



2023 ENTRY REQUIREMENTS

Public Assembly



The Outstanding Building of the Year (TOBY) awards are part of a tiered awards program spanning three levels of competition – Local, National/Regional and International. Criteria for all levels of competition are established by BOMA International and in some cases modified at the Local/National/Regional level. (Please check with your local association for more details)

CATEGORY DESCRIPTION

Public Assembly Buildings

All buildings must be publicly accessible and support multiple uses (entertainment, events/gatherings, etc). The multiple use character of these buildings may influence the building's utility use, opening hours and tenant or occupant relations. These buildings may be part of a larger portfolio. This category includes: stand-alone arenas, amphitheaters, auditoriums, art galleries, churches, hotels, convention centers, exhibit halls, courthouses, stadiums, university building(s) and other buildings that are publicly accessible. This category allows for entry restrictions based on ticketed or multi-tenant/occupant areas.

When a building fits a different TOBY category, it should be entered in that category.

IMPORTANT NOTE FOR 2023 ENTRANTS:

There is currently no Public Assembly category at the BOMA International level. As a result, the category is only available locally and nationally in Canada. Entries do not require a BOMA 360 designation and must be submitted electronically via dropbox link (provided).

ELIGIBILITY

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.
2. All portfolios must have undergone a building inspection and scored at least 70% to be eligible to compete. Each entrant must upload the completed and signed TOBY Building Inspection Verification form to be eligible to compete at the Regional and International level (this form is provided by your local BOMA association or International Affiliate organization).
3. The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA International in order to compete at the local, regional and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
4. The building may not have won in the same category at the regional/international level during the last 5 years (i.e. Buildings that win in 2022 are not eligible to compete until 2027 and awarded in 2028). The building may not have won in a different category at the regional/international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
5. The building must be occupied for at least one full year from the date of occupancy of the first tenant by **June 15, 2022** with a minimum of 12 months of building operations.
6. Buildings submitted in the Mixed-Use category must have at least 10% office space of total square footage of entire complex.
7. All mixed-use and public assembly buildings must be at least 50% percent occupied (physical occupancy of leasable space).
7. Each building may enter in only one category.
8. 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.

9. 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 Standards section.

10. 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.

BUILDING INSPECTION

NOTE: 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

- 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.
- The following items may be inspected during the building inspection:

- | | |
|--|----------------------|
| 1. Entrance/Mail Lobby | 14. Roof |
| 2. Security/Life Safety | 15. Tenant Amenities |
| 3. Management Office | |
| 4. Elevators | |
| 5. Multi-Tenant Corridors | |
| 6. Restrooms | |
| 7. Stairwells | |
| 8. Typical Tenant Suite (if applicable to building category) | |
| 9. Central Plant/Engineering Office | |
| 10. Equipment Rooms/Service Areas | |
| 11. Parking facilities (only if Owner/Agent Operated) | |
| 12. Landscaping/Grounds | |
| 13. Refuse Removal and Loading Docks | |

A member of the judging team will contact the property manager in advance to book a mutually agreeable date and time for a site visit. Judges should be taken to a boardroom or office where they will spend a minimum of a 1 hour examining all of the mandatory documents. Following the review, the judges should be taken on a tour of the building. (Tour guide must be very familiar with the submission and all building areas and systems and prepared to answer onsite questions from the judges. Note: Property Management team should be on site during inspections). Please allow a between 2.5– 3.5 hours to complete the building inspection process.

- 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 12 months. NOTE: Drills can be silent if applicable.
 2. Preventative Maintenance Manual
 3. SOP Manual/Documentation of Standard Operating Procedures
 4. Regular Financial Reports/Accounting Software Used
 5. Purchase Policies (Basic Principles)
 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.

ENTRY FEES

LOCAL ENTRY FEES

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

REGIONAL (NATIONAL) AND INTERNATIONAL ENTRY FEES

A Regional (National) fee of \$895 CA is payable to BOMA Canada at the time of registration.

NOTE: All entries must be submitted, and fees received prior to your region's submission deadline in order to compete. Fees are non-refundable. All deadlines at close of business (5:00 pm Eastern).

INTERNATIONAL ENTRY FEES

Not applicable (No Public Assembly category currently at International level)

JUDGING / DATA / DEADLINES

1. **Winter/Spring 2022/2023** - Canadian local associations hold their respective awards programs/galas. Building inspections take place at this level of competition. Each Canadian local association may submit only one building in each category to the national competition. (Winners at the local level will receive an invitation to enter into the BOMA Canada National Awards along with a Registration Form, directly from BOMA Canada.)

