entry Requirements



Securitas...the official sponsor of the TOBY Awards

CATEGORIES

1. Under 100,000 Square Feet*

Any and all office buildings with at least 50% office area are eligible.

2. 100,000 - 249,999 Square Feet*

Any and all office buildings with at least 50% office area are eligible.

3. 250,000 - 499,999 Square Feet*

Any and all office buildings with at least 50% office area are eligible.

4. 500,000 - 1 Million Square Feet*

Any and all office buildings with at least 50% office area are eligible.

5. Over 1 Million Square Feet*

Any and all office buildings with at least 50% office area are eligible.

6. Renovated Building

Must be at least 15 years old and have maintained occupancy during the renovation process. Renovation can encompass: rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure), modernization (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions), and remodeling (changing the plan, form or style of a structure to correct functional or economic deficiencies).

In order to be eligible, a minimum of five of the following work projects must be completed by June 2009:

- New roof
- New boilers/HVAC system
- Cleaning building exterior
- New street level facade
- New electrical system
- New sprinkler system
- Upgrade elevator system components, incl. cabs
- New security systems
- Re-do main lobby
- Re-do toilets to comply with codes

The building must enter the TOBY program within five years following substantial completion of the renovation project/s, to be eligible for this category.

7. Historical Building

Must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion.

8. Corporate Facility

Must be a single-use facility at least 50% occupied by the corporate entity—includes government agencies and private enterprises.

9. Medical Office Building

Must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for physician offices. The remainder of space could be dedicated for other medical uses such as ambulatory surgery centers, catheterization labs, sleep clinics, etc. Patient stays must be less than 24 hours (but could occur within any 24 hour period).

10. Government Building

Must be government-owned and at least 50% occupied by government entities; local, state, provincial, or federal.

11. Suburban Office Park (Low-Rise)

Two or more buildings, at least one of which is one to five stories in height, that occupy a land greater than five acres and are located outside of the central business district.

12. Suburban Office Park (Mid-Rise)

Two or more buildings, at least one of which is six to 10 stories in height, that occupy land greater than five acres and are located outside of the central business district.

NOTE: If a suburban office park is comprised of both low- and mid-rise buildings, the park must enter in the mid-rise category.

13. Industrial Office Park

Two or more buildings, comprising a total project, that are one to two stories in height, with more than 5% and less than 50% office area. Building(s) must have a loading dock, roll-up or sliding rear door(s) for loading, with no common lobby or corridors except for restroom vestibules and utility or fire equipment access.

NOTE: Area will be rentable area of the building using the BOMA/ANSI Standard Method for Measuring Floor Area in Office Buildings.

14. Earth

Recognizes building management teams that preserve and enhance the internal and external environment through an all-around “green” program. Any and all office buildings with at least 50% office area are eligible.

*As measured by BOMA standards.

ELIGIBILITY

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.

NOTE: At-Large entries, entries that are outside the jurisdiction of a local association, must submit their portfolio directly to their region using BOMA International’s TOBY Web site at www.boma.org/toby for regional judging and must notify their regional awards chair of their intention to compete.

2. All portfolios must score at least 70% to advance to the next level of competition.

3. The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA International in order to compete at the regional and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.

4. The building may not have won in the same category at the international level during the last 5 years. The building may not have won in a different category at the international level during the last 3 years.

5. The building must be at least 3 years old from the date of occupancy of the first tenant by June 2009.

6. At least 50% of a building's space must be used as office space to be considered for all categories except the Industrial Category which must have more than 5% and less than 50% office area as measured by BOMA standards.

7. Each building may enter in only one category.

8. Earth Award entries must be ENERGY STAR® rated and must have elected to share their data with BOMA International in the ENERGY STAR online portfolio manager.

NOTE: Beginning in the 2010 - 2011 season, all TOBY entries will be required to be ENERGY STAR rated and to share their data.

9. 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. All entries must disclose whether their entry is a single building or multiple buildings.

ENTRY FEES

LOCAL ENTRY FEES

A local competition fee may be applicable, entrants should check with their local association concerning fees and how and where to send them.

REGIONAL AND INTERNATIONAL ENTRY FEES

1. A total of \$300 in entry fees will be paid to BOMA International for each submission entering the regional competition. These fees will be collected during the online submission process. Fees are broken down as follows:

a. A \$25 data-submission fee will be collected for each building added to the online system. Buildings may be added regardless of whether they have won at the local level or not. Adding a building does not enter that building in the regional or international competitions.

b. A \$275 entry fee must be paid in order to submit a building for consideration in the regional and international competitions.

2. An additional regional competition fee may apply. If applicable the regional competition fee will be collected online along with the \$275 entry fee above.

NOTE: All entries must be submitted and fees received prior to your region's submission deadline in order to compete. Regional deadlines will be posted on www.boma.org/toby.

JUDGING

1. Judging will occur at local, regional and international levels.

2. Building inspections must take place at the local level of competition.

3. Each BOMA local association may submit one building in each category to the regional panel of judges.

4. Each regional panel of judges may submit one building in each category to the international panel of judges (ties are not allowed).

