

THE OUTSTANDING BUILDING OF THE YEAR AWARDS

BOMA TOBY AWARDS

CORPORATE FACILITY
HISTORICAL BUILDINGS
MEDICAL OFFICE BUILDINGS
SUBURBAN OFFICE (LOW-RISE)
SUBURBAN OFFICE (MID-RISE)
OFFICE BY SQUARE FEET
OFFICE BUILDING CATEGORIES

2022-2023 TOBY AWARDS
CRITERIA

 **PRO**
Official TOBY Awards Sponsor



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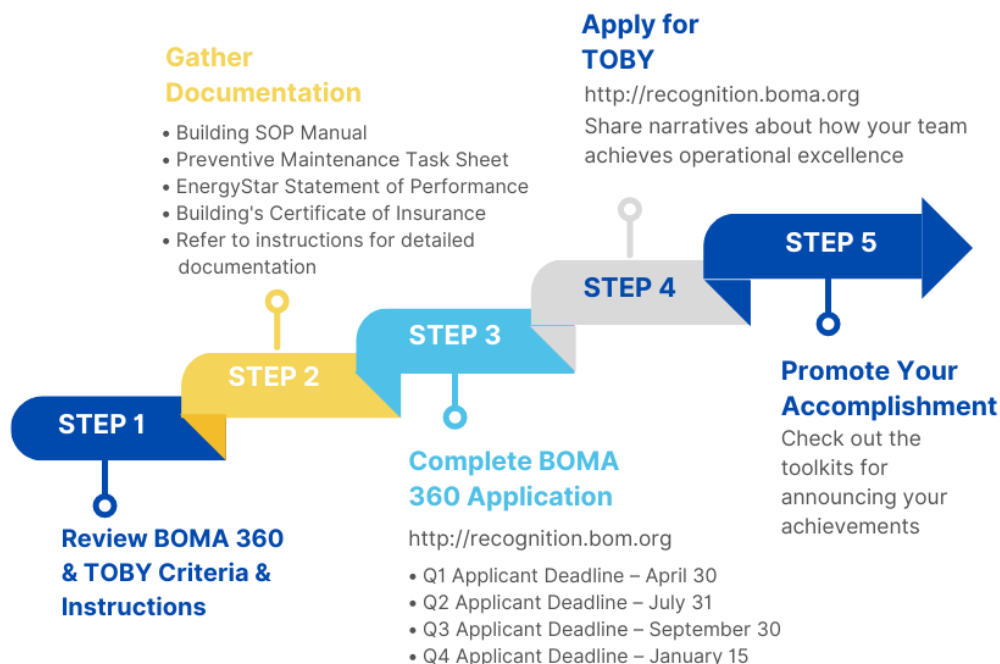
STARTING THE PROCESS

Now it's even easier to ensure your building achieves the ultimate success. This year, TOBY Awards are only given to properties carrying a BOMA 360 distinction—the most comprehensive and holistic evaluation of operational and management practices. Now you have two opportunities to highlight overall excellence for community impact, emergency preparedness, sustainability, health and wellness and additional performance metrics for both commercial and industrial buildings.

Before entering the TOBY competition, applying for the BOMA 360 designation serves as the first step in ensuring your building has achieved the minimum level of operational best practices. A new universal recognition platform has been created to simplify the process to help shape high performance buildings by providing an opportunity to educate property management professionals, reinforce team building relationships, and increase asset value and tenant retention on a global basis.

The BOMA 360 and TOBY applications have been consolidated into BOMA International's new 360/TOBY portal where applicants will have access to both applications all in one place. Applicants will have an opportunity to see areas where they can improve before entering the TOBY competition and have a stronger application.

Achieve the Recognition Your Building Deserves



CATEGORY DESCRIPTIONS

CORPORATE FACILITY

All buildings must be a single-use facility at least 50% occupied by the corporate entity—includes government agencies and private enterprises.

HISTORICAL BUILDING

All buildings must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion. The building must retain its historic physical integrity, which means the site must be relatively undisturbed. Renovations to the original framework is acceptable.

