



# 2026 TOBY Judging Guide

## Section 1: What is expected of the TOBY judges?

- Judges should have at least 5 years of property management experience to judge internationally and while not required, it is recommended that the judge previously participated as a member of a TOBY entry team in the past.
- TOBY Judges are expected to display a high level of professionalism during on-site visits.
- Read the TOBY Entry Requirements and understand the contents for the category you are judging. The Requirements may change each year, and it is important to make sure you are judging the application utilizing the latest requirements.
- Know the qualifications and details of each category you are judging in order to verify that the entrant has entered the right category or meets the minimum requirements. If it does not, contact your local association or BOMA International immediately.
- Read the applicant's submission alongside the TOBY Entry Requirements for that specific category and review all attachments. If the building has a website, review it along with the applicant's submission.
- While reviewing, use the Judging Checklists to verify required information is provided and score accordingly.
- Comments should not indicate the score given or any number associated with deductions, for example, but should focus on the overall quality of the material provided.
- Clearly provide your comments, suggestions and any pieces of constructive criticism on the forms and how the building/team can improve.
- Comment on each section of the application providing detailed improvement feedback along with complimentary comment when warranted.
- **TOBY Judges should not share their scores or feedback externally with anyone.**

### Examples:

- Poor Comment: Adequate
- Constructive Comment: A number of programs are described, but this section would be improved if more quantification was added to the recycling and water conservation sections.
- Complimentary Comment: This section is excellent, specific to the property, well detailed, and informational.

## Section 2: What to look for in a TOBY application?

### 1. Building Description

- Is there a clear description of the building, including:
  - Square footage
  - Number of stories
  - Distinguishable features
  - City and State location
  - Proximity to airport and major thoroughfares (if applicable)
- Are all required photos attached and clear?

### 2. Building Operations & Management

- Are all required areas described (e.g., lobby, corridor, standard finishes)?
- Is documentation of the BOMA measurement standard (or alternative) included and explained?

### 3. Life Safety/Security/Risk Management

- Are dates and details of the last drill provided (if required)?
- Is there a description of how drills are conducted, communicated, and documented?
- If drills are not required, is the reason explained?
- Is there a description of fire/life safety systems, security standards (guards, cameras, entry procedures), and emergency procedures?
- Is a Business Continuity Plan and Disaster Plan described (not just attached)?

### 4. Training & Education

- Is a list of all property management personnel provided, including engineers (with name, title, years in industry, degrees, training, designations)?
- Are prior year, current year, and future training plans highlighted for each staff member?
- Are team building activities described (recognition, education, fun events)?

### 5. Energy

- Are efforts to increase energy score and future plans described?
- Does the attached energy score match what is described?
- Is contractor education and tenant energy reduction described?
- Are measurable results provided (e.g., cost or kWh reduction), and are any attached charts explained?
- Are energy reduction efforts over the last three years described (not just the current year)?

*6. Environmental/Sustainability/Health & Wellness*

- If regulations require ADA, is ADA compliance described? If not, is the reason explained?
- Are relevant policies described, and is it clear whether they are regulatory or voluntary?

*7. Tenant/Occupant Relations/Community Involvement*

- Tenant Relations
  - Are 12 months of tenant activities and relations described?
  - If a tenant survey is attached, are the results explained and any actions taken described?
  - Is the date and frequency of surveys provided?
  - Are appreciation letters attached (not emails)? Are collages avoided? Is only the table of contents of the tenant manual included (not the full manual)?
- Community Involvement
  - Is the building's impact on the community described (not just company-wide efforts)?
  - Are fundraising efforts, training with fire/police, vendor fairs, blood/food drives, and civic duties described and quantified?
  - Is information about service contractors and jobs created included?
  - Is the building's contribution to state real estate taxes described?
  - Are transportation alternatives (carpooling, biking, etc.) described?
  - Are all activities dated within the last 12 months?

**Tip:** For each section, look for both completeness and clarity. Note areas where the entrant excels (for complimentary comments) and areas where more detail or improvement is needed (for constructive feedback).

### Section 3: Examples of unacceptable comments.

Original Comment	Why it's not helpful?
Building description should provide the reader with a visual picture of the building describing exterior/interior finishes.	Not required by TOBY Criteria
Signage on at least some of the stalls seemed hung too high. Missing out on revenue opportunity if not manned 24/7.	Assumption/Opinion
Don't recall mention of tenant environmental management and compliance.	Included in slide show.
Heard about refuse collection area but did not see it.	False Statement - Tour stopped at the trash compacting area.
I think true interior lobby mats would have been a nicer touch.	Assumption/Opinion
Janitorial closet seemed plain. Although everything was described it was not impressive.	Assumption/Opinion
Would have preferred a verbal description of the building not just the written version.	Not required by TOBY Criteria
Lighting seemed dim in restrooms – recommend retrofitting for LED from CFL.	Assumption/Investment Recommendation
I didn't feel like there was significant emphasis on high efficiency design in the new units or system controls overall.	Assumption/Opinion
The restrooms are well lit and clean. The only item that could have improved the score would have been automatic flushers on the toilet.	Not required by TOBY Criteria
The score would have been maximized had the waterlogs been increased. Once a week seems very minimal for a plant your size.	Assumption/Opinion

## Section 4: How to use the judging forms?

### *Step 1: Prepare the Building Inspection*

- **Purpose:** Verifies that the building meets the physical criteria outlined in the written submission.
- **Form Used 1: Building Inspection Form** (required at the local level)
  - **Scoring:** Entrant must achieve at least 70% to qualify for further judging.
  - **Tip:** This form is not entered into the portal but should be retained for records and qualification tracking.
- **Form Used 2: TOBY Inspection Verification Form** (required at the regional/international level)
  - **Tip:** This form is completed by the local TOBY judge and given to the applicant by the local admin to be uploaded by the applicant in the portal with their regional written submission.

### *Step 2: Review the Written Submission*

- **Tool Used: BOMA International Recognition Portal.**
- **Judging Criteria:** Use the official **TOBY Criteria** to evaluate the submission.
- **Optional Aid:** The **Checklist** can be used to help guide scoring, but it is not required. If there's a conflict between the Checklist and Criteria, the **Criteria prevail**.

### *Step 3: Scoring in the Recognition Portal*

- **Where to Score:** All scores for the written submission are entered directly into the **TOBY Recognition Portal**.
- **Incorporating Inspection Score:**
  - **Do not enter** the Building Inspection score into the portal.
  - Instead, use it as a **qualifying prerequisite**.
  - Some locals may choose to **combine scores manually** (e.g., 50/50 split), but this is not required by BOMA International.

### *Step 4: Determine Local Winners*

- **Local Discretion:** Each BOMA local can decide how to weigh the Building Inspection vs. Written Submission scores.



- **Option A:** Use only the Written Submission score (most common for alignment with regional/international judging).
- **Option B:** Combine scores (e.g., 50% Inspection + 50% Written).
- **Option C:** Use Inspection score only (less common).

*Step 5: Documentation & Submission*

- **Ensure** the Building Inspection Form is completed and retained.
- **Confirm** that all portal scores are submitted.
- **Prepare** the winning submission for advancement to the regional level, following BOMA's guidelines.