



**The Outstanding Building of the Year**

## **2023 ENTRY REQUIREMENTS**

**Mixed-use Buildings**



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)



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## NEW FOR 2023

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.

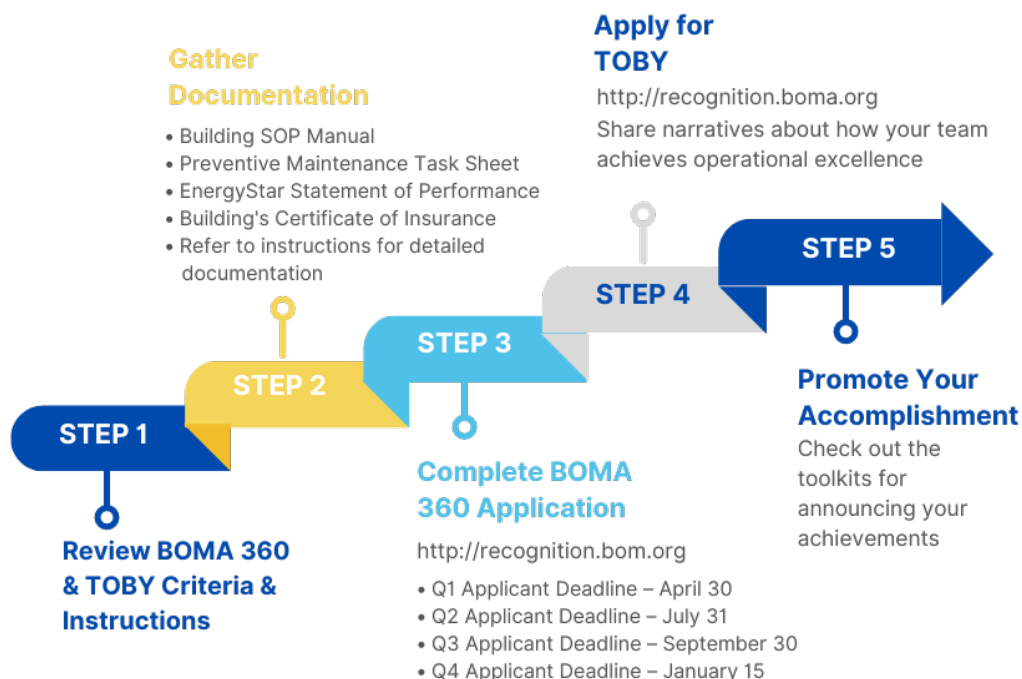
Before entering the TOBY competition, applying for the BOMA 360 designation serves as the first step in ensuring your building has achieved the minimum level of operational best practices. A new universal recognition platform has been created to simplify the process to help shape high performance buildings 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, as well as work on both applications at the same time.

For more information on BOMA 360 visit the BOMA Recognition platform <https://recognition.boma.org/>

\* Does not apply to Retail and Public Assembly

## Achieve the Recognition Your Building Deserves



## CATEGORY DESCRIPTION

### Mixed-Use Buildings

All properties will have minimum of 10% Office in a planned integration of at least three components that are a mix of Retail, Entertainment, Residential, Hotel, Recreation or Other Functions.

Each component will be at a minimum of 10% of the total property. The property can be one or more buildings managed by the same company. It is pedestrian-oriented and contains elements of a live-work-play environment. It maximizes space usage, has amenities and architectural features that tends to mitigate traffic and sprawl.

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

## 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.

**NOTE:** At-Large entries, entries that are outside the jurisdiction of a local association, must submit their portfolio directly to their region using BOMA International's 360/TOBY Portal at <https://recognition.boma.org> for regional judging and must notify their regional awards chair of their intention to compete.

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 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 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 international level during the last 3 years (i.e. Buildings that win in 2020 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 buildings must be at least 50% percent average annual occupancy (physical occupancy).

8. Each building may enter in only one category.

9. **U.S. Entrants** with Mixed-Use buildings are not required to be **ENERGY STAR®** Benchmarked or share data via the Energy Star Portfolio Manager. However, entrants must provide 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.
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 Standards 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.
  12. All buildings competing at the regional level must be BOMA 360-designated.