5. Judging at the international level will occur in April 2009. Competition results and awards for the International winners will be presented at the BOMA International Conference in Philadelphia, Pennsylvania, June 28-30, 2009.

NOTE: All TOBY trophies not paid for by the regional and international entry fees (i.e.: local trophies and local, regional, and international trophy duplicates) must be paid for prior to delivery of merchandise.

DATES AND DEADLINES

1. Contact your BOMA local association for local deadlines.

2. Regional judging will take place at the discretion of each region. Contact the regional awards chair or regional contact for exact dates. All fees must be received prior to your region's submission deadline in order for your entry to compete.

3. Regional winners will be submitted by each region to BOMA International by April 18, 2009.

4. Updated Entry Requirements will be presented for review and approval each year at the BOMA International Conference. The final version will be released 2 weeks after the close of the conference.

5. BOMA International's TOBY Web site (www.boma.org/toby) will begin accepting entries for each new season approximately 1 month after the close of the BOMA International Conference.

GLOBAL REQUIREMENTS

Building Registration Information: Category, building name, address, year built, year renovated (if applicable), owner, management company, building manager, BOMA member name and member number, as well as the name, phone number, e-mail and address of the person who will receive all correspondence. All entries must disclose whether their entry is a single building or multiple buildings.

Photograph Requirements

- File Type: JPEG
- Minimum Dimensions: 1200 pixels per side
- Maximum File Size: 2mb

Supporting Document Requirements

- File Type: PDF
- Maximum File Size: 5mb

Descriptive/Summary Text Requirements

- Maximum Character Count: 8000 (unless otherwise specified)

NOTE:

Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.

NOTE:

Text within required supporting documents does not count against character limits.

RECOMMENDATION:

Text should be created in Word, or other similar program, and then copied and pasted into the text box.

PORTFOLIO SPECIFICATIONS CATEGORIES 1 - 13

The following information must be provided electronically using BOMA International's TOBY Web site (www.boma.org/toby) to be considered for both the regional and international competitions. Strict adherence to the portfolio specifications listed herein is required.

Local entries, check with your BOMA local association for local submission requirements.

1. Building Description:

Provide a summary of the physical description of the building(s) and property.

Maximum of 1625 characters (approximately 250 words).

2. Building Standards:

The Building(s) Standards should be designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international levels does not include a physical inspection of the building(s) and property. Include the following: Building Name, Number of Floors and Floor Plate Square Footage, Number of Acres and an Exterior Building Description (type of facade, windows, roof etc). Next provide single paragraph descriptions of the following:

1. Lobby/Atrium Standard finishes
2. Corridor Standard Finishes
3. Restroom Standard Finishes
4. Typical Tenant Suite Standard Finishes
5. Utility Distribution
6. Elevators
7. HVAC Distribution System
8. Fire Life Safety Systems
9. Loading Dock & Parking
10. Emergency Generator/Back up Power.

Maximum of 6,500 characters (approximately 1,000 words).

NOTES:

Renovated Building: The Building(s) Standards

section should start with a summary explaining the renovation work completed.

Industrial Office Park: Entrants should include ceiling height, weight loads, truck/rail access, bay areas, design flexibility, etc.

3. Competition Photographs:

Provide the following photographs of your building(s):

- 2 exterior
- 1 interior (lobby and hallways)
- 1 standard tenant area
- 1 central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 additional photographs, the subject matter of which is the entrant's choice

NOTES:

Industrial Office Park: This category requires the following photographs to be submitted:

- 2 front exterior of the building(s),
- 1 rear exterior of the building(s),
- 1 interior of the office
- 1 interior of the warehouse.
- 2 additional photographs, the subject matter of which is the entrant's choice

Renovated Building: An additional 12 photographs displaying building features "before and after" renovation are permitted. One "before" photo for every "after" photo of the exact same location is necessary.

4. Award Ceremonies Photograph

In addition to the competition photos, all regional and international entries must submit one high resolution (minimum 300 dpi) 11" x 14" color JPEG (JPG) of the building's exterior for display at the awards ceremonies. This will be submitted online along with the rest of the entry materials.

5. Typical Floor Plan and Site Plan.

Provide a floor plan for your building showing your main lobby as well as two additional typical floor plans. Include a site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. Floor plans may be submitted in PDF or JPEG (JPG) format.

NOTE: Building Description, Building Standards, Photographs and Typical Floor Plan and Site Plan sections make up 5 of the total points. Point allocations may differ at the local level.

6. Community Impact (15 Points)

Provide a written description of the building management's impact on the community. For example: jobs provided (as a direct result of the building's existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other transportation improvements. 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, please describe. When describing the current year's events, please note programs and how long they have been in place. In addition, please describe how the building management's efforts in this area have helped make the property a benefit to the local community.

A maximum of three PDF attachments reflecting the events being described are allowed.

NOTES: This area should not be confused with Tenant Relations. Please indicate services that relate to the community and not to the tenants.

Industrial Office Park: Entrants may also include the building's compatibility with neighboring properties and how the building affects traffic.

