

PROUDLY SPONSORED BY



2027 CRITERIA THE OUTSTANDING BUILDING OF THE YEAR® (TOBY) AWARDS

RENOVATED



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

2027 TOBY PROGRAM, CATEGORY, AND COMPETITION INFORMATION for RENOVATED

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.

CATEGORY DESCRIPTION – RENOVATED

Buildings must be at least 15 years old and maintain a minimum of 50% physical occupancy during the renovation process. For multiple-building entries, at least three renovation projects must be completed per building. For single-building entries, a minimum of five projects is required.

Renovation types may include:

- **Rehabilitation:** Restoring the property without altering its plan, form, or style.
- **Modernization:** Updating the property to reflect current styles, replacing parts or systems without capital additions.
- **Remodeling:** Changing the structure's plan, form, or style to address functional or economic deficiencies.

To be eligible, at least five of the following projects must be completed within five years prior to the local TOBY Awards entry deadline:

1. New roof, re-roof, or green roof
2. New boilers/HVAC/central plant
3. Cleaning, painting, or redesign of building envelope
4. New electrical systems (HVAC, lighting, mechanical room upgrades, generator)
5. New fire panel or sprinkler system
6. Elevator modernization (mechanicals, accessibility, interior cabs)

7. New security systems (card access, cameras, fire panel, etc.)
8. Renovated main lobby (minimum 3 elements: floors, walls, doors, signage, desk)
9. Renovated restrooms (minimum 4 elements: sinks, counters, toilets, floors, lighting, etc.)
10. Installation of new windows
11. New or renovated amenity spaces (fitness center, lounge, conference rooms, roof decks)

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 in advance for guidance on translation and energy performance benchmarking requirements.

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. Entrance/Lobby | 9. Central Plant/Engineering Office |
| 2. Security/Life Safety | 10. Equipment Rooms/Service Areas |
| 3. Management Office | 11. Roof |
| 4. Elevators | 12. Parking Facilities (only if Owner/Agent Controlled) |
| 5. Common Corridors | 13. Landscaping Grounds |
| 6. Restrooms | 14. Trash/Refuse Removal, Loading Areas |
| 7. Stairwells | 15. Tenant Amenities |

8. Typical Tenant Suite

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. Evidence of evacuation drills conducted within the past 12 months (silent drills are acceptable).
2. Regular financial reports and/or accounting software used.
3. Standard Operating Procedures (SOP) manual or documentation.
4. Purchase Policies.
5. Preventative Maintenance Manual.
6. BOMA Building Measurement Standard Summary Sheet as proof of certification (or other pre-approved certification), provided by a measurement consultant or identified in a sample lease document.

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.

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.

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.

PORTRFOLIO 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.*

*******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 characteristics of the building(s), property, and location.

Attachments:

0.3 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.

0.4 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
- f. Up to 12 additional photos showing building features before and after renovation are permitted. Each "before" photo must correspond to an "after" photo of the exact same location. Label each photo clearly using the format: [Location]-Before and [Location]-After (Example: Restroom-Before, Restroom-After).

0.5 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.

SECTION 1: BUILDING OPERATIONS & MANAGEMENT

(POINTS: 5)

This section provides an overview of the building(s) and property. Since judging at the regional and international levels does not include a physical inspection, this summary helps convey the quality and features of the property.

1.1 Describe the following:

(Maximum of 2,000 words)

- a. Summary of completed renovation.
- b. Projects (include completion date and if renovation was rehabilitation, modernization or remodeling).
- c. Awards List (name + date matching attachments).
- d. Occupancy during renovations.

1.2 Attachments

NOTE: Combine multiple documents into a single attachment if needed.

- a. Floor plans showing the main lobby and two additional floors.
- b. Site plan or aerial photograph showing the building(s) and property/boundary lines.
- c. Copies of any certifications or awards received. *(Optional)*.

