

# AWARD OF EXCELLENCE CALL FOR ENTRY

Is your building one of the best in town? High-performing, efficient, well-run and a great place to work? Enter our 2019 Awards Program and share your success with us!

The BOMA Nova Scotia Award of Excellence recognizes the best in commercial building management in Nova Scotia. It is the gateway to the national TOBY Awards and the BOMA International Awards, and a great way to show your tenants and prospective tenants how your building stands out.

## 2019 Eligibility for the Award of Excellence

Note: These are general minimums: specific categories have individual requirements (see below).

- The building must be owned or managed by a BOMA Nova Scotia member in good standing.
- The building must be occupied for at least one full year from the date of occupancy of the first tenant.
- The Building must be BOMA BEST certified.
- No building may be entered in more than one category.

### Evaluation Process:

The evaluation will take place by a detailed review of your submission by a selected panel of judges, and an on-site inspection by the judges.

To view the full submission guidelines for the 2019 BOMA Nova Scotia Award of Excellence please visit our website at [www.bomanovascotia/awards](http://www.bomanovascotia/awards)

## 2019 Categories

### Office Buildings

Under 100,000 sq. ft.*	100,000 – 249,000 sq. ft.*
250,000 – 500,000 sq. ft.*	500,000 – 1 Million sq. ft.*
Over 1 Million sq. ft.*	

A minimum of 50% of the Building's space must be used as office space.

### Corporate Facility\*

Must be a single use facility that is at least 50% occupied by the corporate entity. Includes government agencies and private enterprises.

### Historical Building\*

All Buildings must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion. The building must retain its historic physical integrity, which means the site must be relatively undisturbed. Renovations to the original framework are acceptable.

### Industrial Office Building(s)\*

All buildings, comprising a total project, to include any single building industrial properties, one to two stories, 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.

\*Net rentable as measured by BOMA Standards

**Entry Deadline: February 15, 2019**

**Submission Deadline: March 29, 2019**

To enter the 2019 BOMA Nova Scotia Award of Excellence please submit the attached registration form, or call our office at 902-425-3717. You will then receive detailed instructions on how to complete your Awards submission online using the BOMA International Awards Portal. In order to offer this Awards Program a minimum number of entries must be received by BOMA Nova Scotia.

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## 2019 Categories (cont.)

### **Medical Office Building**

All buildings must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for private physician or hospital employed physician offices. The building can be located on or off a hospital campus, and its tenancy can be comprised of 50% hospital uses or ancillary services (such as imaging, physical therapy, rehabilitation clinics, prosthetics, pharmacy clinics and the like) provided by the hospital, including employed or aligned physician offices, ambulatory surgery centres, and clinical labs. Patient stays must be less than 24 hours (but could occur with any 24-hour period).

### **Mixed Use**

All properties will have minimum of 10% Office in a planned integration of at least three components that are a mix of Retail, Entertainment, Residential, Hotel, Recreation or Other Functions.

Each component will be at a minimum of 10% of the total property. The property can be one or more buildings managed by the same company. It is pedestrian-oriented and contains elements of a live-work-play environment. It maximizes space usage, has amenities and architectural features that tend to mitigate traffic and sprawl.

### **Public Assembly Building(s)**

All buildings must be publicly accessible and support multiple uses. The multiple use character of these buildings may influence the buildings utility use, opening hours and tenant or occupant relations. These buildings may be part of a larger portfolio. This category includes: stand-alone arenas, amphitheatres, auditoriums, art galleries, churches, hotels, convention centers, exhibit halls, courthouses, stadiums, university building(s) and other buildings that are publicly accessible. This category allows for entry restrictions based on ticketed or multi-tenant/occupant areas. When a building fits a different TOBY category, it should be entered in that category.

### **Renovated Building\***

All buildings must be at least 15 years old, have maintained a minimum of 50% occupancy during the renovation process for all building(s) and 3 or more projects must be completed in each building when submitting multiple buildings. If entry is a single building, a minimum of five projects are necessary. Renovation can encompass: 1. Rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form or style of a structure); 2. Modernization (taking corrective measures to bring a property into conformity with changes in style, whether interior or exterior, requiring replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions); and 3. 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 work projects must be completed by January 2019 and the building must enter the TOBY program within five years following substantial completion of the last renovation projects to be eligible for this category. Please contact the BOMA Nova Scotia office for a list of qualifying work projects.

### **Retail Building (Shopping Centre)\***

A group of retail and other commercial establishments, either enclosed or open air, managed by one company. The entry must be managed as a single property, one to multiple levels in height with a minimum of 50 percent occupancy. The anchor ratio must be at least 25 percent and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.). Sub-categories are available based on square footage.

### **Suburban Office Park\***

Two or more buildings managed by the same management company; all buildings must occupy land greater than 5 acres and be located outside of the central business district or the downtown core area.

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## AWARD OF EXCELLENCE ENTRY FORM

Simply submit a completed Award of Excellence Application form on our website at [www.bomanovascotia.com](http://www.bomanovascotia.com), or use the form below, along with the application fee of \$785.00 (+ HST). This must be received by the BOMA Nova Scotia office no later than 5:00 pm on February 15, 2019.

### CATEGORY

- Office Building (show size in sq. ft.) \_\_\_\_\_
- Corporate Facility       Mixed Use       Government Building
- Retail Building       Public Assembly Building       Suburban Office Park

### BUILDING INFORMATION

Building Name: \_\_\_\_\_

Location : \_\_\_\_\_

Town/Postal Code: \_\_\_\_\_

### COMPANY/CONTACT INFORMATION

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

Contact: \_\_\_\_\_

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

Town/Postal Code: \_\_\_\_\_

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

### PAYMENT - \$785.00 + HST

- Payment by mail (mail cheques to PO Box 1597, Halifax B3J 2Y3, courier to 5657 Cornwallis St., Halifax)
- Payment by credit card (email to [info@bomanovascotia.com](mailto:info@bomanovascotia.com))

\_\_\_\_\_  
Card # Exp. Signature

\_\_\_\_\_  
Cardholder name

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