7. Tenant Relations (15 Points)

Provide a summary of the Tenant Relations efforts and/or programs sponsored by building management within the last 12 months. Describe all proactive efforts on the part of management working with Tenants such as forms of communication as well as your maintenance service request process and procedure. Describe tenant amenities available such as health facilities, childcare and food service. Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results. Provide an explanation of the major findings and the action/s management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and "popular" procedures and activities were maintained.

Each entry may provide up to 3 samples of tenant appreciation letters (PDFs), 2 newsletters (PDFs), 3 photographs (JPEGs) reflecting the events being described and the table of contents from their tenant manual (PDF). Please do not include the entire manual.

NOTE: Corporate Facility: Employees are considered tenants and you may include the table of contents of your tenant information manual or guidebook in addition to the summaries described above.

8. Energy Conservation (20 Points)

8a. Building Staff Education

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel about the importance of and methods for energy conservation. This may include encouraging or requiring participation in BOMA Energy Efficiency Program, ENERGY STAR® training sessions, pursuing industry certification and professional development programs.

8b. Building Operations and Maintenance

Describe your building maintenance procedures and how they contribute to energy conservation. This should include consideration of the following:

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

8c. Building EMS Monitoring

Energy Management Systems (EMS) are often underutilized in commercial buildings. When fully engaged, they are powerful tools for improving the performance of HVAC and lighting systems and conserving energy. Describe the EMS in place in your building and the degree to which you use it to reduce the building's energy consumption.

8d. Additional Certifications/Awards

Describe other certifications and/or awards you have received that relate to energy conservation.

BONUS POINTS:

8e. ENERGY STAR® Performance Rating

Benchmarking allows you to obtain an accurate picture of a building's energy performance and establish a baseline against which to measure improvements. Entries that have an ENERGY STAR rating of 60 or higher, using the EPA ENERGY STAR rating system at www.ENERGYSTAR.gov, and have elected to share their data with BOMA International will receive an additional 3 points. Please provide a PDF copy of the Statement of Energy Performance for the building.

9. Environmental and Regulatory (10 Points) (except for Industrial Office Park: 20 Points)

Describe policies and procedures for programs such as recycling, accessibility for disabled tenants and visitors, lamp disposal, indoor air quality, water and retention management, storage tank and generator precautions, hazardous waste management etc. When describing these programs explain if you have local, state or federal compliance that you are following. If these programs are not mandated, then explain their purpose for implementing. Provide a summary of how building management monitors tenant operations for environmental compliance.

10. Emergency Preparedness and Security Standards (20 Points)

Provide a summary of procedures and programs for Life Safety, Fire, Disaster and Security standards. You can include a table of contents of your emergency preparedness and security standards manual(s). Include how fire and evacuation drills are conducted, how often and when. Describe training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished. Provide a summary about your Business Continuity Plan and if drills are conducted how they are documented and communicated.

11. Training for Building Personnel (15 Points)

Provide a list of qualifications for building staff, a building specific organization chart (PDF) and a photograph of the building management team (JPEG). Please describe the following: on-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training plus future plans.

NOTE: Industrial Office Park: Discuss training for both on-site and off-site building personnel dedicated to the property.

PORTFOLIO SPECIFICATIONS EARTH CATEGORY

1. Building Description

Provide a summary of the physical description of the project (building, office park, etc.).

Maximum of 1625 characters
(approximately 250 words).

2. Executive Summary

Provide an overall summary of the project's (building, office park, etc.) environmental and energy efficiency program. Describe the policies and philosophy of the project's ownership and management relating to this subject. Include if the project was built green or implemented after construction and why this concept is important.

Maximum of 3250 characters
(approximately 500 words).

3. Competition Photographs:

Provide the following photographs of your building(s):

- 2 exterior
- 1 interior (lobby and hallways)
- 1 standard tenant area
- 1 central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 additional photographs, the subject matter of which is the entrant's choice

4. Award Ceremonies Photograph

In addition to the competition photos, all regional and international entries must submit one high resolution (minimum 300 dpi) 11" x 14" color JPEG

(JPG) of the building's exterior for display at the awards ceremonies. This will be submitted online along with the rest of the entry materials.

5. Reduction of Environmental Risk (15 points)

Environmental risk is the risk associated with the likelihood or probability that a given chemical exposure or series of exposures may damage human health and the environment. Managing environmental risk is an endless and challenging task. Describe what your company has done to protect its tenants/occupants and the environment by efficient management. This should include consideration of the following:

Describe your Hazard Communication Standard (HCS) Program or similar program. It can include consideration of the following:

- Receiving and shipping of hazardous materials
- Equipment certificate plus annual follow-up
- Chemical labeling, placarding or color-coding of piping systems
- Availability, completeness and updating of material data safety sheets and location(s), dates must be within three years
- Staff training
- Record keeping

Describe how you manage environmental risks at your property as well as reduce these risks. This can include consideration of the following:

- Asbestos
- PCBs
- CFCs and Halon
- Underground Storage Tanks and Above Ground Tanks
- Hazardous Chemicals
- Contractor Management

Provide an example of your latest risk management report. This section should also include consideration of the following:

- Inspection program
- CFC containment
- Disposal of storage containers
- Spill containment
- Regulatory compliance
- Hazardous waste contractor selection
- Formal risk assessments
- PCB ballast handling
- Chemical storage and handling facilities and procedures
- Warning signs and educational posters
- Disposal options used

Describe your emergency response plans and how they provide environmental protection. This should include consideration of the following:

- Staff competency testing
- Third party assessments
- Chemical spill procedures and preparedness
- Accidental Freon release procedures
- Asbestos mediation
- Fire protection and detection for chemical storage areas
- Tenant information packages and drills
- Notification protocol
- Communications with response agencies
- Other (natural disasters, bomb threats)

Please do not include entire manuals. Include only the table of contents, a summary of the manual and how it's implemented.

