

The Outstanding Building of the Year **TOBY 2024**



THE OUTSTANDING BUILDING OF THE YEAR (TOBY) AWARDS are the most prestigious and comprehensive program of its kind in the commercial real estate industry. The TOBYs recognize quality in buildings and reward excellence in building management.

There are 14 Categories and 3 levels of competition—
Local, Regional, and International.

Entry submissions at the **local level only** require you participate in a Building Inspection, a **REVIEW & INTERVIEW**, of your property. A panel of local judges will schedule a visit and review your entry in several categories: physical attractiveness inside and out, security and safety, front office operations, engineering operations, and tenant amenities (refer to the Building Inspection Form, on page 4, for full details.)

If you win at the local level and wish to enter competition at the **Regional & International Levels**, portfolios must be submitted online.

Local TOBY Award winners will be announced and presented at the BOMA/Metro Detroit 2023 Annual Meeting & TOBY/Leadership Awards Luncheon Presentation and Holiday Happy Hour Reception, Friday, December 1, 2023 at **MotorCity Casino's Sound Board**.

DEADLINE FOR LOCAL LEVEL ENTRY: Wednesday, September 6, 2023

SUBMISSION FEE: \$500

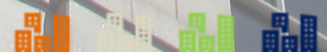
JUDGING: October 16 -Oct 19, 2023 (Tuesday-Friday)

Inspections are scheduled by the judges and last 2-3 hours. Due to the high number of entrants, judges are only able to offer limited flexibility in the judging schedule. You will be required to provide an agenda based on the Building Inspection Form.

TOBY Winners

Are the Best of the Best in Property Management...

Are You Ready to Showoff Your Shine?



bomadet.org

2024 Call For Submissions

REGISTRATION FORM

Complete building information below as you wish it to appear in all media and production materials.

Building Name:

.....

Building Address:

.....

.....

Building Architect:

.....

Building Owner:

.....

Year Built: Building Class:

Applications must be submitted by a BOMA/Metro Detroit member firm in good standing.

Building Management Company:.....

Building Manager:

Address:

.....

Phone: Email:.....

Total Building Area square footage:

Office..... Other Type & SF.....

Retail..... Total.....

Note: Area will be rentable area of the building using the BOMA/ANSI Standard Method for Measuring Floor Area in Office Buildings.

of Buildings to be judged: # of Floors

of Interior Parking Spaces:

of Surface Parking Spaces:

of Building Engineers:# of Day Porters:

CATEGORIES

please check only one:

- Under 100,000 Sq. Ft.
- 100,000 to 249,999 Sq. Ft.
- 250,000 to 499,999 Sq. Ft.
- 500,000 to 1 Million Sq. Ft.
- Over 1 Million Sq. Ft.
- Corporate Facility
- Historical Building
- Industrial Office Building/s
- Medical Office Building
- Renovated Building
- Suburban Office Park - Low Rise
- Suburban Office Park- Mid Rise
- Mixed-Use
- Earth



2024 Call For Submissions

Building Name:

The Building has received the following awards:

BOMA/Metro Detroit TOBY Award.....(yr) Regional TOBY(yr) International TOBY Award(yr)

Are there any restrictions for visitors to the property? [i.e. tenants only, masks etc.] f yes, please explain

Note: the building submission may not have won in the same category at the international level during the last 5 years (i.e. Buildings which won in 2021 are not eligible to compete until 2026 and awarded in 2027). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings which won in 2021 are not eligible to compete until 2024 and awarded in 2025). Repeating competition entrants must have scored greater than 70% in prior year competition, if less than 70% scored, submission may re-enter competition after 2 years.

Please include the following with submission by Wednesday, September, 6:

PAYMENT: Submission Entry Fee \$500.00

- Check payable to BOMA Metro Detroit Mail to: 535 Griswold St, Suite 111-616, Detroit, MI 48226
- VISA /MC American Express Discover

Name on Card: Ph #

Card #: Expiry: CVD#:

Card Billing Address.....

ENERGY STAR® Statement of Energy Performance

All submissions must be benchmarked with Energy Star®, provide a copy of the current year Statement of Energy Performance, and share the data with BOMA International on Energy Star® Portfolio Manager.

ALL INFORMATION IS HELD IN STRICTEST CONFIDENCE.

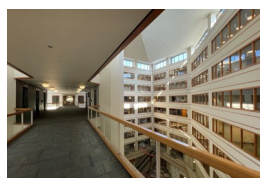
- 5 PHOTOGRAPHS** of the property. Include 1 exterior, 1 interior, 1 team photo and 2 optional entrant's choice. Photographs submitted will be used for media and production purposes for the Building Owners and Managers Association/Metro Detroit.

____ Initials A representative from the entry's management team that will be conducting the building tour [Property Manager, Engineer, Assistant PM] will be required to attend the Competition Protocol Virtual meeting, September 28 to be eligible to participate.

exterior



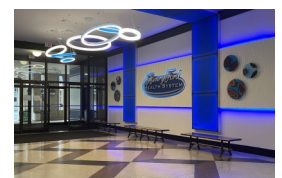
interior



team



optional



All submission documents and photos should be emailed to info@bomadet.org

For Questions and Information: 313.483.7702 or info@bomadet.org



LOCAL Level

The LOCAL Competition requires you submit to a physical review of the property and a personal interview by a panel of 2-4 Judges. There is an entry fee of \$500. Inspections will take place October 16-19, 2023. You will be scheduled and notified of the date and time of your inspection. Please prepare an agenda and property tour based on the Inspection Agenda below (e.g. start tour in lobby, to elevators, to corridor, to restroom, to stairwell.) This ensures an orderly tour which addresses each section of the inspection as well as the most efficient use of time. You should plan for the physical review to last about three hours. The tour will be followed by the interview process.

Sample Agenda:

Building Tour

Begin by introducing your management staff.

- 1) Landscaping/Grounds
- 2) Parking
- 3) Entrance/Main Lobby
- 4) Security/Life Safety
- 5) Refuse Removal/Loading Dock
- 6) Tenant Amenities
- 7) Restrooms
- 8) Elevator
- 9) Multi-tenant Corridors
- 10) Typical Tenant Suites
- 11) Roof
- 12) Stairwells
- 13) Central Plant Engineering
- 14) Equipment Rooms
- 15) Management Office

Management Office Interview

(if off site, please have materials at building being inspected)

- ⇒ Company Policies and Procedures Manual
- ⇒ Purchase Policies, Certificate of Occupancy & Insurance
- ⇒ Annual Budget/Reporting/Accounting Software
- ⇒ Operating Expenses
- ⇒ Staffing
- ⇒ Technology
- ⇒ Staff Training and Development
- ⇒ Construction Administration/Floor Plans
- ⇒ Key Control
- ⇒ Security/Life Safety

REGIONAL Level

You may decide to advance to the REGIONAL Competition. To do so requires that you have won in the LOCAL level competition category. *Beginning with the 2023 TOBY cycle, local winners participating in the Regional competition will be required to apply for recognition as a BOMA 360 Performance Building.*

INTERNATIONAL Level

Winners of the REGIONAL level will automatically advance to the INTERNATIONAL Competition. Winners will be announced on at the 2024 BOMA International Conference & Expo, Philadelphia, PA, July 13-16.

If you have any questions regarding the requirements, please contact the BOMA Office at info@bomadet.org

Thank you for your participation and GOOD LUCK!

The 2023 Awards Committee Chairs
 Laura Marble, FMA of US General Services Administration,
 Rene Ware, Liberty Property and Asset Management