

2019 TOBY AWARDS
ENTRY REQUIREMENTS

EARTH

TOBY



PRO

OFFICIAL SPONSOR OF THE
TOBY AWARDS®

THE OUTSTANDING BUILDING OF THE YEAR AWARDS®



Canadian Entrants are required to obtain a **BOMA BEST®** certification. Each entrant must provide a copy of the certification received in the current year that shows the level of certification during the current year.

European Entrants are required to obtain a BREEAM Award from BREEAM (BRE Environmental Assessment Method). The BREEAM Awards recognizes and reward those involved in the design and construction of the highest scoring buildings certified under BREEAM. Each entrant must provide documentation that indicates their BREEAM score during the current year.

Other International Entrants should contact BOMA International regarding energy performance benchmarking requirements.

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.

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.

BUILDING INSPECTION

- 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:

1. Entrance/Mail Lobby	9. Central Plant/Engineering Office
2. Security/Life Safety	10. Equipment Rooms/Service Areas
3. Management Office	11. Parking facilities (only if Owner/Agent Operated)
4. Elevators	12. Landscaping/Grounds
5. Multi-Tenant Corridors	13. Refuse Removal and Loading Docks
6. Restrooms	14. Roof
7. Stairwells	15. Tenant Amenities
8. Typical Tenant Suite (if applicable to building category) (Mixed use - at least two use types)	
- 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 12 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
- Entrant should receive TOBY Building Inspection Verification form by their local BOMA or affiliated International affiliate organization.

ENTRY FEES

LOCAL ENTRY FEES

A local competition fee may be applicable. Each Entrant should check with their local association concerning fees.

REGIONAL AND INTERNATIONAL ENTRY FEES

1. A total of \$375 in entry fees will be paid to BOMA International for each submission entering the regional competition. These fees will be collected during the online submission process. Fees are broken down as follows:

a) A \$50 data-submission fee will be collected for each building added to the online system. Buildings may be added regardless of whether they have won at the local level or not. Adding a building does not enter that building in the regional or international competitions.

b) A \$325 entry fee must be paid in order to submit a building for consideration in the regional and international competitions.

2. An additional regional competition fee may apply. If applicable the regional competition fee will be collected online along with the entry fees above.

NOTE: All entries must be submitted and fees received prior to your region's submission deadline in order to compete. Fees are non-refundable. Regional deadlines will be posted on <https://toby.boma.org>.

JUDGING / DATA / DEADLINES

1. Judging will occur at local, regional and international levels.
2. EnergyStar data must be shared with BOMA International no later than **March 29, 2019** to be eligible to compete on the International level. The current year Statement of Energy Performance or BOMA BEST® certificate must be included with the submission in the appropriate section. Omission of the Statement of EnergyStar Performance or BOMA BEST certificate (whichever is applicable) **AND** data sharing through the online ENERGY STAR® portfolio manager will automatically disqualify an entry. Fees are non-refundable due an entry that is disqualified for non-compliance.
4. Each BOMA local association may submit one building in each category to the regional competition.
5. Each BOMA region may submit one building in each category to the international competition.
6. Each region must complete submit their regional winners to BOMA International by **April 5, 2019**.
7. Judging at the international level will occur in April and May and the TOBY Awards will be presented during the *BOMA International Conference* held in June.
8. Updated Entry Requirements will be presented during the BOMA International Conference.
9. BOMA International's TOBY website (<https://toby.boma.org>) will begin accepting entries for each new season approximately 1 month after the close of the BOMA International Conference. Check the TOBY website for specific dates.

GLOBAL 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

BUILDING DESCRIPTION – 1 POINT

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

Maximum of 350 words
No attachments allowed

EXECUTIVE SUMMARY – 2 POINTS

Provide an overall summary of the project's (building, office park, etc.) environmental and energy efficiency program. Describe the policies and philosophy of the project's ownership and management relating to this subject. Include if the project was built green or implemented after construction and why this concept is important.

