

2019 TOBY AWARDS PLANNING OUTLINE

The Outstanding Building of the Year Award (TOBY) is awarded to office, medical, retail, and industrial buildings locally, regionally, and internationally. It is a prestigious award for your property, company, your owners, advisors, and, mostly importantly, your TEAM. This is not a beauty contest – it is an HONOR bestowed annually to qualified properties and management teams.

**** If your building has achieved the BOMA360 or LEED designation, then you are already strategically placed to enter for TOBY based on the work you have already compiled. ****

It is not too early to start planning for the next TOBY Award cycle – **start talking with your teams NOW!**

Entrant Categories:

Think about how best to showcase your building. It may fit into a category other than just by square footage. Other categories to consider:

- CORPORATE – single-use at least 50% occupied by a corporate entity
- EARTH – at least 50% office area enhanced through green/sustainable programs
- HISTORICAL – at least 50 years old with original design maintained
- INDUSTRIAL – more than 5% & less than 50% office, with dock, OH door, no common lobby
- MEDICAL – 75% medical use with 50% tenancy of physician offices, labs, clinics, hospital
- MIXED-USE – at least 10% office space integrated with at least 3 additional components: Retail, Entertainment, Residential, Hotel, Recreation, or other Functions
- PUBLIC ASSEMBLY – must be publicly accessible and support multiple uses (i.e. arenas, amphitheatres, churches, hotels, convention centers, university buildings, etc.)
- RENOVATED – at least 15 years old with a maintained min of 50% occupancy during the renovations
- RETAIL – enclosed or open air, multiple levels, 50% occupied, 25% anchor retailer
- SUBURBAN OFFICE PARK – may be low-rise or mid-rise. Must be two or more buildings managed by same management company.

Eligibility:

- building must be a member in good standing with BOMA
- must submit/upload entry to BOMA International's online portal
- must undergo a physical inspection
- must score at least a 70%

Unofficial timeline for Local TOBY Awards:

- Ⓞ Formal guidelines published in July
- Ⓞ Local entries due mid-September
- Ⓞ Physical inspections early October
- Ⓞ Local winner(s) announced November/December

Portfolio specification for all categories (excluding Earth):

Building Description/Physical Standards/Overview

- provide floor plans, aerial photo, site plan, interior and exterior photos

Community Impact – describe how the property benefits the community with the following:

- jobs provided
- amenities to the community or corporate environment
- tax impact
- transportation improvements

Tenant Relations/Communications – brag about your:

- tenant relations efforts, programs, and communications
- building amenities
- annual tenant survey results
- newsletters, appreciation letters, event photos, and tenant handbook table of contents

Energy Conservation – all entrants must benchmark using ENERGY STAR®:

- provide current year (past 12 months) Statement of Energy Performance from ENERGY STAR® and share data with BOMA International online
- describe educational programs for staff/managers/engineers/leasing agents
- describe how building maintenance procedures contribute to energy conservation
- describe how the building EMS reduces building energy consumption

Environmental/Regulatory/Sustainability/Waste – describe building programs that relate to environmental, regulatory, and sustainability compliance, such as:

- indoor air quality & generator testing
- hazardous waste & asbestos management
- pandemic preparedness
- waste management/recycling
- green cleaning
- lamp disposal
- water & traffic reduction

Emergency Preparedness/Life Safety – provide evidence of a fire drill conducted with the local municipality within 12 months of entry submission and summarize your:

- procedures/programs
- staff & tenant training
- business continuity plan
- access control & surveillance

Building Personnel Training – share your:

- staff qualifications, industry certifications, degrees and training
- organizational chart
- team's participation in BOMA-sponsored events

Need Assistance? Consider attending the TOBY Q&A session

Have Questions? Contact your BOMA/Suburban Chicago office at 847.995.0970