



CALL FOR ENTRIES
&
REGISTRATION FORM
CERTIFICATE OF EXCELLENCE
2019 - 2021

Eligibility for Newfoundland and Labrador

- The building must be owned or managed by a BOMA Newfoundland & Labrador member in good standing.
- The building must be at least three (3) years old from the date of occupancy of its first tenant as of January 1, 2019.
- No building may be entered in more than one category.
- A detailed Submission Guidebook will be provided to interested parties.

Entry Requirements

Submit a completed Certificate of Excellence registration form along with the application fee of \$350, plus HST. This must be received in the BOMA Newfoundland & Labrador office no later than Wednesday, March 6, 2019.

Submit registration forms to: BOMA Newfoundland & Labrador
 Awards Committee
 P.O. Box 13272
 St. John's, NL A1B 4A5

Evaluation Process

- A detailed review of your submission by a selected panel of judges.
- An on-site inspection by the judges.

Please contact BOMA Newfoundland & Labrador at 709-722-8765 for more detailed information or visit our website at www.bomanl.com to get additional information.

Recognition

All qualifying buildings will be presented with a Certificate of Excellence to recognize their achievement at the end of the certification process. The highest scoring building of each category (with valid BOMA BEST Certification) will be able to compete at the National TOBY Awards to be held at BOMEX® in St. John's in September 2019.

Notes

1. Certification must be renewed every three years to ensure that the standard of performance is maintained. Certification is valid as long as the Property Management firm does not change.
2. Buildings that qualify and want to compete at the National Office Building of the Year (TOBY) Awards can contact the BOMA NL office.

Important Dates

- Entry Deadlines: Wednesday, March 6, 2019
- Submission Deadlines: Wednesday, April 10, 2019

CATEGORIES

1. Under 100,000 Square Feet*

All buildings with at least 50% office area are eligible.

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

All buildings with at least 50% office area are eligible.

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

All buildings with at least 50% office area are eligible.

4. 500,000 - 1 Million Square Feet*

All office buildings with at least 50% office area are eligible.

5. Over 1 Million Square Feet*

All buildings with at least 50% office area are eligible.

6. Renovated Building*

All buildings must be at least 15 years old, have maintained occupancy during the renovation process for all buildings and 3 or more projects must be completed in each building when submitting multiple buildings. If entry is a single building, a minimum of 5 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 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 **(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 of the following work projects must be completed by June 2012 and the building must enter the TOBY program within 5 years following substantial completion of the last renovation projects to be eligible for this category.

1. New roof, re-roof, or green roof
2. New boilers/HVAC/Central Plant
3. Cleaning/Painting/New design of existing building envelope
4. New electrical system
5. New fire panel/sprinkler system
6. Modernization of elevators which can include mechanicals, code compliance and interior cabs refurbishment
7. New security systems can include card access, cameras, console, fire panel etc.
8. Renovation of main lobby that includes 3 or more of the following items: floors, walls, entry doors, signage, security desk etc.
9. Renovation of restrooms that includes 4 or more of the following items: sinks, counter tops, toilet, urinals, floors, walls, lighting, faucets, flush-o-meters, stale partitions, code compliance, etc.
10. Installation of new windows.

7. 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 is acceptable.

8. Corporate Facility*

All buildings must be a single-use facility at least 50% occupied by the corporate entity. Includes government agencies and private enterprises.

9. 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 centers, clinical labs (such as catheterization labs). Patient stays must be less than 24-hours (but could occur within any 24 hour period).

10. 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 tends to mitigate traffic and sprawl.

11. Suburban Office Park (Low-Rise)*

Two or more buildings, with the tallest building being no higher than 5 stories; all buildings must occupy land greater than five acres and are located outside of the central business district.

12. Suburban Office Park (Mid-Rise)*

Two or more buildings with 1 building that is 6 to 10 stories in height, all buildings must 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 midrise buildings, the entry must submit under the Mid-Rise category.

13. Industrial Office Building(s)*

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

14. Public Assembly*

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, amphitheaters, 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.

15. Retail*

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.). The entry may consist of neighborhood centers (30,000 – 150,000 sq. ft.), community centers (100,000 – 400,000 sq. ft.), power centers (250,000 – 600,000 sq. ft.), regional shopping centers (400,000 – 800,000 sq. ft.) or super regional shopping centers (800,000 plus sq. ft.). No minimum office area is required.

*** Net rentable as measured by BOMA standards**

**BOMA Newfoundland & Labrador
Certificate of Excellence 2019**

Registration Form

Certificate of Excellence Categories: (Please check one):

- Office Building
 - Under 100,000 sq. ft.
 - 100,000 – 249,999 sq. ft.
 - 250,000 – 499,999 sq. ft.
 - 500,000 – 1 million sq. ft.
 - Over 1 Million square feet
- Renovated Building
- Historical Building
- Corporate Facility
- Medical Office Building
- Mixed Use
- Public Assembly
- Suburban Office Park (Low Rise)
- Suburban Office Park (Mid Rise)
- Industrial Office Buildings
- Retail

BUILDING INFORMATION:

Name: _____

Address: _____

City/Province: _____

Postal Code: _____

Building Owner: _____

Management Company: _____

Building Age: _____

MEMBER INFORMATION:

Company: _____

Contact for Submission: _____

Address: _____

City/Province: _____

Postal Code: _____

Telephone: _____

Fax: _____

E-mail: _____

TOTAL BUILDING AREA SQUARE FOOTAGE:

Office: _____

Retail: _____

Other: _____

TOTAL: _____

APPLICATION FEE:

\$350 plus HST to be submitted with this form.

SUBMITTAL:

This form and the application fee must be received by **5 P.M. Wednesday, March 6, 2019** at:

BOMA Newfoundland & Labrador
Awards Committee
P.O. Box 13272
St. John's, NL A1B 4A5

OR

BOMA Newfoundland & Labrador
Awards Committee
72 Campbell Avenue
St. John's, NL A1E 2Z6

