2026 AWARDS OF Excellence

BOMA Manitoba

TENANT IMPROVEMENT AWARD

2026 Entry Form

PROJECT ADDRESS:

TENANT NAME:

TENANT CONTACT INFO:

ARCHITECT / DESIGNER NAME:

LANDLORD NAME:

LANDLORD CONTACT INFO.:

CONTACT NAME & COMPANY FOR ENTRY:

CONTACT EMAIL ADDRESS / PHONE NUMBER:

COMPLETION DATE OF PROJECT:

SELECT ONE OF THE FOLLOWING:

- ☐ **NEW TENANT IMPROVEMENT***
- ☐ **RENOVATION***

**Note: The BOMA office and Awards Committee reserves the right to establish a 'Major' subcategory for each award, based on sq. footage, project budget, etc.*

TENANT IMPROVEMENT AWARD

INFORMATION TO BE PROVIDED IN THE FORMAL SUBMISSION (100 POINTS)

1. Planning Phase (65 points)

   Describe the project space prior to the improvements (max. 250 words). Cover the following points:
   - Note the rentable area in square feet;
   - Describe the tenant's objectives (10pts);
   - Describe the planning (15pts);
   - Describe the design concepts (20pts);
   - Describe use of base building elements - did you keep or change the lighting, ceiling, etc. (10pts);
   - List any environmental and/or recycling considerations (10pts);
   - Include any other pertinent information

2. Cost Effectiveness (15 points)

   Costing summary: Provide dollar amounts for the following:
   - Total consultant costs including Interior design fees; disbursements; engineering; and other consultant fees: $_____
   - Total construction costs including: built-in millwork; finishes; site superintendent; clean- ups; and permit costs: $_____
   - Total cost per rentable square foot (include all costs): $_____

3. Value (10 points)

   Explain how this project enhanced the present and future value of the building. You should consult with the building owner on this requirement or, alternatively, include a statement from the owner directly.

4. Tenant Satisfaction (10 points)

   This section should be completed by the tenant, or alternatively, you may attach a testimonial letter from tenant that addresses the following: How satisfied are you with the design? Did the project meet your budget constraints? Was the project completed on schedule? Is the new space functional? Any other comments?

IMAGES

1. Attach with this submission, the new floor plan on 8 1⁄2" x 11" or 11" x 17" format, complete with scale bar, illustrating walls, doors, millwork, interior glazing and furniture layout.

2. Provide six to eight high resolution photos showing the reception and common area(s), meeting space(s), and a sampling of general office areas in order to provide a clear impression of the entire tenant space, along with a company logo (who the award would go to). JPEG files only. Each photo should be no more than 8MB.

SUBMISSIONS

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

Email the entry form and submission (including floor plan and images) to BOMA Manitoba Executive Director Tom Thiessen at tom@bomamanitoba.ca or upload to a free photo sharing site (i.e. Dropbox), then share the folder's link with the BOMA office.