

PROUDLY SPONSORED BY



# 2027 CRITERIA THE OUTSTANDING BUILDING OF THE YEAR<sup>®</sup> (TOBY) AWARDS

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EARTH



*Please carefully review the following information before proceeding with your TOBY application.*

## **2027 TOBY PROGRAM, CATEGORY, AND COMPETITION INFORMATION for EARTH**

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### **INTRODUCTION**

The TOBY Awards represent the highest standard of excellence in building operations and management across the commercial real estate industry. This document outlines the criteria, eligibility requirements, and submission guidelines for properties competing at the local, regional, and international levels. It is designed to help property teams understand what is required to prepare a competitive entry and achieve recognition for outstanding performance.

Participation in TOBY begins with earning the BOMA 360 designation, which validates that a building meets rigorous benchmarks for operational best practices. By aligning TOBY with BOMA 360, the program provides a streamlined process for showcasing excellence in areas such as sustainability, emergency preparedness, tenant engagement, and overall building performance. This approach ensures that every entry reflects the highest standards of quality and professionalism.

Within this guide, you will find detailed category descriptions, mandatory inspection items, documentation requirements, and key deadlines. These resources are intended to simplify the application process, highlight improvement opportunities, and support property teams in achieving success at every level of competition.

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### **CATEGORY DESCRIPTION - EARTH**

Eligible office buildings must demonstrate a commitment to preserving and enhancing the internal and external environment through green and sustainable practices. This category recognizes buildings that apply a wide range of environmental sustainability and ESG (Environmental, Social, and Corporate Governance) policies to identify, measure, mitigate, and communicate their environmental impact. A minimum of 50% office space is required.

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### **ELIGIBILITY REQUIREMENTS**

1. Each building competing at the regional and international levels must have an active BOMA 360 designation through June 29 of the international competition year.
  - a. New BOMA 360 applications must be submitted by January 15 of the international competition year.
  - b. Canadian applicants must submit BOMA 360 applications by May 1 of the Canadian competition year to meet the regional deadline of July 15 of the same competition year.
2. Buildings must win at the local level to advance to the regional level and must win at the regional level to advance to the international level.
3. All portfolios must undergo a building inspection and receive a score of at least 70% to be eligible. Entrants must upload a completed and signed TOBY Building Inspection Verification Form to compete at the regional and international levels. This form is provided by your local BOMA association or international affiliate organization.

4. The building must be a member, or managed by an entity that is a member, in good standing with both their local BOMA association and BOMA International. All membership fees and outstanding debts must be paid prior to entry.
5. Previous Winners Eligibility
  - Buildings that won in the same category at the international level are ineligible to compete again for five years. (e.g., buildings that won in 2026 may not compete again until 2030 and would be awarded in 2031).
  - Buildings that won in a different category at the international level are ineligible to compete again for three years. (e.g., buildings that won in 2026 may not compete again until 2029 and would be awarded in 2030)
6. Buildings must be leased and physically occupied for at least one full year by June 15, 2026, starting from the first day of business for the first tenant. A minimum of 12 months of building operations and an average occupancy rate of at least 55% during this period are required. Canadian Entries ONLY: Buildings must be leased and physically occupied for at least one full year by June 15 prior to the Canadian competition year.
7. Each building may be entered in only one category.
8. All entrants are required to provide the following documentation. **Entries that do not include both Section A and Section B will not be eligible to compete at the regional and international levels.**
  - a. **Statement of Energy Performance (SEP)** - Provide a copy of the SEP generated from ENERGY STAR® for any 12-month period between June 30, 2024, and March 31, 2027. This is mandatory at both regional and international levels. Uploading an alternate document (e.g., SEP application) or omitting this step may result in disqualification. The property does not need to be ENERGY STAR rated, but the SEP report must be submitted. For scores 70 or more, include the verifying engineer's stamp to receive a representative score.
  - b. **TOBY Inspection Verification Form** - Provided by your BOMA Local. Required at regional and international levels. Must be signed by a local judge (electronic signature is acceptable).
9. A signed and stamped SEP by an engineer is required for each building entered. If the ENERGY STAR score is 70 or more, the signed SEP is necessary to receive full points. If not provided, the entry will receive 0 points. A SEP must be uploaded for each building entered.
10. Entrants may submit multiple buildings as a single entry only if the buildings are owned and managed by the same company; they are managed as a single entity and they are not located within a suburban office park (Buildings in suburban office parks must enter under either the Suburban Low-Rise or Suburban Mid-Rise category). All entries must disclose whether the submission is for a single building or multiple buildings under the Building Operations and Management section.
11. If a building experiences a change in management or ownership after entering the local or regional competition and subsequently wins at the international level, the award will be presented to the management company or owner at the time of the original entry.