6. Indoor Air Quality/Green Cleaning (15 points)

Describe steps taken to improve the indoor air quality (IAQ) of the building, what was done to monitor IAQ and steps taken to reduce contaminants within the building. Describe the Green Cleaning Policy and steps taken to insure use of green products and cleaning chemicals both by in house staff and contractors/vendors.

This should include consideration of the following:

- Installation of Systems that Reduce/Monitor Indoor Pollutants 3 pts
- Low Impact Cleaning Policy 3 pts
- Day Cleaning/Team Cleaning (not day-time porter service) 1 pt
- Smoke Free Building 1 pt
- Entryways/Pedimats 1 pt
- Use of Green Cleaning Products 2 pts
- Use of Recycled Paper Products 2 pts
- Use of other Green Materials 1 pt
- Describe other IAQ-Green Cleaning programs that you have that are specific to your facility and not mentioned above. 1 pt

Total 15 pts

7. Recycling (10 points)

Building recycling programs offer great rewards. The building, the tenant/occupant and the owners all have an opportunity to give back to the environment. Tell us about your tenant/building recycling program; how you get tenants/occupants involved and how you keep the momentum going.

- Describe your paper/cardboard recycling program. Provide records showing total trash-waste collected and total recycle collected. If you are recycling 20% of your total waste, you can achieve 2 points in this section. If you're recycling 30% or more of total waste, you can achieve a total of 4 points in this section. (For example: 100 tons of trash and 20 tons of recycle equal total output of 120 tons of waste. Therefore your recycle percentage is determined by 20/120 or 17 percent.) 4 pts
- Describe your facility program for recycling glass, plastics and aluminum. Provide documentation showing quantity of recycled waste. 2 pts
- Describe your lamp and ballast recycling program and its benefits. 2 pts
- Describe your sustainable landscape maintenance program such as recycling/composting, water management and plant selection. 1 pt
- Describe other recycling programs that you have that are specific to your facility and not mentioned above. 1 pt

Total 10 pts

8. Energy Conservation (25 points)

8a. ENERGY STAR® Performance Rating (13 points)

Benchmarking allows you to obtain an accurate picture of a building's energy performance and establish a baseline against which to measure improvements. Using the EPA ENERGY STAR rating system (www.ENERGYSTAR.gov), provide a copy of the Statement of Energy Performance for this

building. Describe the steps taken to improve the energy performance rating of your building.

- Energy Star Score of 60 - 74 2 pts
- Energy Star Score of 75 - 84 6 pts
- Energy Star Score of 85 - 94 10 pts
- Energy Star Score of 95+ 13 pts

8b. Building Staff Education (3 points)

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel about the importance of and methods for energy conservation. This may include encouraging or requiring participation in BOMA Energy Efficiency Program, ENERGY STAR® training sessions, pursuing industry certification and professional development programs.

8c. Building Operations and Maintenance (3 points)

Describe your building maintenance procedures and how they contribute to energy conservation. This should include consideration of the following:

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

8d. Building EMS Monitoring (4 points)

Energy Management Systems (EMS) are often underutilized in commercial buildings. When fully engaged, they are powerful tools for improving the performance of HVAC and lighting systems and conserving energy. Describe the EMS in place in your building and the degree to which you use it to reduce the building's energy consumption.

8e. Additional Certifications/Awards (2 points)

Describe other certifications and/or awards you have achieved that relate to energy conservation.

Total 25 pts

9. Water Conservation (10 points)

Water is a precious resource. When buildings use large volumes of water, this can result in high maintenance and life-cycle costs for building operations. Using water efficiently can reduce operating costs, through lower water usage, less chemicals, and less energy. Describe your water management program. This should include consideration of the following: Controlling storm water runoff, plumbing fixtures used (toilet, sinks etc), programs to eliminate or reduce the use of potable water required for landscape irrigation, programs to reduce water and sewer requirements for cooling towers and sub-metering to conserve water. Quantify any savings in dollars saved and reduction of water consumption from the use of water efficient programs. 5 pts

What percentage of toilets/closets are water efficient (use 1.6 gal or less)? What is a new installation or renovation? Why was this important for your company to install these fixtures? 1 pt

What percentage of faucets that are water efficient? What is a new installation or renovation? Why was this important for your company to install these fixtures? 1 pt

Innovation water management strategies/ applications such as hands free faucets, waterless urinals, public/private partnership programs, green roofs, indigenous landscaping 3 pts