July 15, 2023 – registration, entry fees and formal entry to be received.

August 2023- Judging at the national level will occur.

September 28, 2023 - Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2023 in Edmonton, AB (September 26-28, 2022).

GLOBAL 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.

PORTFOLIO SPECIFICATIONS

The following information must be provided electronically via dropbox link provided. 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 amount 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.
- *Shaded boxes throughout this document contain useful notes and information that may assist you in preparation for a local judges' visit or for completion on your online entry. It is a resource only and is not exhaustive.*

BUILDING DESCRIPTION – 1 POINT

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

Maximum of 350 words
No attachments allowed

BUILDING STANDARDS – 3 POINTS

The Building(s) Standards should be designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international levels does not include a physical inspection of the building(s) and property.

Provide the following:

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

Describe the following:

1. Number of Public Entrances and their physical characteristics
2. Common Area Standard Finishes
3. Restroom Standard Finishes
4. Customer Service/Concierge Facilities
5. Utility Distribution

6. Elevators and/or Escalators and/or Moving Walks, Lifts, etc.
7. HVAC Distribution System
8. Fire Life Safety Systems
9. Loading Dock & Back of House Tenant Receiving Areas
10. Parking
11. Emergency Generator/Back up Power
12. Signage and Wayfinding
13. Multiple Uses (where applicable)

Attach the following:

1. Floor plan for your building showing your main lobby (office component) as well as two additional typical floor plans (Attachment #1)
2. Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. (Attachment #2)
3. 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. (Attachment #3)
4. Description and copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM (Attachment #4)
5. TOBY Inspection Verification (provided by your local BOMA association) (Attachment #5)

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

***Maximum of 2,000 words
Total of 5 attachments required***

COMPETITION PHOTOGRAPHS – 1 POINT

A. Public Assembly Buildings:

- 2 Exterior (front & rear)
- 1 Interior (lobby and hallways)
- 2 Multiple Use areas
- 1 Signage and Wayfinding
- 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

No text is required

AWARDS CEREMONY PHOTOGRAPHS – 0 POINTS

In addition to the competition photos, all regional and international 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, a photograph (JPEG) of the **management team (minimum 300 dpi, 750 pixels wide or larger)** responsible for daily management of the building(s) is required.

No text is required

Total of 2 attachments required

COMMUNITY IMPACT – 15 POINTS

NOTE: Entrants can use data that occurred within the past 24 months prior to application deadline.

- Provide a written description of 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 (quantity of drives, number of books, number of toys, etc.) 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.

Summer students employed, co-op student placements, seasonal hires. Community involvement and enrichment (Local BIA, Schools, Charities, Donation Drive (toy, clothing, food), Animal Protection, Donation of space (vacant area, courtyards, lobbies) for community/city events, buskers, arts & crafts, farmers markets.

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.

Maximum of 1,800 words

Up to 3 attachments allowed

TENANT RELATIONS / COMMUNICATIONS – 15 POINTS

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

Describe the following:

- Tenant Relations efforts and/or programs sponsored by building management within the last 12 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.

Attachments must include:

1. 3 samples of appreciation letters from the tenant or public
2. 2 newsletters
3. 1 copy of tenant/occupant survey
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.)

Maximum of 1,800 words

Total of 11 attachments required

ENERGY CONSERVATION – TOTAL OF 20 POINTS

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.

- The Preventative Maintenance Program (Mixed-use – how these are shared between entities) – 2.5 points
- The Energy Management Plan – 2.5 points
- The Energy Reduction Target – 2.5 points
- The Indoor Air Quality Monitoring Plan – 2.5 points
- The Occupant Service Request Program – 2.5 points
- Has the facility(s) conducted an ASHRAE Level 1 Energy Assessment in the last three (s) years? – 2.5 points
- Building Staff/Tenant Education on the importance of and methods for energy conservation. – 2.5 points
- Building Energy Management System (EMS) Monitoring. – 2.5 points

Describe the following:

- A list of areas for which energy consumption data is available (i.e. all tenants, some tenants, interior and exterior common areas) and the type of energy used, (i.e. Electricity, natural gas, other).
- Percentage of occupied gross leasable area you have energy consumption data (either through sub-metering or by other means). The data must represent consumption from the most recent 12-month period and must not be any older than the past 18 months.
- Proof that building current energy consumption is being compared with consumption from past years and provide conclusions drawn from the analysis over a minimum of 1 years.