#### **Requirements for Non-U.S. Entrants:**

**Canadian Entrants** must obtain a BOMA BEST® Sustainable Buildings certification. A copy of the certificate or a letter from BOMA Canada confirming valid certification for the competition year must be provided.

**International Entries:** BOMA International requests that all materials be submitted in English whenever possible. If documentation is not in English, entrants must contact BOMA International at [recognition@boma.org](mailto:recognition@boma.org) in advance for guidance on translation and energy performance benchmarking requirements.

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## MANDATORY ON-SITE BUILDING INSPECTION

In-person building inspections must be conducted at the local level of competition to verify that each entry meets eligibility requirements and is registered in the correct category. To qualify for TOBY consideration, a minimum score of 70% must be achieved during the inspection.

### Mandatory Inspection Items:

1. Building Environment - IAQ Performance	8. Stairwells
2. Energy Performance/Energy Management System Monitoring	9. Typical Tenant Suite
3. Refuse/Recycling Programs	10. Landscaping/Site Management
4. Water Performance/Water Management	11. Submetering
5. Lobby	12. Occupant Communication/Education – Visibility
6. Common Corridors	
7. Restrooms	13. Green Cleaning

### Required Documentation (Where Applicable)

The following documents must be available at the property during the inspection. Online versions are acceptable, but must be easily navigable to ensure judges can efficiently review them:

1. Preventive Maintenance Manual
2. Standard Operating Procedures (SOP) manual or documentation
3. Environmental Purchasing Policies

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## ENTRY FEES

### TOBY Local Entry Fees

Entrants should check with their local BOMA association for any local and additional regional fee details.

### Regional and International TOBY Entry Fees

A \$450 USD entry fee is required for each submission entering the regional competition. This fee is collected by BOMA International once the entry is submitted. No additional fees are required for the international competition.

**NOTE:** All entries must be submitted and fees received prior to your region's submission deadline to be eligible. Fees paid to BOMA International are non-refundable.

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## JUDGING PROCESS & KEY DEADLINES

1. Judging occurs at the local, regional, and international levels. Contact your local TOBY administrator for your local cycle start date and submission instructions.
2. Each BOMA local association may submit one building per category to the regional competition.
3. Each BOMA region may submit one building per category to the international competition.
4. Deadlines:
  - Regional competitions must close no later than March 31.
  - Regional winners must be submitted to BOMA International by April 15.
5. International Judging takes place in April and May.
6. TOBY Awards are presented at the BOMA International Annual Conference held in June or July.

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## UNIVERSAL PORTFOLIO REQUIREMENTS

### Photograph Requirements

- File Type: High-resolution JPEG (compressed)
- Maximum File Size: 2 MB
- Note: Collages are not permitted; only single images may be submitted.

### Supporting Document Requirements

- File Type: PDF, DOC, DOCX, RTF, or TXT (PDF recommended)
- Maximum File Size: 5 MB

### Descriptive/Summary Text Requirements

- Each section has a specified word limit.
- Text must be entered directly into the provided text box; uploaded files will not be accepted for descriptive content.
- Acronyms must be defined at least once within each document.
- Text within supporting documents does not count toward character limits.

### Recommendation

Prepare your text in Word or a similar program, then copy and paste it into the portal's text box. Be sure to spell check and confirm that all content is fully visible online. If the text is cut off, reduce the character count to meet the requirements.