Total 10 pts

10. Interior Finish (10 points)

There is a great opportunity to reuse existing building materials and space when remodeling common areas or tenant occupied areas. The Property Management team may have control over product selection in common areas however it's the tenant or occupant who has control over those choices within their space. What does the property management team do to encourage the use of environmentally friendly products? Written document can include manufacturer information.

a. Provide written documentation and (1) photograph of building common areas space that has recently been built or remodeled. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, etc. 3 pts

b. Provide written documentation and (1) photograph of tenant space that has recently been built or remodeled for a new tenant or renewal. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, flooring products, etc. If the tenant space was recently remodelled, please provide proof that at least 10% of the existing office space was reused - such as doors, door hardware, walls, fixtures, HVAC, smoke and fire systems, built-ins, restrooms, etc. 3 pts

c. The purchase of local materials support local industry and reduces transportation costs from transporting products long distances across the country. Tell us about local vendors and product lines your building supports. 3 pt

d. How is construction waste recycled? Provide percentage of materials recycled. 1 pt

Total 10 pts

Maximum of 2 pictures allowed.

11. Green Purchasing Policy (5 points)

Describe any policies or programs you have established for purchasing "green" products - those that have reduced impact on the environment. This should include consideration of the following:

- Procurement policy outlining preferential buying of "green products"
- Product selection criteria
- Use of recycled products

Maximum of 3250 characters (approximately 500 words).

12. Occupant Communication/Education (10 pts)

Identify means by which occupants receive information to support Management's overall efforts to protect and improve the indoor and outdoor environments. Also, provide information as to how

Management may encourage alternate means of transportation and any incentives as a result thereof. This should include consideration of the following:

- Staff and occupant education/seminars
- E-mail
- Meetings, newsletters
- Corporate and property level Web page and Internet Web sites
- Public transportation, park and ride, bus stop
- Bicycle storage to include changing and shower facilities
- Car pooling incentives
- Partnership with local city government commuter sponsored programs
- Alternate fuel vehicles - preferred parking incentives

Maximum of 3250 characters (approximately 500 words).

13. Case Study (5 points)

By providing a case study of a building project that was implemented to reduce environmental risk or improve energy efficiency, you can obtain five additional points. The case study should include why this project was implemented, the steps involved with implementation, the benefits derived by the building, staff, tenants, owners and/or local community and how this project is managed to ensure continued benefits. The case study should also profile the projects economic and environmental benefits and relate to at least one of the Earth Award portfolio specifications above.

This case study may be used by BOMA International in materials for program such as the BOMA Energy Efficiency Program (BEEP) and may be shared with others in the industry to demonstrate best practices in the industry.

The name of the building or the property management company name must be provided in the case study as well as a point of contact should future questions arise regarding this case study.

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 indentifying information, such as building name, owner, etc., in these materials without the entrant's consent.

BOMA International cannot be held responsible for any lost, stolen, deleted or damaged entry portfolios or associated materials.

ABOUT OUR SPONSOR

Securitas Security Services USA, the official sponsor of the 2008-2009 TOBY and Earth Awards, is the largest provider of security officer services in the United States. They provide security solutions including uniformed security staff, consulting and investigations, and security systems integration to building owners and managers nationwide. Securitas USA, through its 450 branch office operations, has a local focus on service delivery to meet the specialized security and life safety needs of the commercial real estate industry. Securitas USA lists more than 80 percent of the Fortune 1000 as its clients and provides security to many prestigious buildings in the major metropolitan areas of the country. For more information, visit www.securitasinc.com



Building Owners and Managers Association (BOMA) International

Founded in 1907, the Building Owners and Managers Association (BOMA) International is an international federation of more than 100 local associations and affiliated organizations. The 17,000-plus members of BOMA International own or manage more than 9 billion square feet of commercial properties in North America and abroad. BOMA's mission is to enhance the human, intellectual and physical assets of the commercial real estate industry through advocacy, education, research, standards and information. On the Web at www.boma.org.

ANTICIPATING THE INSPECTION

- The judging team includes two property managers and an operating engineer. Prepare for your informal interview accordingly. You may include appropriate people from your staff.
- While a beverage is a good idea during the interview, do not provide breakfast or lunch. The judges are congenial, but are there to do the business of judging.
- It is a good idea to open by outlining for the judges how you intend to provide the information they are seeking pursuant to the judging form. Make certain that you structure your remarks around the judging criteria. Remember that the time is limited to two hours – it's best to use as much time as needed, but don't exceed it. You may want to plan 30 minutes for your remarks and one hour and 30 minutes for the building tour. (The larger buildings may require more than two hours).
- Have tenant handbooks, emergency procedures manuals, policy manuals, budgets, etc., available in the room. Be sure to allow enough time for the judges to look through your manuals.
- Expect the judges to ask detailed questions. Often the discussion can get sidetracked on matters that may even seem somewhat insignificant. It is from these discussions that you can benefit from some very interesting ideas for improvements to your property or operating procedures.
- Carefully plan your building tour to cover all areas on the inspection sheets. Be sure to end your tour in a "good final impression" location.
- Be sure to have a copy of your Property Information Guide for each judge to take with them.
- Have fun. Brag about your property and don't be threatened by any questions. No one knows it all. This is a great opportunity for entrants and judges alike to learn from their peers.