MEDICAL OFFICE BUILDING

All buildings must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for private physician or hospital employed physician offices. The building can be located on or off a hospital campus, and its tenancy can be comprised of 50% hospital uses or ancillary services, (such as imaging, physical therapy, rehabilitation clinics, prosthetics, pharmacy clinics and the like) provided by the hospital, including employed or aligned physician offices, ambulatory surgery centers, clinical labs (such as catheterization labs). Patient stays must be less than 24-hours (but could occur within any 24-hour period).

SUBURBAN OFFICE PARK (LOW-RISE)

Two or more buildings managed by the same management company with the tallest building being no higher than 5 stories; all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

SUBURBAN OFFICE PARK (MID-RISE)

Two or more buildings managed by the same management company with 1 building that is 6 to 10 stories in height, all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

NOTE: If a suburban office park is comprised of both low- and mid-rise buildings, the entry must submit under the Mid-Rise category.

OFFICE BUILDING SQUARE FOOTAGE CATEGORIES

- Under 100,000 Square Feet
- 100,000 – 249,999 Square Feet
- 250,000 – 499,999 Square Feet
- 500,000 – 1 Million Square Feet
- Over 1 Million Square Feet

NOTE: All buildings with at least 50% office area are eligible.

* Total Rentable Area of the building as per BOMA Measurement Standards and/or other pre-approved standard.

10. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings under the Building Operations and Management section.

11. For any building that enters the competition at the local and regional level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.

Additional Requirements for Non-U.S. entries:

Canadian Entrants are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

Other International Entrants should contact BOMA International regarding any questions on energy performance benchmarking requirements.

MANDATORY ON-SITE BUILDING INSPECTION

Building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a TOBY.

TOBY judges have been given the option to conduct on-site or virtual inspections at the discretion of the BOMA local association.

For more information, please refer to the TOBY Awards Virtual Site Inspection document – https://toby.boma.org/Documentation/2020_06_16_TOBY_Inspections%20COVID_19_FINAL.docx

- The following mandatory items must be inspected during the building inspection:

1. Entrance/Mail Lobby	9. Central Plant/Engineering Office
2. Security/Life Safety	10. Equipment Rooms/Service Areas
3. Management Office	11. Roof
4. Elevators	12. Parking facilities (only if Owner/Agent Operated)
5. Multi-Tenant Corridors	13. Landscaping/Grounds
6. Restrooms	14. Refuse Removal and Loading Docks
7. Stairwells	15. Tenant Amenities
8. Typical Tenant Suite (if applicable to building category)	
- The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:
 1. Evidence of Evacuation Drills conducted within past 24 months. NOTE: Drills can be silent if applicable.
 2. Regular Financial Reports/Accounting Software Used
 3. SOP Manual/Documentation of Standard Operating Procedures
 4. Purchase Policies
 5. Preventative Maintenance Manual
 6. BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification)
- Entrant should receive TOBY Building Inspection Verification form by their local BOMA or affiliated International affiliate organization. Any entry without an Inspection Verification form with their Regional submission will be disqualified.

ENTRY FEES

TOBY LOCAL ENTRY FEES

A local competition fee may be applicable. Each Entrant should check with their local association concerning fees.

BOMA 360 PROGRAM FEE

\$850 USD (office & industrial)

REGIONAL AND INTERNATIONAL TOBY ENTRY FEES

1. A total of \$450 USD in entry fees will be paid to BOMA International for each submission entering the TOBY regional competition. These fees will be collected once the entry has been completed and the "Submit" button has been pressed. No additional fees are collected for the international competition.

An additional regional competition fee may apply. If applicable, the regional competition fee will be collected by the region directly.

NOTE: All entries must be submitted, and fees received prior to your region's submission deadline in order to compete. Fees are non-refundable. Regional deadlines will be posted on <https://recognition.boma.org>.

JUDGING / DATA / DEADLINES

- Judging will occur at the local, regional and international levels.
- EnergyStar data must be shared with BOMA International no later than **March 31, 2023**, to be eligible to compete on the International level. Provide a copy of the Statement of Energy Performance generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievement received within the past 24 months must be included with the submission in the appropriate section. This is a requirement for entries in all countries. Canadian Entrants must include the BOMA BEST certificate or letter from BOMA Canada attesting certification in addition to the ENERGY STAR® requirement above. Omission of the ENERGY STAR® requirement and, for Canadian Entrants, the BOMA BEST certificate or letter **AND** data sharing through the online ENERGY STAR® Portfolio Manager will automatically disqualify an entry. Fees are non-refundable due an entry that is disqualified for non-compliance.