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## PORTFOLIO SPECIFICATIONS

All required information must be submitted electronically via BOMA International's Recognition Portal at <https://recognition.boma.org> to be considered for both regional and international competitions. Strict adherence to the portfolio specifications outlined in the submission guidelines is required. Local entrants should consult their BOMA local association for specific local submission requirements.

**NOTE:** Each section of the entry is limited to a specified word count. Entrants are strongly encouraged to save and review their submissions before finalizing to ensure all content is properly captured.

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\*\*\*\*\*SUBMISSION REQUIREMENTS\*\*\*\*\*

## **SECTION 0: BUILDING INFORMATION**

### **(POINTS: 0)**

#### **0.1 Building Details:**

**NOTE:** Enter N/A in "Other Certified Rentable Area Square Footage" if not applicable.

- a. Number of floors in the building.
- b. BOMA Certified Total Building Area Square Footage.
- c. BOMA Certified Office Rentable Area Square Footage.
- d. Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas.
- e. Year Constructed or Open.

#### **0.2 Building Description**

*(Maximum of 350 words)*

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

#### **0.3 Executive Summary**

*(Maximum of 600 words)*

Provide an overall summary of the property's overarching policy regarding environmental practices, sustainability, energy efficiency, and wellness. Describe the ownership and management's policies and philosophy related to these areas, including benchmarking and direct environmental impact. Indicate whether this philosophy was incorporated during construction or implemented afterward and explain why it is important. Include examples of documented changes since the policy's inception that support ESG initiatives.

#### **Attachments**

#### **0.4 Supporting Documents**

- a. TOBY Inspection Verification Form - Provided by the local BOMA association and signed by a local TOBY judge. This mandatory form must be uploaded for the regional competition or the applicant will be disqualified.
- b. Organization chart including staff names with qualifications.
- c. Copy of any certifications and/or awards (not related to Energy Star or BOMA BEST).

#### **0.5 Building Photographs**

Attach the following photographs of your building(s). Upload and save each photo separately. No collages or text allowed.

- a. 2 exterior photos: one showing the surrounding grounds and one showing the entire building.
- b. 1 interior photo: lobby and hallways.
- c. 1 standard tenant area photo.
- d. 1 photo of the central plant or main mechanical room (e.g., chiller, fire pump, or boiler room).
- e. 2 additional photographs of the entrant's choice.

#### **0.6 Awards Ceremony Photographs**

For display at the awards ceremonies. High-resolution color JPEG (minimum 300 dpi, 1,500 pixels wide or larger).

- a. Building Exterior
- b. Management team responsible for daily building operations.

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## **SECTION 1: CLIMATE CHANGE & ENVIRONMENTAL RISK MANAGEMENT**

### **(POINTS: 20)**

#### **1.1 Narrative - Describe the following:**

*(Maximum of 1,750 words)*

##### **Climate Change Risk Assessment & Management**

- a. **Risk Assessment:** Have you completed a climate change risk assessment to identify long-term risks to the building and site? If yes, describe the findings. (Examples: changes in weather patterns, frequency of extreme events, rising sea levels, desertification).
- b. **Carbon Measurement:** Describe tools used to measure and monitor greenhouse gas emissions or carbon impacts.
- c. **Carbon Management:** Outline the building's carbon management plan and reduction targets. (Examples: renewable energy credits, carbon offsets).
- d. **Resilience Planning:** Explain how the building will adapt to future climate risks, including measures and design features. (Examples: extreme weather events, water scarcity, rising temperatures).
- e. **Ecosystem Protection:** Describe measures to protect and restore the local ecosystem from climate risks, biodiversity loss, or pollution. (Examples: landscape management, stormwater control, erosion prevention and light pollution reduction).