DENVER METRO BOMA

2009 TOBY Competition Property Information Guide

The purpose of the Property Information Guide is to present in an extremely brief manner the highlights of your presentation to, and building tour with, the judging team.

Following completion of your presentation and building tour, members of the judging team may take their copy of the Property Information Guide with them to use as a guideline and quick reference when completing the scoring sheet specific to your building.

The following policies established by the TOBY Recognition Committee, and approved by the Board of Directors, shall be strictly adhered to:

- No photographs shall be included.
- Graphs depicting the results of outstanding property management, such as energy savings and/or tenant surveys, are acceptable.
- Use standard 8 ½" x 11" copy paper; do not bind; do not place in a notebook; staple sheets together at upper left-hand corner.
- Keep it simple and direct. It's a tool to be used by the members of the judging team.



DENVER METRO BOMA 2009 TOBY Competition

Property Information Guide (Outline)

- I. Building Description
 - Architect
 - Building age & year completed
 - Owner
 - Type of construction
 - Gross & rentable square footage
 - Typical floor plates & site plan
 - Any special attributes/capital improvements
 - Property Management Office – Identify team, special features
 - Budget, Policy/ Procedures Manual (available for review)

- II. Community Impact
 - Blood drives, Toys for Tots, contributions
 - Awards/letters of recognition

- III. Tenant/Employee Relations
 - Building amenities
 - Tenant Appreciation Events/gifts
 - Tenant Surveys, newsletters, handbook

- IV. Energy Management Procedures
 - Energy retrofits
 - EMS/BAS Systems
 - Preventative maintenance measures

- V. Building Accessibility
 - ADA Plan
 - Items accomplished to date

- VI. Emergency Evacuation
 - Description of Plan
 - Sample plan for review

- VII. Building Personnel Training
 - Professional designations
 - Engineers licenses, SMA's, Refrigeration license
 - Training provided



**2009-2010
OFFICE BUILDING OF THE YEAR (TOBY)
LOCAL BUILDING JUDGING SHEET**

Building Name: _____ **Category:** _____

- A. **Building Inspection**
(Carryover from Inspection Form) **Pass or Fail** _____
- B. **Physical Attributes of Building** **Point Scale 0-5**
Consider: *Overall Aesthetic Appeal **Category Total** _____
 *Architectural Design, etc.
- C. **Owner's Goals and Objectives** **Point Scale 0-5**
Consider: *Financial Performance **Category Total** _____
 *Leasing Performance
 *Capital Improvements
 *Tenant Satisfaction
- D. **Community Impact** **Point Scale 0-15**
Consider: *Charitable Organizations/Events **Category Total** _____
 *Medical/Health Facilities
 *Parks
 *Day Care
 *Concerts/Special Events
 *Awards/Letters from Local Governments
- E. **Tenant/Employee Relations** **Point Scale 0-20**
Consider: *Building Amenities **Category Total** _____
 *Newsletter
 *Tenant Manual
 *Restaurants/Food Service
 *Tenant Parties/Holiday Gifts
 *Employee Parties/Recognition
 *Blood Drives
 *Tenant Surveys
 *Concierge
- F. **Energy Management Procedures** **Point Scale 0-15**
Consider: *Computer Programs **Category Total** _____
 *Energy Retrofits
 *Preventative Maintenance
 *Cost Savings
- G. **Building Accessibility** **Point Scale 0-10**
Consider: *ADA Plan **Category Total** _____
 *Compliance - Physical Evidence
- H. **Emergency Evacuation** **Point Scale 0-15**
Consider: *Summary Evacuation Plan **Category Total** _____
 *Plan Documentation
- I. **Building Personnel Training** **Point Scale 0-15**
Consider: *First Aid/CPR **Category Total** _____
 *Professional Designations/Organizations
 *Seminars/Courses
 *MSDS/Hazardous Materials
 *Operational/Policy and Procedures

POINT SCALE 0-100
TOTAL POINTS _____
(Minimum Required 75)

As one of the judges for the local "The Office Building of the Year" awards program, I have inspected the above named building. The scores shown for each category reflect my opinions for the purpose of judging this entry.

JUDGE: _____

DATE: _____

**OFFICE BUILDING OF THE YEAR
DENVER INSPECTION FORM
FOR LOCAL JUDGING**

BUILDING NAME: _____

CITY: _____

CATEGORY: _____

INSTRUCTIONS FOR THE JUDGES: Please grade each item listed on a scale of 0 to 4 using the following guidelines:

- 0 = Poor/Unacceptable/Not Available
- 1 = Fair/Below Average
- 2 = Average
- 3 = Good/Above Average
- 4 = Excellent

Add up the values in each category and divide by the number of items judged in that category to derive an average rating for each category. Calculate each category to two numerals past the decimal point. If an item is non-applicable for a particular category, don't forget to change the divisible number to obtain the correct average.