Attach the following:

TOBY Inspection Verification

Maximum of 600 words
Total of 1 attachment required

COMPETITION PHOTOGRAPHS – 2 POINTS

A. Industrial Buildings – Total of 7 photographs required

- 2 Front exterior of the building(s)
- 1 Rear exterior of the building(s)
- 1 Interior of the office
- 1 Interior of the warehouse
- 2 Additional photographs, the subject matter of which is the entrant's choice

B. Renovated Buildings – Total of 10 photographs required (up to 12 photographs allowed)

- Display building features “before and after” rehabilitation, modernization and/or remodeling
- One “before” photo for every “after” photo of the exact same location is necessary

C. Retail Buildings – Total of 6 photographs required

- 1 Front exterior
- 1 Rear exterior
- 1 Interior (public areas)
- 1 Example of Signage
- 2 Additional photographs, the subject matter of which is the entrant's choice

D. Public Assembly Buildings – Total of 9 photographs required

- 2 Exterior
- 1 Interior (lobby and hallways)
- 2 Multiple use areas
- 1 Signage and Wayfinding
- 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

E. All other Buildings – Total of 7 photographs required

- 2 Exterior
- 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

No text is required

AWARDS CEREMONY PHOTOGRAPHS – 0 POINTS

In addition to the competition photos, all regional and international entrants must submit one high resolution (minimum 300 dpi) 11" x 14" color JPEG (JPG) of the **building's exterior** for display at the awards ceremonies. Also, a photograph of the **management team** responsible for daily management of the building(s) is required.

No text required

Total of 2 attachments required

REDUCTION OF ENVIRONMENTAL RISK – 15 POINTS

Environmental risk is the risk associated with the likelihood or probability that a given chemical exposure or series of exposures may damage human health and the environment. Managing environmental risk is an endless and challenging task. Describe what your company has done to protect its tenants/occupants and the environment by efficient management and include the following:

1) Hazard Communication Standard (HCS) Program or similar program, including:

- Receiving and shipping of hazardous materials
- Equipment certificate plus annual follow-up
- Chemical labeling, placarding or color-coding of piping systems
- Availability, completeness and updating of material data safety sheets and location(s), dates must be within three years
- Staff training
- Record keeping

2) Management and reduction of environmental risks at your property, including:

- Asbestos
- PCBs
- CFCs and Halon
- Underground storage tanks and above ground tanks
- Hazardous chemicals
- Contractor management

3) Latest risk management report, including:

- Inspection program
- CFC containment
- Disposal of storage containers
- Spill containment
- Regulatory compliance
- Hazardous waste contractor selection
- Formal risk assessments
- PCB ballast handling
- Chemical storage and handling facilities and procedures
- Warning signs and educational posters
- Disposal options used

4) Emergency response plans and how they provide environmental protection, including:

- Staff competency testing
- Third party assessments
- Chemical spill procedures and preparedness
- Accidental Freon release procedures
- Asbestos mediation

- Fire protection and detection for chemical storage areas
- Tenant information packages and drills
- Notification protocol
- Communications with response agencies
- Other (natural disasters, bomb threats, etc.)

NOTE: Do not include entire manuals or photographs. Include only the table of contents, a summary of the manual and how it's implemented.

***Maximum of 1,750 words
Up to 4 attachments allowed***

INDOOR AIR QUALITY / GREEN CLEANING – TOTAL OF 15 POINTS

Describe the following:

- Steps taken to improve the indoor air quality (IAQ) of the building, what was done to monitor IAQ and steps taken to reduce contaminants within the building.
- The Green Cleaning Policy and steps taken to insure use of green products and cleaning chemicals both by in-house staff and contractors/vendors.
- How information collected from annual testing reports is used to evaluate and correct IAQ issues, including:
 - Installation of systems that reduce/monitor indoor pollutants (3 points)
 - Low impact cleaning policy (3 points)
 - Day cleaning or team cleaning (not daytime porter service) (1 point)
 - Smoke-free building (1 point)
 - Entryways or Pedimats (1 point)
 - Use of green cleaning products (2 points)
 - Use of recycled paper products (2 points)
 - Use of other green materials (1 point)
 - Any other IAQ-Green Cleaning programs that are specific to your facility and not mentioned above (1 point)