Country	ENERGY STAR® Statement of Energy Performance or Official Letter from EPA or ENERGY STAR® Certificate of Achievement	Data sharing through ENERGY STAR® Portfolio Manager	BOMA BEST Certificate or Official Letter
All Entrants	✓	✓	
US Entrants	✓	✓	
Canadian Entrants	✓	✓	✓
European Entrants	✓	✓	

- Each BOMA local association may submit one building in each category to the regional competition.
- Each BOMA region may submit one building in each category to the international competition.

5. Each region must submit their regional winners to BOMA International by **April 7, 2023**.
6. Judging at the international level will occur in April and May and the TOBY Awards will be presented during the *BOMA International Conference* held in June.
7. Updated TOBY Criteria will be presented during or prior to the BOMA International Conference.
9. BOMA International's 360/TOBY Recognition Portal (<https://recongnition.boma.org>) will begin accepting entries for each new season following the BOMA International Conference. Check website for specific dates.

UNIVERSAL PORTFOLIO REQUIREMENTS

Photograph Requirements

- File Type: Hi Resolution JPEG compressed
- Maximum File Size: 2MB
- Do not use photograph collages (Only single images)

Supporting Document Requirements

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5MB

Descriptive/Summary Text Requirements

- Maximum word count is specified for each section

NOTE:

- Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.
- Identify what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

RECOMMENDATION

Text should be created in Word, or other similar program, and then copied and pasted into the text box. Please spell check prior to pasting into the text box. Also confirm that the copied text can be fully viewed on-line. If not, reduce the characters to fit the requirements.

PORTFOLIO SPECIFICATIONS

The following information must be provided electronically using BOMA International's 360/TOBY Recognition Portal <https://recognition.boma.org> to be considered for both the regional and international competitions. Strict adherence to the portfolio specifications listed herein is **required**.

Local entries must check with your BOMA local association for local submission requirements.

NOTE: Each section is limited to a specified number of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.

BUILDING INFORMATION

Building Description

Provide a summary of the physical description of the building(s), property and location.

Maximum of 350 words

Competition Photographs

Provide the following photographs of your building(s):

- 2 Exterior
- 1 Interior (lobby and hallways)
- 1 Standard tenant area
- 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 Additional photographs, the subject matter of which is the entrant's choice

Awards Ceremony Photograph

- In addition to the competition photos, all entrants must upload one high resolution (minimum 300 dpi, 1,500 pixels wide or larger) color JPEG (JPG) of the **building's exterior** for display at the awards ceremonies.
- Also, one photograph (JPEG) of the **management team (minimum 300 dpi, 750 pixels wide or larger)** responsible for daily management of the building(s) is required.

Upload the following:

- TOBY Inspection Verification Form – please obtain form from your BOMA local association

Total of 10 attachments required

SECTION 1: BUILDING OPERATIONS & MANAGEMENT – UP TO 5 POINTS

This section is designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international level does not include a physical inspection of the building(s) and property.

Information required for TOBY/Documented in the BOMA 360 application.

(Applicant does not need to upload again):

1. Building Name or Names if multiple buildings are being entered as a single entry
2. Number of Floors
3. BOMA Certified Total Building Rentable Area Square Footage
4. BOMA Certified Office Rentable Area Square Footage
5. Other Certified Rentable Area Square Footage (where applicable)
6. Exterior Building Description (type of facade, windows, roof etc.)
7. Year constructed or opened

Describe the following:

- | | |
|---|---|
| 1. Lobby/Atrium Standard finishes (Mixed-Use: One per entity, lobby up to 3) | 5. Utility Distribution |
| 2. Corridor Standard Finishes | 6. Elevators |
| 3. Restroom Standard Finishes | 7. HVAC Distribution System |
| 4. Typical Tenant Suite Standard Finishes (Mixed-use: 2 suites from different entities) | 8. Fire Life Safety Systems |
| | 9. Loading Dock & Parking |
| | 10. Emergency Generator / Back-up Power |

Attach the following:

1. Floor plan for your building showing your main lobby as well as two additional typical floor plans
2. Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
3. Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR ®, BOMA BEST, or BREEAM

Note: Please combine multiple documents into a single attachment if necessary.