ENTRANCE/MAIN LOBBY

- Greeting/professionalism of lobby attendants _____
- Cleanliness _____
- Aesthetic appeal _____
- Lobby directory/building signage _____
- Lighting _____
- Lobby desk/equipment _____
- Cameras _____
- Accessibility (ADA) provisions _____
- Category – Total Points** _____ / 8 = _____

MANAGEMENT OFFICE

- Cleanliness _____
- Aesthetic appeal _____
- Responsiveness to tenant issues _____
- Service call procedures _____
- Policies and procedures manual _____
- Annual budget/reporting procedures _____
- Professionalism of staff _____
- Technology _____
- Construction/floor plans _____
- Category – Total Points** _____ / 9 = _____

MULTI-TENANT CORRIDORS

Cleanliness	_____
Aesthetic appeal	_____
Signage	_____
Lighting	_____
Floor janitorial closet	_____
Electrical and telephone closet(s)	_____
Fire extinguishers	_____
Category – Total Points	_____ / 7 = _____

RESTROOMS (consider time of day)

Cleanliness	_____
Attractiveness	_____
Accessibility (ADA) provisions	_____
Category – Total Points	_____ / 3 = _____

ELEVATORS

Cleanliness	_____
Aesthetic appeal	_____
Operation	_____
Lighting	_____
Accessibility (ADA) provisions	_____
Emergency provisions	_____
Category – Total Points	_____ / 6 = _____

STAIRWELLS

Cleanliness	_____
Attractiveness	_____
Lighting	_____
Signage	_____
Category – Total Points	_____ / 4 = _____

TYPICAL TENANT SUITE

Cleanliness	_____
Aesthetic appeal	_____
Comfort	_____
Category – Total Points	_____ / 3 = _____

CENTRAL PLANT

Cleanliness	_____
Lighting	_____
Safety	_____
OSHA Compliance/Lockout/Tagout	_____
Equipment maintenance logs	_____
Preventive maintenance schedule	_____
Category – Total Points	_____ / 6 = _____

AIR HANDLING ROOM

Cleanliness of area _____
Cleanliness of equipment _____
Category – Total Points _____ / 2 = _____

MAIN JANITORIAL AREA

Cleanliness _____
Safety _____
Category – Total Points _____ / 2 = _____

ROOF

Cleanliness _____
Repair and maintenance _____
Category – Total Points _____ / 2 = _____

REFUSE REMOVAL AREA

Cleanliness/air quality _____
Overall appearance _____
Recycling program _____
Category – Total Points _____ / 3 = _____

PARKING FACILITIES

Cleanliness _____
Maintenance/stripping _____
Attractiveness _____
User friendly _____
Proximity to building _____
Security/safety/lighting _____
Accessibility (ADA) provisions _____
Category – Total Points _____ / 7 = _____

LANDSCAPING/GROUNDS

Cleanliness/maintenance _____
Attractiveness _____
Category – Total Points _____ / 2 = _____

TOTAL POINTS ALL CATEGORIES _____
(39 Minimum points required to pass)

Check one **PASS** _____

FAIL _____

Note: If building passes, a “Pass” is entered on the judging sheet under Building Inspection (Section A). If building does not pass inspection, a “Fail” will be entered on judging sheet under Building Inspection and the building will not be considered for the TOBY award. All scores, regardless of outcome, will be tallied and shared with the entrants at a later date.

ADDITIONAL COMMENTS

JUDGE'S AFFIDAVIT

As one of the judges for the Denver BOMA "Office Building of the Year" Awards Program, I have inspected the building named on page 1 of this judging form. The scores shown for each item listed on pages 1 through 3 reflect my opinions for the purpose of judging this entry.

Judge's Signature: _____

Date: _____



**DENVER METRO BOMA
TOBY AWARDS CELEBRATION
NOVEMBER 6, 2009**

2009/2010 TOBY Timeline

<u>Event</u>	<u>Date</u>
1 st “Call for Entries” packet emailed	April 14, 2009
1 st Information Session	April 21, 2009, 8:30 a.m. BOMA Office Conf. Room
2 nd “Call for Entries” packet mailed	April 27, 2009
2 nd Information Session	May Luncheon – May 13, 2009 After luncheon
April – July 2009	Recognition Committee making calls Mentoring Candidates
Deadline for Entries	July 31, 2009
Judges Training	August 20, 2009 (approx.)
TOBY Judging	August 24 – September 11, 2009
Judging Forms to BOMA	September 18, 2009
Denver TOBY Awards Celebration	November 6, 2009
Feedback to Lead Judges	November 9, 2009
Feedback to Denver Participants	November 10-20, 2009
Deadline for Regional Online Entries	Early January, 2010, specific date TBA
BOMA International TOBY Long Beach, Calif.	June 26-28, 2010



Denver Metro BOMA

Mentor List for TOBY 2009

All of the following property managers have either entered buildings in the past or have been a judge for the TOBY, or both.

Please feel free to call anyone on this list for information, clarification, guidance, and direction on your preparation for TOBY.

