

Judging Guidelines - Retail Category

RETAIL			
Category Specification	Judging Guidelines	Total Possible Points	Points Given
Building Description	Does this section provide an overall description of the building site?	1	
	Does it follow the criteria as outlined in the entry specifications?		
	Does it indicate proper description of building to verify qualification and ensure building is in the correct category?		
Building Standards <i>*Buildings that do not earn the maximum 3 points in the building standards section may earn one point if they are a BOMA 360 designee.</i>	Does this section provide an overall explanation of the building's exterior, interior, mechanical systems, etc.?	3	
	Does it utilize the services of mechanical, electrical and architectural folks to provide data for use in building the offering?		
	Does it speak to tenant allowances or tenant standards?		
	Does this section provide the number of public entrances and their physical characteristics?		
	Does this section describe items as outlined in the criteria for retail buildings?		
	Are the floor plans and site plans legible?		
	Has the building achieved any certifications or awards not related to Energy Star, BOMA BEST or BREEAM?		
	Does the section document use of the BOMA floor measurement standard or what standard is being used?		
	Is this building a BOMA 360 building?*		
	Does this section include verification of a building site inspection?		
Competition Photographs	Are the photographs easy to view (large vs. small, clear and vivid)?	1	
	Can you see any defects with the building, grounds, interior, etc. in the photograph?		
	Does the section include 1 front exterior photograph?		
	Does the section include 1 rear exterior photograph?		
	Does the section include 1 interior (public area) photograph?		
	Does the section include 1 example of signage?		
	Does the section describe amenities available to the community as and open to the public to utilize?		
	Does the building describe the management or staff participation in community involvement and enrichment?		
	Does the section include 2 additional photographs of the entrants choice and do the photographs support the buildings efforts in overall maintenance?		
Community Impact	Is there a description of the local building management's impact on the community?	15	
	Does it cover information about jobs established as a result of the building's existence, amenities to the community and real estate tax impact?		
	Does it give specific results of drives? Quantify? (i.e. how many books collected? How many pints of blood donated? Dollar amount of contributions?)		
	Does it include Awards of Recognition specific to building participation, not necessarily the management company employees through their employer?		
	Does it show transportation alternatives? (i.e. carpooling, biking, etc.)		
	Does it describe the management's teams participation in corporate donations/activities?		
	Does it describe amenities made available to the public to utilize?		
	Does it describe how the management's efforts in this area have helped make the property a benefit to the local community?		
Tenant Relations/	Is there an overview of the various tenant relations events and programs, description of building amenities, how tenant requests are handled follow up on requests etc.	1	
	Does the management company send out a tenant satisfaction survey and how do they follow up and improve each year? Does it provide specific actions taken as a result of tenant survey feedback? Are any of the amenities free of charge? (i.e. health fitness facility)		
	Does this section include a tenant manual or an overview of the manual?		

**Tenant Relations/
Communications**

Does the management tenant do something different than most companies when providing tenant relations? (i.e. unique events, services, involved with their tenants as partners)
Describe the building's work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.
Does it include 3 samples of appreciation letters from the tenant or the public, 2 newsletters, 1 copy of tenant/occupant survey, 1 tenant communications piece from property management team and photographs reflecting the events being described?

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<p>Energy Conservation <i>*Entrants are not required to share EnergyStar data or upload SEP</i></p>	<p>Is there an overview of how the building was designed to be energy efficient? If not, what has the management team implemented to make the building operate more efficient?</p> <p>Did they describe the energy efficient program or measures taken to become energy efficient?</p> <p>Did they demonstrate energy savings (graphs, \$ saved etc.)?</p> <p>How do they train building personnel and tenants about conserving energy?</p> <p>Did they compare BOMA \$/psf to building costs? (utilities)</p> <p>Did they participate in any "green" programs such as LEEDS, ENERGY STAR etc.?</p> <p>Do they compare present vs. past renovation projects to help in EMS?</p> <p>Are they on the cutting edge of technology?</p>	<p>20</p> <p>5 points (Staff/Tenant Education)</p> <p>10 points (Building Operations/Maintenance)</p> <p>5 points (Building EMS Monitoring)</p>	
<p>Environmental, Regulatory, Sustainability and Waste <i>*Entrants must describe a minimum of 7 programs of which at least 3 should be related to Environmental and Regulatory and at least 3 related to Sustainability and then describe your waste management plan.</i></p>	<p>Did they describe the policies and procedure currently in place for recycling (quantify # of trees saved), accessibility for the disabled, lamp disposal, indoor air quality, storage tank precautions etc.?</p> <p>Are their procedures compliant with local or federal guidelines?</p> <p>Did they provide documentation of buildings waste management plan, recycling policies, sustainable policies, waste audit and building's exterior maintenance plan?</p> <p>Did they describe any other policies and procedures in place at the building including storm water management, green landscape management, pest control management, green purchasing, water reduction, traffic reduction initiatives, etc.?</p> <p>Have they had to remedy any environmental issues and how do they monitor or control? Do they get the tenants involved? (mold remediation protocol)</p> <p>Do they have a smoking policy?</p> <p>Are there self repeating procedures to identify and provide resources and where problem resolution is documented?</p> <p>Have they received any local, state or national awards for environmental or regulatory compliance?</p> <p>Are they pursuing a LEEDS designation or other designations?</p> <p>Does this section include a minimum of 7 programs, 3 related to Environmental, 3 related to Sustainability and Waste management?</p>	<p>15</p>	
<p>Emergency Preparedness/Life Safety</p>	<p>Did they provide an overview of their current emergency preparedness policies and procedures? (communication plan, public relations plan)</p> <p>Did they provide guidelines on their security standards?</p> <p>Did they provide an overview of the fire and life safety equipment within the building and its maintenance etc.?</p> <p>Did they include an AED policy or equivalent, TOC of security procedures, copy of ADA plan and reference of access control and surveillance systems?</p> <p>How do they train building personnel and tenants?</p> <p>Did they provide a summary of their business continuity plan and if drills are conducted, how often? When was last one? Are they documented? How are they communicated?</p> <p>Did they conduct shelter-in-place drills? (tornado, chemical leak)</p> <p>Did they work with local or state officials on creating emergency preparedness standards?</p> <p>Did they have a disaster plan in place? How often do they exercise this plan and is it documented?</p> <p>Is there an overview of Disaster Preparedness & Recovery Plan? (Due to a company's plan being proprietary in nature, an overview or generic plan is acceptable.)</p>	<p>15</p>	

<p>Training for Building Personnel</p>	Is there an organization chart for the building personnel?	<p>15</p>	
	Did they list qualifications of the current management team...what designations, licenses, etc.?		
	How do they provide training to their team?		
	What types of training was recently completed?		
	Did they have an educational plan set up for each team member? (BOMA training, ongoing continuing ed)		
	Is there company sponsored training?		
	Is there an employee incentive program? (i.e. years of service or "going above and beyond" recognition)		
	What is the length of Management Team's experience in the real estate industry?		
	Where is training documented? Do records include dates and refresher training for all regulatory and licensing bodies?		
	Did they have RPA, CPA, etc. as part of their educational programs?		
	Did they take advantage of BOMA or other real estate trade designations?		
	Is the training relative to current trends?(i.e. pandemic flu, energy conservation)		
	Has management team participated in any BOMA-sponsored (local, regional or international) or international affiliate sponsored events within the last 12 months?		