Information required for TOBY/Documented in the BOMA 360 application.

(Applicant does not need to upload again):

Documentation of BOMA floor measurement standard—type used in section of lease where the BOMA floor measurement standard is referenced, or other documentation, such as a sample lease document or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used.

Maximum of 2,000 words | Total of 3 attachments required (Up to 5 attachments allowed)

SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT – UP TO 15 POINTS

NOTE: Entrants can use data up to 24 months prior to application deadline.

For more information about emergency evacuations, please refer to BOMA International's document *Preparing for Emergency Evacuations* –

<https://boma.informz.net/BOMA/data/images/COVID%2019%20Preparing%20for%20Emergency%20Evacuations.pdf>

Describe the following:

- Procedures and programs for life safety, fire, disaster and security standards.
- Training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished.
- Explain how the building monitors activities in common areas.
- Explain how the building controls entry into the building, especially during non-business/non-peak hour.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Fire and evacuation drills are conducted, how often and when.

Information required for TOBY/Documented in the BOMA 360 application.

(Applicant does not need to upload again):

1. Table of contents of your emergency preparedness and security standards manual(s).
2. AED policy or equivalent
3. Written security procedures (Table of Contents)
4. Copy of ADA plan (if applicable in your jurisdiction)
5. Reference of access control and surveillance systems in the building. How does the building control entry into the building, especially during non-business/non-peak hour? Explain how the building monitors activities in common areas. It is not necessary to include an entire policy manual on how this is handled.

Maximum of 1,800 words

SECTION 3: TRAINING AND EDUCATION – UP TO 15 POINTS

NOTE: Training for building personnel can be conducted virtually via online courses rather than in-house training, classroom training or staff meetings. Participation in BOMA-sponsored events can be virtual, as well. Page | 10

Describe the following:

- On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.
- Management team participation in at least one BOMA-sponsored (local, regional or international) event or international affiliate sponsored event within the last 24 months (if applicable).
- Training for both on-site and off-site building personnel dedicated to the property.
- List of any management team industry certifications, degrees or industry training

Maximum of 1,800 words

SECTION 4: ENERGY – UP TO 20 POINTS

A. Benchmarking & Performance Rating – 3-6 of 20 points

IMPORTANT: All Entrants from all countries are required to utilize the ENERGY STAR® Portfolio Manager to measure their current rating in ENERGY STAR® and provide the Statement of Energy Performance report generated from ENERGY STAR® and/or Official Letter from EPA or ENERGY STAR® Certificate of Achievement (provided in BOMA 360 application). Canadian Entrants must also provide the BOMA BEST certificate or letter.

Additionally, all entrants must share their data with BOMA International. To do this, have your ENERGY STAR® portfolio administrator go to “Contacts” (in the upper right-hand corner), click the “Add Contact” button, search for “BOMA International”, and click “Connect”. Once the connection request has been accepted, click on the “Sharing” tab and click on “Share (or Edit Access to) a Property” and follow the instructions. For additional guidance on sharing data, please click [here](#). **Any entry that does not share their data with BOMA International will not be eligible to compete at the International level.**

Entrants will be scored based on their ENERGY STAR score as follows:

- Score < 65: 3 points
- Score 65-74: 4 points
- Score 75-84: 5 points
- Score >84 : 6 points

**For multiple buildings, use weighted average by square footage*

B. Building Staff/Tenant Education (4 of 20 points)

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

C. Building Operations and Maintenance (5 of 20 points)

Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed **(3 of 5 points)**:

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

Describe the steps taken to improve the energy performance of your building over the last three years **(2 of 5 Points)**.

D. Building EMS Monitoring (5 of 20 points)

Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building's energy consumption. Provide measurable results demonstrating reduction in energy and improved performance.