Lori Carter, RPA
(Earth Award)
Crestone Partners, LLC
303-312-3902
LCarter@crestonepartners.net

Jeani McDowell, CPM
(250,000 – 499,999 sq. ft.)
Cushman & Wakefield of Colorado, Inc.
303-777-3311
jmcdowell@cushwakecolo.com

Kit McPhail-Bowman, CPM
(Over One Million sq. ft., and Earth Award)
Brookfield Properties
303-595-7034
kmcpheil@brookfieldproperties.com

Jane Montgomery, RPA
(Industrial Office Park)
First Industrial Realty Trust, Inc.
303-528-7208
jmontgomery@firstindustrial.com

Shawn Murphy
(Over One Million sq. ft.)
Grubb & Ellis Management Services
303-383-1123
shawn.murphy@grubb-ellis.com

Dianna Romero
(100,000 - 249,999 sq. ft.)
Legacy Partners
303-662-0800
DROMERO@legacypartners.com

Dan Simpson
(250,000 – 499,999 sq. ft.)
CB Richard Ellis, Inc.
303-804-4702
daniel.simpson@cbre.com

Wendy Williams, RPA
(Over 500,000 sq. ft.)
Vector Property Services, LLC
303-293-0101
wendy.williams@vectorproperty.com



IN PURSUIT OF EXCELLENCE
BOMA ANNUAL AWARDS
2009-2010
THE OFFICE BUILDING OF THE YEAR (TOBY) AWARD

INVITATIONAL ENTRY FORM

Name of Building: _____ Sq. Ft. _____

Address: _____

Owner: _____

Architect: _____

Property/Building Manager: _____

Company: _____

Address: _____

Phone Number: _____ Email: _____

CATEGORIES (Check the Appropriate Category for Your Building)

- ___ 1. Under 100,000 square feet*
- ___ 2. 100,000 - 249,999 square feet*
- ___ 3. 250,000 - 500,000 square feet*
- ___ 4. 500,000 - 1 Million square feet*
- ___ 5. Over One Million* (All buildings are eligible to enter Categories No. 1-5)
- ___ 6. Rehabilitated/Modernized Building (15 years or older)
- ___ 7. Historical Building (50 years or older with original design maintained)
- ___ 8. Corporate Headquarters Facility (single use facility at least 50% occupied by corporate entity)
- ___ 9. Medical Office Buildings (50% medical use, with no overnight patients)
- ___ 10. Government Buildings (government owned and at least 50% occupied by government entities)
- ___ 11. Suburban Office Park (Low Rise) (two or more buildings, one to five stories in height, occupancy greater than five acres and located outside of the CBD)
- ___ 12. Suburban Office Park (Mid Rise) (two or more buildings, six to 10 stories in height, that occupy a land greater than five acres and located outside of the CBD)
- ___ 13. Industrial Office Park (Two or more buildings, comprising a total project, one to two stories high, with more than 5% and less than 50% office area)
- ___ 14. Earth Award (All office buildings are eligible)

* Area will be the rentable area of the building using the BOMA/ANSI Standard Method for Measuring Floor Area in Office Buildings.



GENERAL ELIGIBILITY

1. The building must be at least three (3) years old from the date of occupancy of the first tenant. This excludes older historic buildings that have recently undergone rehabilitation or remodeling and thus were unoccupied during the three year period.
2. The building must be a current member of Denver Metro BOMA.
3. Buildings entering the Historical Building category must be at least 50 years old. This category includes all sizes of buildings meeting the age criterion. The building's original design must be maintained.
4. At least 50% of a building's space must be used as office space to be considered. This excludes the Industrial Office Park buildings, which require more than 5% and less than 50% office area in order to be eligible.
5. Each building may enter in only one category.
6. No building winner may be a repeat Denver local winner in two consecutive years. The building must not have won the International level award during the past five years. If a building enters a different category, they may compete at the International level after 3 years.

ENTRY FEE AND DEADLINE

1. \$300 must accompany each submitted entry.
2. Submit this form and appropriate fee to:
**Denver Metro BOMA
1600 Broadway, Suite 650
Denver, CO 80202**
3. **Deadline is 12:00 noon, July 31, 2009.**

JUDGING

1. Local judging will be an on-site walk through and may include inspections of: Management Office, lobby/corridors, restrooms, elevators, stairwells, typical tenant suite, central plant, air-handling room, janitorial closet, roof, landscaping/grounds, parking facilities, and refuse removal area. To assist you, a judge's worksheet will be sent to all entrants upon proper submission of this ENTRY FORM. In addition, judges will consider other areas as outlined under Portfolio Specifications in the BOMA International entry requirements. These areas include: Management of environmental risks/hazardous waste management, emergency response plans, water and energy conservation, green purchasing policy, employee health and safety.
2. Denver BOMA winners in each category may decide to go on to the Regional competition; if so, they will be submitted for judging to take place at BOMA International's Winter Business Meeting in Washington, D.C., February 1-4, 2010.
3. Regional winners in each category will be submitted for International competition to take place at the International Convention in June 2010 in Long Beach, California.

MINIMUM CRITERION

Each building entrant is subject to the building's ability to pass a minimum criterion. Said criterion is 75% or better of the grading procedure used by judging.

Should the Committee decline the entrant without judging, the entry fee of \$300.00 will be refunded in full. If judging has been completed, the entry fee will not be refunded.

Contributions or gifts to Denver Metro BOMA are not tax deductible as charitable contributions. However, may be tax deductible as an ordinary and necessary business expense.