##### **Environmental Risk Assessment & Management**

- a. **Assessment Process:** Describe environmental risk assessments conducted for the property, including frequency.
- b. **Recent Audit:** Provide details of the most recent audit (date, auditor, parameters assessed, and findings). Confirm compliance with regulatory requirements.
- c. **Management Plans:** Summarize environmental management plans addressing at least three key concerns.
- d. **Emergency Response:** Outline plans for natural, technological, or human-induced hazards. (Examples: disaster recovery, crisis management, fire protection, drills, notification protocols).
- e. **Staff Training:** Describe training programs for operations and maintenance staff related to environmental and emergency preparedness.

##### **Innovation**

- a. Highlight any innovative initiatives, such as carbon neutrality strategies, net-zero plans, or advanced sustainability programs.

#### **1.2 Attachments**

**NOTE:** Do not include entire manuals. Provide only the table of contents, a summary of the manual, and an explanation of how it is implemented.

- a. Climate Change Risk Assessment.
- b. Environmental Risk Assessment (Examples: Hazardous Building Materials Survey, Phase I Environmental Site Assessment)
- c. Environmental Management Plan (Examples: Asbestos Management Plan, Storage Tank Management Plan, Mold Management Plan)
- d. Climate Change Resilience Plan
- e. Carbon Management Plan
- f. Documentation of measures to enhance the natural environment (*optional*)

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## **SECTION 2: INDOOR ENVIRONMENTAL QUALITY**

### **(POINTS: 15)**

#### **2.1 Narrative - Describe the following:**

*(Maximum of 1,750 words)*

- a. Measures taken to improve lighting and visual comfort (Examples: lighting audits, illuminance metering, daylight harvesting, task lighting, zoned lighting, occupancy sensors, glare reduction).
- b. The most recent Indoor Air Quality (IAQ) assessment report and how findings were used to make improvements.
- c. Policies and procedures that enhance thermal comfort and indoor air quality. (Examples: IAQ issue reporting and resolution, IAQ audits and monitoring, tobacco smoke control, ventilation measures, HVAC filtration, contamination source protection).
- d. Occupant comfort surveys conducted to evaluate satisfaction with air quality, acoustics, thermal comfort, lighting, and visual comfort. Include details of the most recent survey: date, tenant response rate, questions asked, and findings.
- e. Any assessment of background sound levels. If conducted, describe the most recent audit: date, auditor, and findings.
- f. Measures in place to minimize strong odors. (Examples: scent-free policy, negative pressurization, self-closing doors, interstitial rooms).
- g. Integrated pest management program.
- h. Ways you educate, engage, or collaborate with tenants to support indoor environmental comfort.
- i. Innovative equipment or procedures used to enhance indoor environmental comfort. (Examples: sound-masking equipment, sound-absorbing materials, hydronic radiant heating or cooling, electric radiant heating).

#### **2.2 Attachments:**

- a. IAQ Policy and Annual Assessment.
- b. Tenant IAQ Request Logs (one-year tracking) with key performance indicators.
- c. Most recent IAQ Monitoring Report (within the past 24 months).
- d. Occupant indoor environmental comfort survey results (within the past 24 months).
- e. Scent-free policy (or equivalent).



- f. Awards or certifications related to indoor air quality (*optional*). (Examples: RESET Air Certification).

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## **SECTION 3: GREEN CLEANING**

### **(POINTS: 15)**

#### **3.1 Narrative - Describe the following:**

*(Maximum of 1,500 words)*

##### **Green Cleaning Policy & Program**

- a. How often the policy is reviewed and updated.
- b. Checks and balances in place to ensure compliance.
- c. Steps taken to ensure use of green products and cleaning chemicals by in-house staff and contractors/vendors.
- d. Use of environmentally preferred products, maintenance of cleaning equipment, and effective cleaning practices.
- e. Standard operating procedures for cleaning activities.
- f. How cleaning logs are maintained and what they include.
- g. Low-impact cleaning procedures in place.

##### **Communication**

- a. How tenants are informed about cleaning policies and encouraged to participate.
- b. Training programs for cleaning staff, tenants, and building staff.

