



# 100% BOC CERTIFIED AWARD

## APPLICATION FORM

**The 100% BOC Certified Award** was established to recognize companies dedicated to professional development in energy efficient facility maintenance and operation. Nominees are facilities management (FM) organizations within private sector companies, government or non-profit organizations who meet the following criteria.

- All eligible facilities maintenance and operation personnel within the organization have earned a BOC credential at Level I, Level II or both.
- Certification status of all BOC graduates is current and in good standing at Level I, II or both.
- FM organization contributes to maintenance of certification status by encouraging graduates to participate in one or more of the following activities: continuing education in the profession, participation in energy efficiency projects in the organization, membership in a facilities maintenance professional association, and awards received for facilities management.
- FM organization furthers the energy efficiency of the company or organization through development and implementation of energy management policies and procedures, equipment purchase decisions, building tune-ups, and optimization strategies.

### Procedure

Please complete the form in full and submit to the Northwest Energy Efficiency Council.

All nominations and supporting documentation must be submitted on this official Nomination Form.

Northwest Energy Efficiency Council  
605 First Ave., Ste. 401  
Seattle, WA 98104  
Attention: Cynthia Putnam

or email: [Cynthia@theBOC.info](mailto:Cynthia@theBOC.info)

# BOC AWARD APPLICATION FORM

## **Nominator** *(All correspondence will be directed to this individual)*

Name \_\_\_\_\_ Title \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## **Company Information**

Provide a short description of the company product or service.

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Number of employees overall: \_\_\_\_\_

Number of employees in facilities management (FM) department: \_\_\_\_\_

Facility Square footage: \_\_\_\_\_

### **Names of Utilities Serving the Facility (enter below for each utility):**

Electric Utility: \_\_\_\_\_ Name of Utility Account Representative: \_\_\_\_\_

Natural Gas: \_\_\_\_\_ Name of Utility Account Representative: \_\_\_\_\_

## **BOC Certified Employees**

List each BOC graduate below. Supply additional names on separate sheet, if necessary.

Name \_\_\_\_\_ Title \_\_\_\_\_ Years in Profession \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Years in Profession \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Years in Profession \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Years in Profession \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Years in Profession \_\_\_\_\_

I confirm this represents 100 percent of all BOC-eligible<sup>1</sup> facilities management employees.

<sup>1</sup> BOC-eligible employees are those individuals who have primary responsibility for equipment maintenance and operation functions in the FM organization as determined by their job descriptions.

Briefly describe how the FM department contributes to the maintenance of BOC certification for its BOC graduates. Maintenance of certification entails any of the following activities: continuing education in the profession, employee's participation in energy efficiency projects in the organization, and membership in a facilities management professional association.

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Briefly describe how the FM department furthers the energy efficiency of the company or organization. Examples might include specific projects, implementation of energy management policies and procedures, equipment purchase decisions, building tune-ups, and optimization strategies.

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## Recognition

Companies earning a 100% BOC Certified Award will be recognized in the following ways: a framed BOC certificate, letter to the company or organization leadership, and a news release to the in-house newsletter, and local newspaper, business section. Please help us recognize your department's achievements by completing the following questions.

1. Would you like NEEC to send a letter to the company or organization leadership announcing the award?

Yes     No

If yes, to whom should we address the letter?

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

2. Is there an in-house newsletter editor to whom you would like NEEC to send a news release regarding the award?

Yes     No

If yes, to whom should we address the letter?

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

3. NEEC will post an announcement of the award on the BOC web site. Would you be willing to submit a group photo of the department's BOC graduates?

Yes     No

4. Is there an industry association newsletter editor to whom you would like NEEC to send a news release regarding the award?

Yes     No

If yes, to whom should we address the letter?

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

## Signature

Having completed the application to the best of my ability, I do hereby apply for the 100% BOC Certified Award.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return to:** NEEC Building Operator Certification • 605 First Ave., Suite 401 • Seattle, WA 98104

**Phone:** 206-292-4793 ext. 2 • **Fax:** 206-292-4125

*Please allow 30 days for processing.*

**Questions?** **Phone:** 206-292-4793, ext. 2 • **E-mail:** BOCinfo@theBOC.info • **Web site:** www.theBOC.info