Attach the following:

Documentation of tenant occupancy forms and/or sample pages from an annual testing program report

***Maximum of 1,750 words
Up to 2 attachments allowed***

RECYCLING – TOTAL OF 10 POINTS

Building recycling programs offer great rewards. The building, the tenant/occupant and the owners all have an opportunity to give back to the environment. Tell us about your tenant/building recycling program; how you get tenants/occupants involved and how you keep the momentum going.

Describe the following:

- Paper/cardboard recycling program (4 points)
 - **Note:** If you are recycling 20% of your total waste, you can achieve up to 2 points. If you're recycling 30% or more of total waste, you can achieve up to 4 points.
 - **Example:** 100 tons of trash and 20 tons of recycle equal total output of 120 tons of waste. Therefore, the recycle percentage is determined by 20/120 or 17 percent.
- Facility program for recycling glass, plastics and aluminum (2 points)
- Lamp and ballast recycling program and its benefits (2 points)
- Sustainable landscape maintenance program, such as recycling/composting, water management and plant selection (1 point)
- Any other recycling programs that are specific to your facility and not mentioned above (1 point)

Attach the following:

- Records showing total trash-waste collected
- Records showing total recycle-waste collected

Maximum of 1,750 words

Total of 2 attachments required (up to 3 attachments allowed)

ENERGY CONSERVATION – TOTAL OF 25 POINTS

NOTE: In this section, requirements differ depending on the building type. See appropriate section below.

For Public Assembly and Mixed-Use Buildings (Only)

Describe the following:

- The Preventative Maintenance Program (Mixed-use: how these are shared between entities) (3 points)
- The Energy Management Plan (5 points)
- The Energy Reduction Target (2.5 points)
- The Indoor Air Quality Monitoring Plan (2.5 points)
- The Occupant Service Request Program (2.5 points)
- ASHRAE Level 1 Energy Assessment within the last three years (3 points)
- Building Staff/Tenant Education on the importance of and methods for energy conservation (4 points)
- Building Energy Management System (EMS) Monitoring (2.5 points)

Note: Buildings that do not earn the maximum 25 points in the energy conservation section may earn one point if they are a BOMA 360 designee.

Provide the following:

- A list of areas for which energy consumption data is available (i.e. all tenants, some tenants, interior common exterior common) 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.

No other items are required for Public Assembly and Mixed-Use buildings in this section.

For Industrial and Retail Buildings (Only)

NOTE: It is not necessary for Industrial and Retail entrants to benchmark their energy performance using **ENERGY STAR®** at www.ENERGYSTAR.gov, BOMA BEST, BREEAM or any other international equivalent program as approved by BOMA International.

However, entrants must complete the following sub-sections (skip to page 13):

1. Building Staff/Tenant Education (5 points)
2. Building Operations and Maintenance (10 points)
3. Building EMS Monitoring (10 points)

Note: Buildings that do not earn the maximum 25 points in the energy conservation section may earn one point if they are a BOMA 360 designee.

For Corporate Facility, Historical, Medical, Office Buildings (Sq. Ft.) and Suburban Office Parks (Only)

U.S. Entrants must benchmark their energy performance using **ENERGY STAR®** at www.ENERGYSTAR.gov, BOMA BEST, BREEAM or other international equivalent program as approved by BOMA International.

Each entrant must complete both of the following:

- (1) Provide a copy of the current year (period within 12 months of your regional TOBY deadline) Statement of Energy Performance printed from **ENERGY STAR®**
- (2) Share their data with BOMA International in the **ENERGY STAR®** online portfolio manager.