##### **Green Cleaning Products & Equipment/Devices**

- a. Percentage of cleaning products and supplies with third-party certifications.  
*(Examples: EcoLogo, Green Seal, US EPA Safer Choice, GREENGUARD, Forest Stewardship Council)*  
50% or higher is preferred
- b. Percentage of cleaning devices and equipment with certifications.  
*(Examples: Carpet and Rug Institute, California Air Resources Board, ISSA Cleaning Industry Management Standard for sound levels under 70 dBA)*

##### **Cleaning Audit**

- a. Annual cleaning audit process: how it is performed, by whom, and how results are communicated.
- b. Confirmation that products are used appropriately and cleanliness goals are met.

##### **Innovation**

- a. Innovative equipment or supplies used onsite. (Examples: HEPA filters for vacuums, devices using ionized or electrolyzed water, UV cleaning devices, third-party certified equipment).

#### **3.2 Attachments**

- a. Green Cleaning Policy.
- b. Annual Cleaning Audit.
- c. Sample Tenant Communication.

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## **SECTION 4: WASTE MANAGEMENT**

### **(POINTS: 10)**

#### **4.1 Narrative - Describe the following:**

*(Maximum of 1,750 words)*

##### **Policies, Plans & Programs**

- a. Waste Reduction and Diversion Policy, including commitments and goals.
- b. The Solid Waste Management Program, detailing source separation strategies, collection, handling, and storage of all waste streams, and specialty diversion initiatives (e.g., reuse programs, e-waste, organics).
- c. Construction Waste Reduction Program, including objectives, types of materials targeted and procedures for managing construction-related waste.

##### **Data Collection & Analysis**

- a. A waste audit performed within the last three (3) years by a qualified professional.
- b. Diversion Rate and Capture Rate as calculated in the most recent audit.
- c. Type of data collected from waste contractors (e.g., volume, weight).
- d. Year-over-year waste reduction trends.
- e. Waste performance tracking using the ENERGY STAR® Waste & Materials Management tool.

##### **Communication & Training**

- a. How waste audit results are communicated to occupants.
- b. Communication and training strategies supporting the Waste Reduction and Diversion Policy, including frequency and type of tenant/staff engagement activities, and training on proper use of waste infrastructure.
- c. Staff and contractor training related to the Construction Waste Reduction Program.
- d. Methods used to monitor and track compliance with waste management procedures.

##### **Innovation**

- a. The building's zero waste targets for ongoing operations or special events. Include any innovative practices or technologies used to enhance waste diversion and reduction.

#### **4.2 Attachments**

- a. Waste Reduction and Diversion Policy.
- b. Solid Waste Management Program.
- c. Waste Audit (performed within the last 3 years) showing diversion and capture rates.
- d. ENERGY STAR® Waste Report from Portfolio Manager.

- e. Sample Tenant Communication.
- f. Construction Waste Strategy.

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## **SECTION 5: PURCHASING & INTERIOR FINISH**

### **(POINTS: 10)**

#### **5.1 Narrative - Describe the following:**

*(Maximum of 1,500 words)*

#### **Policies, Plans & Programs (6 points)**

Environmental Purchasing Policy – include purchasing process for three of the following five categories:

- a. Office Supplies - At least 50% of supplies should meet one or more of the following criteria:
  - Third-party certification from the Forest Stewardship Council (FSC)
  - Minimum 10% post-consumer material
  - Minimum 20% pre-consumer material
  - Minimum 50% rapidly renewable materials
  - Use of only rechargeable batteries
- b. Furnishings - Selection should consider longevity, repairability, reconfigurability, and the ability to return items to the manufacturer at end-of-life.
- c. Operations and Maintenance Products - Include the percentage of products used that carry third-party certifications such as EcoLogo, Green Seal, or GREENGUARD.
- d. Materials and Interior Finishes:
  - Procedures for selecting construction materials and finishes for both tenant and base building projects.
  - Percentage of materials certified by organizations such as Green Seal, GREENGUARD, EcoLogo, Cradle to Cradle, ENERGY STAR, WaterSense, FSC, Sustainable Forestry Initiative, or the Canadian Standards Association's Sustainable Forest Management Standard.
- e. HVAC Equipment - Indicate the percentage of equipment that is high-efficiency and meets standards such as ASHRAE 90.1, ENERGY STAR, or WaterSense.