SECTION 2: LIFE SAFETY, SECURITY & RISK MANAGEMENT

(POINTS: 15)

2.1 Narrative - Describe the following:

(Maximum of 2,000 words)

Life Safety

- a. Procedures and programs for fire, life safety and disaster preparedness.
- b. Training for property management, staff, and tenants for each life safety policy.
- c. Collaboration with local first responders and any live training conducted.
- d. Types of drills (e.g., fire, active shooter), including documentation and communication methods.
- e. Summary of the business continuity plan, including recovery procedures.

Security

- a. Security standards, policies and procedures.
- b. Training for property management, staff, and tenants.

Risk Management

- a. Monitoring and controlling activities in common areas.
- b. Building access and entry control, especially during non-business/non-peak hours.
- c. Other risk management programs.

SECTION 3: TRAINING & EDUCATION

(POINTS: 15)

3.1 Narrative - Describe the following for EACH management team member:

(Maximum of 1,800 words)

NOTE: *Training for building personnel can be in person or virtually. Delivery options include face-to-face, virtual online courses, in-house training, classroom instruction, or staff meetings. Participation in BOMA-sponsored training (in-person and virtual can also be considered).*

Training

- a. Ongoing training programs, including seminars and in-house sessions.
- b. Training completed in the prior year and current year, plus future training plans and goals.
- c. Training for both on-site and off-site team members dedicated to the property.

Education and BOMA Participation

- a. Participation in BOMA-sponsored educational events (local, regional, or international) or international affiliate events within the last 12 months.
- b. Professional designations, memberships in industry organizations, awards, and recognitions.
- c. Continuing education completed (e.g., BOMA designation requirements, real estate licensing courses), including courses and hours.

Team Building

- a. Team-building activities such as staff meetings, joint education sessions, BOMA events, or other collaborative initiatives.

3.2 Attachments

- a. Organization Chart for property personnel.

SECTION 4: ENERGY

(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 only 1 point, 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.

4.1 Benchmarking & Performance Scoring (6 Points)

- a. 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

4.2 Narrative - Describe the following:

(Maximum of 2,000 words)

ENERGY STAR® Score & Improvement Efforts (3 Points)

- a. Current score and efforts to increase it (past, present & future)

Building Staff & Tenant Education (2 Points)

- a. Programs to educate staff, property managers, engineers, leasing agents, and tenants on energy conservation.
- b. Include virtual or in-person training, participation in programs such as BOMA Energy Efficiency Program, ENERGY STAR® training, BOMA BEST® practices, and industry certifications.

Building Operations & Maintenance (3 Points)

- a. Maintenance procedures that support energy conservation, including:
 - i. Preventive maintenance programs
 - ii. System documentation and reporting
 - iii. Annual testing results
 - iv. Equipment and system performance monitoring
 - v. Sensor and control calibration

Energy Performance Results (3 Points)

- a. Steps taken to improve energy performance over the last three years.

Building EMS Monitoring (3 Points)

- a. Energy Management System (EMS) in place and how it is used to reduce energy consumption.
- b. Provide measurable results demonstrating energy reduction and improved performance.

4.3 Attachments

- a. ENERGY STAR® Statement of Energy Performance (Stamped by an engineer if score is 70 or more).
- b. Canadian Entrants: BOMA BEST® certificate or letter.
- c. Charts or graphs outlining results (*optional*).

SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS (POINTS: 15)

5.1 Narrative - Describe the following:

(Maximum of 3,000 words)

Environmental (4 Points)

- a. Environmental policies and procedures including but not limited to:
 - i. Accessibility for individuals with disabilities
 - ii. Indoor air quality (IAQ) management and testing
 - iii. Storage tank management

- iv. Generator testing and management
- v. Hazardous waste management
- vi. Asbestos management
- vii. Refrigerant management
- viii. Legionella testing and management
- ix. Emergency clean up
- x. Blood-borne pathogen program
- xi. Pandemic preparedness
- xii. Tenant environmental management and compliance.
- b. Exterior maintenance plan including:
 - i. Recaulking
 - ii. Window washing
 - iii. Pressure washing
 - iv. Green programs that impact IAQ or broader environmental goals.
- c. Additional environmental or regulatory policies and procedures not listed above.