Maximum of 1,750 words
Up to 2 attachments allowed

ENVIRONMENTAL, REGULATORY, SUSTAINABILITY & WASTE – TOTAL OF 15 POINTS

Describe a minimum of 7 programs of which at least 3 should be related to Environmental and Regulatory and at least 3 related to Sustainability and then describe your waste management plan.

Environmental & Regulatory – 5 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.

Environmental Management Plan/ Manual; Elevator/Escalator/Moving Walks, Freight, Lift Maintenance logs; Waste Audit Reports; Waste Reduction Work Plan posted; Roof Anchor Plan & Inspection; CFC reporting; Air Emissions; TSSA Compliance; Work plans in place to meet new regulations; Health & Safety procedures (staff, contractors); (hot work permits, spill control procedures lockout-tagout, roof waivers, contractor management program, safe work permit program); record keeping, equipment (chemical storage, protective gear; safety shower, eyewash station); GHS (Globally Harmonize System) compliance; MSDS (housekeeping & maintenance); Employment & Human Rights Law (Bill 168 work plan); Accessibility Action Work Plan (Wheelchair (entryways, washroom, elevators, light switches), Visually Impaired (Braille elevator buttons, directories, signs suite numbers and names, floor indicators (voice or tone), concierge service.

Sustainability – 5 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.

Reduction of environmental footprint; sustainability included in owners documentation,, leases, construction manuals, construction services; building recycling plan list of recycling services made available (toners, cartridges, cell phones, batteries, e-waste, organic waste), reuse of building materials; cradle to grave programs; tenant engagement initiative on sustainability.

- 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.

Waste – 5 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
 - Attach a PDF copy of your latest waste audit
 - Future plans to increase recycling levels and reduce the waste generated

Attach the following:

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

Maximum of 2,250 words

Total of 1 attachment required (up to 5 attachments allowed)

EMERGENCY PREPAREDNESS / LIFE SAFETY – 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 or officials and conduct live training, explain how this is accomplished.
- Summary about your business continuity plan and if drills are conducted how they are documented and

Emergency Preparedness Plan; (Fire, Disaster, Pandemic, etc.); Evacuation Procedures, Tenant and Staff Training Drills; Emergency Systems, Maintenance, Procedures, Training, Testing, Recording/log Books, Fire/Emergency procedures; Annual Fire & Safety Systems Certificate; Monthly Fire Safety inspection sign off; Emergency After Hour Tenant Contact Procedures; Business Continuity Plan; Emergency Equipment; (AED, Oxygen, SCBA, first aid/trauma kits); Communications Equipment (2 way radios, PA systems, paging, emergency notification system).

- communicated.
- Fire and evacuation drills are conducted, how often and when.

Attach the following:

- Table of contents of your emergency preparedness and security standards manual(s).
- AED policy or equivalent
- Written security procedures (Table of Contents)
- Copy of ADA plan (if applicable in your jurisdiction)
- 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

Total of 4 attachments required (up to 5 attachments allowed)

TRAINING FOR BUILDING PERSONNEL – 15 POINTS

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

Describe the following:

- List of qualifications for building staff (not job descriptions)
- 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 12 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

Internal training, seminars, courses, webinars, internal website as a resource, skill upgrading opportunities for employees; Internal Property Management Policy & Procedures and templates available to staff as a resource; Non-technical or customer service related training such as people skills, conflict resolution; training requirements by job function or role. Are any site staff currently working towards designations, degrees, certifications, applicable to their roles; Employee Assistance Program; Goals & Objective Program; staff performance reviews, feedback and communication; employee retention efforts, staff / team building events, mentoring, succession planning, employee recognition program; Industry/internal Awards & Recognition received by team, site or employee.

Attach the following:

- Building specific organization chart of the building management team

Maximum of 1,800 words

Total of 1 attachment required

******* 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 Canada/International materials. All other content may be used by BOMA Canada/International in the creation of new industry materials. BOMA Canada/International will not include identifying information, such as building name, owner, etc., in these materials without the entrant's consent. BOMA Canada/BOMA International cannot be held responsible for any lost, stolen, deleted or damaged entry portfolios or associated materials.

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