#### **Engagement & Training (3 points)**

- a. Environmental Purchasing Policy communication to building staff and contractors.
- b. How tenants are required to comply with specific environmental criteria favoring the use of environmentally preferred construction materials, interior finishes, equipment, furnishings etc. (e.g., via green lease, green design criteria handbook or other method).

#### **Innovation (1 point)**

- a. How the Environmental Purchasing Policy supports circular economy principles.

#### **5.2 Attachments**

- a. Environmental Purchasing Policy with preferred/required product list.
- b. Samples of recent purchases based on the environmental purchasing policy.

- c. Tenant Design Criteria Manual or Green Lease.
- d. Sample Tenant Communication.
- e. Evidence of staff training.

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## **SECTION 6: ENERGY & WATER**

### **(POINTS: 20)**

**IMPORTANT:** All entrants (where applicable) must use ENERGY STAR Portfolio Manager to measure their current ENERGY STAR rating and provide a Statement of Energy Performance (SEP) covering any 12-month period between June 30, 2024 and March 31, 2027.

- If the ENERGY STAR score is 70 or more, the SEP must be stamped by a verifying engineer to receive representative points.
- SEPs without a stamp will receive 0 points, regardless of the score.
- Entrants who do not complete this step will not be eligible to compete at the regional or international level.
- Canadian entrants must also provide a BOMA BEST certificate or letter.
- For multiple buildings, use a weighted average by square footage and provide analysis.

#### **6.1 Benchmarking & Performance Scoring (6 Points)**

ENERGY STAR® Score (based on SEP generated within the last 12 months):

- Less than 70: 0 Points
- 70-74: 1 Point
- 75-79: 2 Points
- 80-84: 3 Points
- 85-89: 4 Points
- 90-94: 5 Points
- 95 or more: 6 Points

#### **6.2 Narrative - Describe the following:**

*(Maximum of 1,750 words)*

##### **Energy Consumption Data (2 Points)**

- a. Areas for which energy consumption data is available (e.g., all tenants, some tenants, interior common areas, exterior common areas), and the types of energy used (e.g., electricity, natural gas, other).
- b. Percentage of occupied gross leasable area with energy consumption data, obtained through sub-metering or other reliable methods. Data must reflect the most recent 12-month period and be no older than 18 months.
- c. Method of comparing current energy consumption with past years, including conclusions drawn from analysis over a minimum of one year.

##### **Energy & Water Management Plan (3 Points)**

- a. Most recent building-wide Energy and Water Audit, including date of completion and immediate actions taken based on results.
- b. Energy and water conservation measures planned for implementation over the next 3 years.
- c. Building operations and maintenance procedures that support energy and water conservation (e.g., preventative maintenance programs, equipment and system performance monitoring, water leak inspections).

#### **Energy & Water Consumption Monitoring (1 Point)**

- a. Tools used to monitor monthly consumption (e.g., spreadsheets, online portals, third-party monitoring programs, submetering).
- b. Comparison of current energy and water usage with past consumption, including any reductions achieved.
- c. Current energy and water reduction targets.

#### **Education & Training (1 Point)**

- a. Energy and water conservation training programs provided to building operations and management staff within the last 2 years.
- b. Energy and water conservation training programs provided to tenants within the last 2 years.

#### **Energy-Efficient Features (1 Point)**

- a. Type of lighting installed throughout the building.
- b. High-efficiency building equipment in use.
- c. Energy-efficient control strategies implemented through the Building Automation System (BAS).

#### **Water-Efficient Features (1 Point)**

- a. Washroom fixture standards, including percentage of low-flow fixtures and flush/flow rates.
- b. Water-efficient features of the irrigation system.
- c. Programs aimed at reducing potable water use (e.g., native/drought-tolerant landscaping, rainwater harvesting for irrigation or plumbing).
- d. Cooling tower water management program.