Sustainability (3 Points)

- a. Sustainability policies and procedures including but not limited to:
 - i. Storm water management
 - ii. Green friendly landscape management
 - iii. Integrated pest control management
 - iv. Green cleaning
 - v. Green purchasing policy
 - vi. Exterior building maintenance management
 - vii. Lamp disposal
 - viii. Water reduction and management
 - ix. Traffic reduction initiatives
 - x. Additional sustainable policies and procedures not listed above.

Waste (4 Points)

- a. Waste reduction management work plan and source separation program including when applicable:
 - i. Collection of organic waste.
 - ii. Collection of recycled materials including paper, metal cans, glass, plastic containers, cardboard, and lamps.
 - iii. Facilities diversion or capture rate.
 - iv. Educational training for occupants, custodians and the general public.
 - v. Organizational statement for continuous improvement in the reduction and diversion of waste streams.
 - vi. Prevention, diversion, and management of solid waste generated from both day-to-day activities and infrequent events.
 - vii. Future plans to increase recycling levels, including organics composting to reduce overall waste generation.

Health & Wellness (4 Points)

- a. Policies implemented to create healthy work environments for employees and tenants, and to promote health in the community.
- b. Wellness amenities available to one or more stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, farmers markets, and shared gardens.
- c. Building features that support health and wellbeing, including daylight levels, biophilic design elements, lighting and glare controls, user comfort controls, smoking policy, and acoustic conditions.
- d. Pandemic plan, including enhanced cleaning, disinfecting and maintenance protocols, PPE guidelines, employee training, escalation procedures, and communication strategies.

SECTION 6: TENANT/OCCUPANT RELATIONS & COMMUNITY INVOLVEMENT **(POINTS: 30)**

6.1 Narrative - Describe the following:

(Maximum of 4,000 words)

Tenant and Occupant Relations (15 Points)

- a. Tenant relations efforts and programs sponsored by building management within the past 12 months.
- b. Work management system used to respond to tenant or occupant maintenance issues, along with any ongoing communication initiatives that keep tenants or occupants informed about building operations.
- c. Amenities available at the property. (Examples: health facilities, childcare services, food service options, seating areas, EV chargers, or child play areas).
- d. Tenant or occupant satisfaction surveys, including frequency, date of the most recent survey, major findings, and actions taken by management to share results, resolve concerns, reinforce successful practices, and maintain popular programs or services.

Community Involvement (15 Points)

- a. Impact of building management on the surrounding community, including jobs created as a direct result of the property, public amenities (such as parks, blood drives, and special events), health and wellness initiatives, tax contributions or special assessments for infrastructure improvements, and community recognition awards or letters of acknowledgment.
- b. Quantifiable benefits such as additional income, charitable contributions, or cost savings; include the duration and history of current programs and events.

- c. Efforts by building management that have made the property a benefit to the local community; corporate donations or activities may be included only if the onsite management team personally participated or the activity directly affected the property.
- d. Participation in advocacy days, meetings, or correspondence with elected officials or regulatory agencies on matters of industry importance (must be within the past 12 months; include date of activity).
- e. Building-sponsored forums or town hall-style meetings held within the past 12 months, or at least one planned or unplanned event coordinated with municipal departments such as police, fire, public works, or special improvement districts (include date of activity).

6.2 Attachments

- a. 3 appreciation letters or emails from tenants or the public.
- b. 1 newsletter or other communication (including screenshots from property apps) listing tenant/community events and building news.
- c. 1 copy of the tenant/occupant survey (if applicable).
- d. 1 example of tenant communication from the property management team.
- e. 3 photographs of tenant events referenced in the submission.
- f. Table of contents from the tenant manual (do not include the full manual or photo collages; only single images).
- g. 3 attachments related to community events (Example: posters, flyers, newsletters, or charity acknowledgment letters).

*******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.

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