

## Building Operations Team Award Entry Form 2024

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### Payment Information

Please provide payment information for awards submission and expression of interest (\$350+ GST)

Cheque (payable to BOMA BC)

Credit Card

Credit Card #:

Expiry Date:

Name on Card:

CVV Code:

Billing Address:

Signature:

### Contact Information

**Names & Titles of People on the Team:**

**Company:**

**Submitter's Name:**

**Submitter's Phone:**

**Submitter's Email:**

**Building Name(s):**

### Questionnaire (64 points)

**This is strictly a question-and-answer entry – please do not embed any images, charts, tables, manuals, or appendices.**

What type of maintenance do you provide? (select one of the following):

☐ Type 1 maintenance

*(Where the owner requires predictive and preventive maintenance, and all procedures are conducted to the manufacturing specifications. It includes frequent inspections, adjustments, lubrication, and parts replacement according to a planned maintenance schedule)*

☐ Type 2 Maintenance

*(Maintenance is structured loosely on an occasional or as-needed basis. Includes some parts replacement but not necessarily on a fixed schedule. It also includes emergency repairs, start-up and shutdown procedures and planned major and unplanned minor overhauls)*

#### 1. Safety

- a) Is there anything above and beyond the norm that occurs at the safety training and/or meetings for the employees? Describe. (3 points)
- b) Describe how Fire and Smoke Systems are maintained. (3 points)
- c) How does the team keep up to date on all things related to Workers Compensation Board or WorkSafe BC regulations? (3 points)

## **2. By-laws, Building Codes and Regulations**

- a) How do you ensure all building by-laws and building codes are met? (3 points)
- b) How do you comply with all BC Safety Authority regulations including the Boiler, Pressure Vessels & Refrigeration, Electrical, Elevator and Gas regulations? (3 points)

## **3. Maintenance**

- a) What is the team doing above and beyond the norm to oversee and/or maintain the following: (up to 5 points)
  - Mechanical control systems
  - Electrical systems
  - Water treatment
  - Other
- b) Describe how the team performs lighting maintenance to the company's standards and tenant standards. (3 points)
- c) What is the process for monitoring custodial work and supplies? (3 points)

## **4. Energy Management**

- a) How does the team monitor energy consumption? (3 points)
- b) What is the biggest energy management opportunity in your building(s)? Why? (3 points)
- c) Does anyone on the team advise the Owner or the Owner's Senior Property Manager of energy saving opportunities? If yes, describe a time when this was done. (3 points)
- d) Has anyone on the team completed or is currently enrolled in the BOMA eEnergyTraining for Building Operations program? (3 points for Yes)  
Yes OR No

## **5. Tenant Services**

- a) Describe the procedure for dealing with tenant complaints/service requests. (3 points)
- b) How does the team make sure tenants are satisfied? (3 points)

## **6. Team Synergies**

- a) Describe how team building is encouraged. (3 points)
- b) How is everyone on the team informed of any changes? (3 points)

## 7. Other

- a) How do you ensure all documents are up to date and filed for future reference? (3 points)
- b) How do you oversee construction projects to eliminate defaults? (3 points)
- c) How is the Property Manager kept informed on the progress of construction/renovation projects? (3 points)
- d) List any designations or certificates that people on your team have that are related to their job. (3 points)
- e) 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. (2 points)

## Images

**Please provide three to five high resolution photos (must include one group shot of the entire team, and action shots of the team at work), along with a company logo (who the award would go to). JPEG files only. Each photo should be no less than 1mb and no more than 8mb. Email to Kiomi Lutz at [kiomi@boma.bc.ca](mailto:kiomi@boma.bc.ca) or upload to a free photo sharing site (i.e. Dropbox) then share the folder's link with Kiomi.**