To share your data with BOMA International, have your ENERGY STAR administrator go to the Facility Summary page on the **ENERGY STAR®** website by clicking on the facility name on the My Portfolio page. Select “Add user to share this facility” under the Sharing Data section (on the right-hand side of the page) and follow the instructions.

NOTE: When submitting *multiple buildings, all buildings must benchmark with **ENERGY STAR®** and include **each** building’s Statement of Energy Performance.

Note: Buildings that do not earn the maximum 25 points in the energy conservation section may earn one point if they are a BOMA 360 designee.

ENERGY STAR® Performance Rating – 4-10 of 25 Points

- Energy Star Score: < 74: 4 points
- Energy Star Score: 75 – 84: 6 points
- Energy Star Score: 85 – 94: 8 points
- Energy Star Score: > 94: 10 points

*For multiple buildings, use weighted average by square footage

BOMA BEST® Performance Rating – 4-10 of 25 Points

Canadian Entrants must obtain a **BOMA BEST** certification. Each Entrant must complete the following: (1) Provide a copy of the certification received in the current year that shows the level of certification.

- BOMA BEST® Certified/Bronze: 4 points
- BOMA BEST® Silver: 6 points
- BOMA BEST® Gold: 8 points
- BOMA BEST® Platinum: 10 points

BREEAM Performance Rating – 4-10 of 25 Points

European Entrants must obtain a BREEAM Award from BREEAM (BRE Environmental Assessment Method). The BREEAM Awards recognizes and reward those involved in the design and construction of the highest scoring buildings certified under BREEAM that describe a building's environmental performance.

- BREEAM Score: 30 – 54: 4 points
- BREEAM Score: 55 – 69: 6 points
- BREEAM Score: 70 – 84: 8 points
- BREEAM Score: >84: 10 points

The BREEAM Europe Commercial scheme can be used to assess the environmental impacts of a commercial building in Europe. For the purposes of BREEAM, Europe is defined as follows;

- Any member state of the European Union which includes the Republic of Ireland where it is not appropriate to use a UK scheme.
- EFTA Member States i.e. Iceland, Norway and Switzerland
- Current EU candidates: Turkey, Croatia and Macedonia
- Others: Albania, Belarus, Bosnia & Herzegovina, Moldova, Montenegro, Serbia and Ukraine

Building Staff / Tenant Education – 5 of 25 Points

Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for energy conservation. This may include encouraging or requiring participation in BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST best practices, pursuing industry certification and professional development programs.

Building Operations and Maintenance – 5 of 25 Points

Describe your building maintenance procedures and how they contribute to energy conservation.

This should include the following as well as any additional procedures followed:

- Preventative maintenance programs
- System documentation
- Equipment and system performance monitoring
- Sensor and control calibration

Provide a description of the steps taken to improve the energy performance of your building over the last three years.

Building EMS Monitoring – 4 of 25 Points

Energy Management System (EMS) is often underutilized in commercial buildings. When fully engaged, they are powerful tools for improving the performance of HVAC and lighting systems and conserving energy. Describe the EMS in place in your building and the degree to which you use it to reduce the building's energy consumption. Provide measureable results demonstrating reduction in energy and improve performance.

Attach the following:

Statement of Energy Performance and/or BOMA BEST® Certificate and/or approved comparable energy rating verification (for buildings outside continental U.S.)

Maximum of 1,750 words

Total of 1 attachment required (up to 2 attachments allowed)

WATER CONSERVATION – TOTAL OF 10 POINTS

Water is a precious resource. When buildings use large volumes of water, this can result in high maintenance and life-cycle costs for building operations. Using water efficiently can reduce operating costs, through lower water usage, less chemicals, and less energy.

1) Describe your water management program (5 points), including:

- Controlling storm water runoff
- Plumbing fixtures used (toilet, sinks etc.)
- Programs to eliminate or reduce the use of potable water required for landscape irrigation
- Programs to reduce water and sewer requirements for cooling towers and sub-metering to conserve water
- Savings in dollars and reduction of water consumption from the use of water efficient programs

2) Describe the following (3 points):

Innovation water management strategies/applications such as hands-free faucets, waterless urinals, public/private partnership programs, green roofs, indigenous landscaping.