Maximum of 1,750 words | 1 attachment allowed

SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS – UP TO 15 POINTS

Describe the following:

A. Environmental – 4 of 15 points

- Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.
- Provide documentation of buildings waste management plan, recycling policies and building's exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs and/or any other environmental management programs.
- Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

B. Sustainability – 3 of 15 points

- Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.
- When describing these policies and procedures explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

C. Waste – 4 of 15 points

- Describe your building's waste reduction work plan and source separation program.
- Where applicable include:
 - Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
 - Facilities diversion rate
 - Educational training for occupants, custodians and general public
 - Organizational statement for continuous improvement in reduction and diversion of waste streams
 - Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
 - Future plans to increase recycling levels and reduce the waste generated

D. Health & Wellness – 4 of 15 points

- Describe policies management that have been implemented to create healthy work environments for employees and tenants and to promote sustainable communities.
- Describe at least three wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.
- Describe building features that address the health and wellbeing of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.
- Describe programs implemented since the outbreak of COVID-19 which you will keep in place to reduce contagious disease transmissions. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

**Information required for TOBY/Documented in the BOMA 360 application.
(Applicant does not need to upload again):**

1. Documentation of waste management plan – TOC or other
2. Other documentation of recycling policies, exterior maintenance plan, etc.
3. Sustainable Policies – TOC or other
4. Waste audit
5. Other

Maximum of 3,000 words

SECTION 6: TENANT/OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT – UP TO 30 POINTS

NOTE: Tenant relations/communications examples that occurred within the past 24 months can be referenced in this section.

A. Tenant and Occupant Relations (15 of 30 points)

Describe the following:

- Tenant Relations efforts and/or programs sponsored by building management within the last 24 months.
- 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.
- Tenant amenities available such as health facilities, childcare and food service.
- A description of how the building's management team communicated with its tenants during COVID-19.
- Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.
- An explanation of the major findings and the actions management took to share results,

alleviate concerns and/or problems, and/or ensure that acceptable and "popular" procedures and activities were maintained.

Attach the following:

1. 3 samples appreciation letters from the tenant or public
2. 2 newsletters
3. 1 copy of tenant/occupant survey (if applicable)
4. 3 photos on how you fitted your building for COVID-19
5. 1 tenant communications piece from the property management team
6. 3 photographs reflecting the events being described
7. 1 table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)

NOTE: Corporate Facility – Employees are considered tenants and you may include the table of contents of your tenant information manual or guidebook in addition to the summaries described above.

Community Involvement (15 of 30 points)

NOTE: Community impact examples and data that occurred within the past 24 months can be referenced in this section.

Describe the following:

- The building management's impact on the community. For example: jobs provided (as a direct result of the building's existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition awards, letters and roads and other transportation improvements. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe. When describing the current year's events, please note programs and how long they have been in place.
- Describe how the building management's efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/activities if entrant can describe how the onsite management team personally participated or how it affected the property.

- Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within past 12 months. Include date of activity.
- Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as police department, fire department, special improvement districts, and public works. Include date of activity.

NOTE: Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.

Attach the following (Optional):

Entrants may also include a maximum of three attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters.

Maximum of 4,000 words | Total of 13 attachments required -- 4 optional – TOTAL 17 attachments

******* END OF APPLICATION *******

SUBMITTED CONTENT

Building Registration Information and the Building Description may be used in Awards Program materials and with the media. Photographs may be used, with attribution, in Awards Program materials, with the media and in other BOMA International materials. All other content may be used by BOMA International in the creation of new industry materials. BOMA International will not include identifying information, such as building name, owner, etc., in these materials without the entrant's consent.

Building Owners and Managers Association (BOMA) International

The Building Owners and Managers Association (BOMA) International is a federation of 86 BOMA U.S. associations and 18 international affiliates. Founded in 1907, BOMA represents the owners and managers of all commercial property types including 10.5 billion square feet of U.S. office space that supports 1.7 million jobs and contributes \$234.9 billion to the U.S. GDP. Its mission is to advance a vibrant commercial real estate industry through advocacy, influence and knowledge. Learn more at www.boma.org.

BOMA International • 1101 15th Street, NW, Suite 800 • Washington, DC 20005 • 202-326-6300 • <https://recognition.boma.org>