BUILDING OPERATIONS TEAM OF THE YEAR

GOAL

This award is given to a building operations team that demonstrates a high degree of excellence, knowledge and training. The Building Operations Team of the Year will have shown proficiency in scheduling of preventative maintenance, as well as in managing and improving general building operations.

ELIGIBILITY AND JUDGING

- Property Owner/Management Company
- Entrants must be BOMA Manitoba members in good standing
- Entries are to be submitted on a self-nominating basis.
- Entrants may not have won in the same category during the previous 24 months
- Application involves two components: **Written submission** and **building inspection** (details below)
- Judging is to be coordinated by the BOMA office

SUBMISSIONS

Entry fee and important deadlines:

Fee:	**$100.00** plus GST **To be invoiced upon registration**
March 27, 2026	Registration deadline (i.e. Register by emailing the BOMA office, confirming your intent)
April 28, 2026	Formal Entry materials (below) must be received at the BOMA Manitoba office

SUMMARY OF JUDGING CRITERIA

Section	**Points**
Building Inspection	0 – 20
Written Submission	
A. Operations	0 – 20
B. Prevent. Maintenance	0 – 20
C. Training	0 – 20
D. Accomplishments	0 – 20

BUILDING INSPECTION (20 POINTS)

The awards judging team will evaluate each entry and site during a scheduled visit in mid- to late- May. A maximum of twenty (20) points score may be earned during the inspection.

The site inspection and interview will include an assessment of the following:

- Building Operator appearance
- Building Operator attitude
- Administrative/organizational system
- Stock rooms
- Electrical rooms
- Mechanical rooms
- Fire and smoke systems
- Centre plant
- Elevator machine room
- Other relevant areas as per the facility

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WRITTEN SUBMISSION

The written submission is to be presented in Q&A format, answering the questions below:

A. OPERATIONS (20 points)

1. Knowledge of HVAC Systems
    a. What type of HVAC System is/are in the building(s)?
    b. What qualifications do you or the team have pertaining to HVAC systems maintenance?
    c. Have you or the team ever worked on a steam boiler?
    d. What is the temperature of the chillers?

2. Energy Awareness
    a. Is there a utility logbook?
    b. Are utility readings documented?
    c. Are the monthly bills tracked?
    d. What is the temperature of the chillers? (Temp on/off)

3. Fire and Smoke Systems
    a. What was the last testing date of the extinguishers?
    b. Are the duct detectors cleaned every year?
    c. What are the fire control systems in the building?

B. PREVENTATIVE MAINTENANCE (20 points)

1. Performance of Tasks - Describe preventative maintenance of the following areas:
    a. Mechanical control systems
    b. Electrical systems
    c. Water treatment
    d. Other (please specify)

2. Administration
    a. How do you record preventative maintenance tasks?
    b. Is there a maintenance schedule posted in a visible area?
    c. What are the “call out” procedures for different classes of problems?

C. TRAINING (20 points)

1. Education
    a. What Power Engineering tickets do you or the team possess?
    b. Have you or the team taken any updated/recent courses for your positions?
    c. Where else have you or the team worked in building operations roles?
    d. How many different systems have you or the team worked on?

2. Safety
    a. Do you or the team possess WHIMIS certification?
    b. When was first aid certification last updated for the team/individuals?
    c. How often are safety meetings called?

3. Management
    a. How are the daily logs kept?
    b. How is smooth task scheduling ensured?
    c. How is maximum system efficiency gained?
    d. What supervisory and/or management experience do you or the team have?
    e. Does anyone on the team currently hire and/or supervise others?

D. ACCOMPLISHMENTS (20 points)

1. Describe facility management programs or ideas that have:
    a. Shown measurable improvement over past activities completed by the operator or operations team
    b. Improved the management of the facility by an operator or the operations team
    c. Made the building more energy efficient
    d. Resulted in financial benefits for the building owner / property manager
    e. Impacted customers or tenants in a positive manner

OTHER REQUIREMENTS

In addition to your written submission (PDF) to be sent to tom@bomamanitoba.ca, entry must also include:

- A high-resolution electronic copy of your corporate logo
- A high-resolution electronic copy of your team photo
- Three (3) high resolution photographs of your building (e.g. one exterior photo, one photo of a building common area, one photo of building mechanical room).