#### **Water Quality Program (2 Points)**

- a. Water quality testing program, including frequency and parameters tested.
- b. Water treatment programs or filtration systems in place (e.g., reverse osmosis, activated carbon filters, kinetic degradation fluxion filters, sedimentation filters, ultraviolet sanitation).

#### **Innovative Technologies or Programs (3 Points)**

- a. Innovative technologies or programs that exceed industry standards to improve energy and/or water performance, with measurable results where available.  
*(Examples may include: onsite renewable energy generation, real-time monitoring, demand response programs, district energy systems, deep lake water cooling, heat/energy recovery systems, energy harvesting batteries, ice storage systems, data analytics platforms, building-wide sensors connected to AI platforms).*

### 6.3 Attachments

- a. Energy and Water Management Plan.
- b. Most recent Energy and Water Audit Report.
- c. Most recent SEP and/or Official Letter from EPA or ENERGY STAR Certificate of Achievement (must be stamped by a professional engineer to receive points)
- d. Canadian entries ONLY: BOMA BEST Certificate or letter from BOMA Canada attesting certification.
- e. ENERGY STAR documentation related to innovative technologies/programs (*optional*).

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## SECTION 7: STAKEHOLDER ENGAGEMENT (POINTS: 10)

### 7.1 Narrative - Describe the following: (Maximum of 1,750 words)

#### ESG (Environmental, Social, Governance)

- a. Property-level ESG program or policy in place and how it is implemented. If no formal ESG program exists, programs or practices in place that align with standard ESG best practices.
- b. Training or resources available to educate stakeholders on ESG policies or best practices (e.g., webinars, company training, ownership guidelines).

#### Wellness

- a. Policies implemented to support healthy work environments and promote sustainable communities.
- b. At least three wellness amenities available to stakeholders (e.g., rest areas, outdoor access, drinking water provisions, walking trails, fitness areas, immunization clinics, farmers markets, shared gardens).
- c. Stakeholder engagement initiatives (e.g., mental health webinars, yoga workshops).
- d. Building features that support health and wellbeing (e.g., daylight levels, lighting and glare controls, user comfort controls, smoking policy, acoustic conditions).
- e. Available methods of alternate transportation (e.g., trolleys, bus stops, carpool programs, bike racks, bike rentals).
- f. Wellness programs for management company employees.
- g. Pandemic plan and protocols to reduce transmission of contagious diseases (e.g., enhanced cleaning, disinfecting, PPE guidelines, employee training, escalation protocols, communication strategies).

#### Community Engagement

- a. Programs that encourage stakeholder engagement with local communities through outreach and volunteerism (e.g., charitable contributions, volunteer programs, support for local causes, health initiatives, promotional events), including duration of each program.
- b. Quantifiable impact of programs (e.g., additional income for the community, charitable event outcomes, cost savings).

## **Innovation**

- a. Innovative technologies or programs that exceed industry standards for ESG, wellness, or community engagement (Examples: dedicated multi-purpose rooms, subsidized fitness access, crop share programs, fresh food delivery, restorative gardens, healthy vending options, subsidized vending).

## **7.2 Attachments**

- a. Sample of Stakeholder Communication.
- b. Diversity Policy.
- c. One Example of Community Engagement or Wellness Features (e.g., photo or flyer).
- d. ESG Policy.

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**\*\*\*\*\*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 U.S. associations and international affiliates. Founded in 1907, BOMA represents the owners and managers of all commercial property types including nearly 10 billion square feet of U.S. office space that supports 3.7 million jobs and contributes \$205 billion to the U.S. GDP. Its mission is to advance the interests of the entire commercial real estate industry through advocacy, education, research, standards and information. Learn more at [www.boma.org](http://www.boma.org).

**BOMA International • 1101 15th Street NW, Suite 800 • Washington, DC 20005 • 202-326-6300**

**Awards Portal:** <https://recognition.boma.org> | **Email:** [recognition@boma.org](mailto:recognition@boma.org)