

Building Operations Team of the Year

APPLICATION FOR BUILDING OPERATOR / OPERATIONS TEAM OF THE YEAR:

This award is aimed at a building operator or team that demonstrates a high degree of excellence, knowledge and training. The Building Operator/ Operations Team of the Year will show a high level of expertise in scheduling of preventative maintenance, as well as in managing and improving general building operations.

This award can be applied for every year, but if you win the award, then you can apply every other year.

Please submit one digital picture of your team along with a logo with your application. jpeg or .tiff format (jimensink@bomaedm.ca).

APPLICATION FOR BUILDING OPERATIONS TEAM OF THE YEAR INVOLVES TWO COMPONENTS:

BUILDING INSPECTION

The judges will evaluate each building operator or team and site during a scheduled visit in February. A maximum point score for the inspection is 20.

WRITTEN RESPONSE

Section B - E below describes the components to be addressed in writing.

A maximum point score for the written responses is 80.

SUMMARY OF JUDGES' SCORING

Refer to Standard Submission Requirements.

The points from Section A and Sections B – E are combined for a total potential score of 100 points.

Submissions must attain a minimum of 70% or 70 points to be eligible for an award.

CRITERIA

See each individual question for its scoring value. For each category, entrants are to answer the standard questions and provide requested information. The entrant will be disqualified if they do not provide the required information.

SECTION CRITERIA

	POINT
Verbal Response	
A. Building Inspection Score	0-20
Written Response	
B. Operations	0-20
C. Preventative Maintenance	0-20
D. Training	0-20
E. Accomplishments	<u>0-20</u>
Total	100

VERBAL RESPONSE

(20 points)

A. BUILDING INSPECTION / INTERVIEW

The site inspection and interview including the following areas:

- Building Operator Appearance
- Building Operator Attitude
- Administrative / Organizational System
- Stock rooms
- Electrical rooms
- Mechanical rooms
- Fire and smoke systems
- Central plant
- Elevator machine room
- Other relevant areas as per the facility

WRITTEN RESPONSES

(20 points)

B. OPERATIONS

1. Knowledge of H.V.A.C. Systems:
 - a. What type of H.V.A.C. system is in the building?
 - b. What qualifications do you or the team have in regards to maintaining H.V.A.C. systems?
 - c. Have you or any of the team ever worked on a steam boiler?
2. Energy Awareness:
 - a. Is there a utility logbook?
 - b. Are utility readings documented?
 - c. Are the monthly bills kept track of?
 - 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?

(20 points)

C. PREVENTATIVE MAINTENANCE

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?

(20 points)

D. TRAINING

1. Education:
 - a. What Power Engineering ticket do you or the team possess?
 - b. Have you or the team taken any updated courses for the position?
 - c. Where else have you or the team acted as Building Operators?
 - 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 last updated for the team or individual?
 - c. Are safety meetings called?
3. Management:
 - a. How are 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?

(20 points)

E. ACCOMPLISHMENTS

Describe a facility management program or idea that has:

- Shown measurable improvement over past activities completed by the operator or operations team
- Improved the management of the facility by an operator or operations team
- Made the building more energy efficient
- Resulted in financial benefits for the building owner or operator
- Impacted customers or tenants in a positive manner

Building Operator Operations Team of the Year
application

Step 1: Application - Due Feb 13

- Fill out the application form on this page and email to Jeannette Mensink jmensink@bomaedm.ca
- Indicate below if a payment of \$150 is sent by mail or if you'd like to be invoiced.

Step 2: Full Submission - Due Mar 10

- Respond to the questions included in this submission package

COMPANY NAME

COMPANY ADDRESS

PHONE / CONTACT NAME / EMAIL ADDRESS

FAX

BUILDING OPERATOR/OPERATIONS TEAM

BUILDING NAME(S)

BUILDING MANAGER

BUILDING ADDRESS

Submissions must be received by March 10

We are forwarding our \$150 application fee as follows:

- Cheque enclosed (send to: BOMA Edmonton #870, 10423 -101 street, T5H 0E7)
 - Invoice
 - Credit Card # Type (circle one) VISA MasterCard American Express
- _____ Expiry Date: ____/____/____

Signed _____

Print Name: _____