3) Answer the following (1 point):

- What percentage of toilets/closets are water efficient (use 1.6 gal or less)?
- What is a new installation or renovation?
- Why was this important for your company to install these fixtures?

4) Answer the following (1 point):

- What percentage of faucets that are water efficient?
- What is the new installation or renovation?
- Why was this important for your company to install these fixtures?

Maximum of 1,750 words
Up to 1 attachment allowed

INTERIOR FINISH – TOTAL OF 10 POINTS

There is a great opportunity to reuse existing building materials and space when remodeling common areas or tenant occupied areas. The Property Management team may have control over product selection in common areas however, it's the tenant or occupant who has control over those choices within their space. What does the property management team do to encourage the use of environmentally friendly products? Written document can include manufacturer information.

- 1) Provide written documentation and (1) **photograph** of building common areas space that has recently been built or remodeled. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, etc. (3 points)
- 2) Provide written documentation and (1) **photograph** of tenant space that has recently been built or remodeled for a new tenant or renewal. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, flooring products, etc. If the tenant space was recently remodeled, please provide proof that at least 10% of the existing office space was reused – such as doors, door hardware, walls, fixtures, HVAC, smoke and fire systems, built-ins, restrooms, etc. (3 points)
- 3) The purchase of local materials supports local industry and reduces transportation costs from transporting products long distances across the country. Tell us about local vendors and product lines your building supports. (3 points)
- 4) How is construction waste recycled? Provide percentage of materials recycled. (1 point)

Maximum of 1,750 words
Total of 2 attachments required (up to 4 attachments allowed)

GREEN PURCHASING POLICY – 5 POINTS

Describe any policies or programs you have established for purchasing "green" products – those that have reduced impact on the environment. This should include consideration of the following:

- Procurement policy outlining preferential buying of "green products"
- Product selection criteria
- Use of recycled products

Maximum of 600 words

No attachments allowed for this section

OCCUPANT COMMUNICATION / EDUCATION – 5 POINTS

Identify means by which occupants receive information to support Management's overall efforts to protect and improve the indoor and outdoor environments. Also, provide information as to how Management may encourage alternate means of transportation and any incentives as a result thereof. This should include consideration of the following:

- Staff and occupant education/seminars
- E-mail
- Meetings, newsletters
- Corporate and property level Web page and Internet Websites
- Public transportation, park and ride, bus stop
- Bicycle storage to include changing and shower facilities
- Carpooling incentives
- Partnership with local city government commuter sponsored programs
- Alternate fuel vehicles - preferred parking incentives

Maximum of 600 words

Up to 3 attachments allowed

COMMUNITY IMPACT – 10 POINTS

- Provide a written description of 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.
- In addition, please 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.
- **Industrial Buildings (only):** Entrants may also include the building's compatibility with neighboring properties and how the building affects traffic.

NOTE: Please indicate services that relate to the community and not to the tenants. Entrants may also include a maximum of 3 attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters. No JPEGs will be accepted.

***Maximum of 1,800 words
Up to 3 attachments allowed***

CASE STUDY – 5 POINTS

By providing a case study of a building project that was implemented to reduce environmental risk or improve energy efficiency, you can obtain five additional points. The case study should include why this project was implemented, the steps involved with implementation, the benefits derived by the building, staff, tenants, owners and/or local community and how this project is managed to ensure continued benefits. The case study should also profile the projects economic and environmental benefits and relate to at least one of the Earth Award portfolio specifications above.

This case study may be used by BOMA International in materials for programs such as the BOMA Energy Efficiency Program (BEEP) and may be shared with others in the industry to demonstrate best practices in the industry.

The name of the building or the property management company name must be provided in the case study as well as a point of contact should future questions arise regarding this case study.

***Maximum of 600 words
Up to 1 attachment allowed***

******* 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 88 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.

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