**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**

**NOTE:** BOMA acknowledges that on-site building inspections may be impacted. 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](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:
 

<ol style="list-style-type: none"> <li>1. Entrance/Mail Lobby</li> <li>2. Security/Life Safety</li> <li>3. Management Office</li> <li>4. Elevators</li> <li>5. Multi-Tenant Corridors</li> <li>6. Restrooms</li> <li>7. Stairwells</li> <li>8. Typical Tenant Suite (if applicable)</li> </ol>	<ol style="list-style-type: none"> <li>9. Central Plant/Engineering Office</li> <li>10. Equipment Rooms/Service Areas</li> <li>11. Parking facilities (only if Owner/Agent Operated)</li> <li>12. Landscaping/Grounds</li> <li>13. Refuse Removal and Loading Docks</li> <li>14. Roof</li> <li>15. Tenant Amenities</li> </ol>
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- 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. Preventative Maintenance Manual

3. SOP Manual/Documentation of Standard Operating Procedures
  4. Regular Financial Reports/Accounting Software Used
  5. Purchase Policies
  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 International affiliate organization.

## 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

Entry fees will be paid to BOMA International and BOMA Canada for each submission entering the Regional (National) competition. Fees are broken down as follows:

1. A Regional (National) fee of \$895 CA is payable to BOMA Canada at the time of registration.
2. An additional \$450 USD fee 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.

**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).

## JUDGING / DATA / DEADLINES

1. Judging will occur at local, regional and international levels.
2. **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.)

**REMINDER – BOMA 360 designations must be received prior to official TOBY entry. Please refer to quarterly deadlines posted on <https://recognition.boma.org/>. Entrants can work on BOMA 360 and TOBY entries at the same time on the new platform.**

**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).

**January 2023** - Winners of BOMA Canada 2023 National TOBY Awards may be eligible to advance to the 2024 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.

**April 2024**- Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)

**April/May 2024** - Judging at the International level will be arranged by BOMA International in Washington, D.C.

**June 2024** - Competition results and awards for the International winners will be presented at the International Awards Gala during the 2024 BOMA International Conference & Expo®.

3. BOMA International's 360/TOBY Recognition Portal (<https://recongition.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 Portal at <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 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.

## **BUILDING INFORMATION**

### **Building Description**

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

#### ***Maximum of 350 words***

Provide the following photographs of your building(s):

### **Competition Photographs**

#### **A. Mixed-Use Buildings:**

- 2 Exterior (front & rear)
- 1 Interior (lobby and hallways)
- 1 Standard tenant area (Mixed-use – up to 3 per entity)
- 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.

***Total of 9 attachments required (up to 11 allowed)***

## **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 levels does not include a physical inspection of the building(s) and property.

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 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. Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM (Attachment #3)

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

**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.

**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 by in-house training, classroom training or, staff meetings. Participation in BOMA-sponsored event may be virtual, as well.

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**

**NOTE:** It is not necessary for Mixed-Use entrants to benchmark energy performance using **ENERGY STAR®** at [www.ENERGYSTAR.gov](http://www.ENERGYSTAR.gov). However, entrants must describe the following information:

- The Preventative Maintenance Program (Mixed-use – how these are shared between entities) – 2.0 points
- The Energy Management Plan – 2.5 points
- The Energy Reduction Target – 2.5 points
- The Indoor Air Quality Monitoring Plan – 2.0 points
- The Occupant Service Request Program – 2.0 points
- Has the facility(s) conducted an ASHRAE Level 1 Energy Assessment in the last three (s) years? – 2.0 points
- Building Staff/Tenant Education on the importance of and methods for energy conservation. – 2.0 points
- Building Energy Management System (EMS) Monitoring. – 2.0 points
- 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). – 1 point
- 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. – 1 point
- 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. – 1 point

**Maximum of 1,750 words**

**Up to 2 attachments allowed**

#### **SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS – UP TO 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 – 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.

### **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.

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

### **Health & Wellness – 4 of 15 Points**

- a. Describe policies management that have been implemented to create healthy work environments for employees and tenants and to promote sustainable communities.
- b. 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.
- c. 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.
- d. 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.

***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.

### **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.

**Maximum of 1,800 words**

**Total of 13 attachments required -- 1 optional – TOTAL 14 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](http://www.boma.org).

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