



TOBY

Webinar

**PREPARE FOR THE 2024
APPLICATION SEASON**



SPEAKERS



TERESA AMARO
CBRE
TOBY CHAIR
250 SOUTH WACKER
2014 International Winner
100,000 – 249,999 SF



ALLISON BYKOWSKI
NORTHWESTERN MEMORIAL
HEALTHCARE
TOBY CO-CHAIR
2020 Regional Winner
Medical Office Building



KAREN GANA
CBRE
353 NORTH CLARK
2021 International Winner
Earth Award



MIKE GRAHAM
TRANSWESTERN
1 NORTH DEARBORN
2020 International Winner
Renovated Building



TYLER KIRSHNER
BOMA INTERNATIONAL
Manages BOMA 360 & TOBY

AGENDA

TOBY Overview

BOMA 360 Requirement

TOBY Written Application

TOBY Inspection

Scoring

2024 TOBY Timeline & Fees

TOBY Resources

What's Next & Final Tips

TOBY OVERVIEW

WHAT IS TOBY?

The Outstanding Building of the Year (TOBY) Awards recognize and reward excellence in building management.

TOBY is the most prestigious award in CRE.

To win a TOBY, you must submit an application. You will apply for one out of the 17 TOBY categories.

The application starts at the local (Chicago) level.

WHAT ARE THE 17 TOBY CATEGORIES?

YOUR TEAM SELECTS ONE CATEGORY

- Under 100,000 Square Feet
- 100,000 to 249,999 Square Feet
- 250,000 to 499,999 Square Feet
- 500,000 to 1 Million Square Feet
- Over 1 Million Square Feet
- Earth
- Corporate Facility
- Historical Building
- Medical Building
- Renovated Building
- Mixed-Use
- Life Sciences Building – **NEW!**
- Retail – Enclosed
- Retail – Open Air
- Industrial
- Suburban Office Park - Mid-Rise
- Suburban Office Park - Low-Rise

WHAT CATEGORY SHOULD WE CHOOSE?

This is a team decision.

**Review the categories
and Entry Requirements
with your team.**

**Determine the categories
in which you are eligible.**

**Choose a category and
then go for it!**

WHO SHOULD BE INVOLVED?



PM Teams



Owners



Engineers



Security



Janitorial Staff



Vendors &
Service
Providers



Tenants

WHY SHOULD YOU APPLY?



Showcase your management expertise and ability to achieve operational excellence.



Build value for your team and owners by enhancing and expanding your existing programs and procedures.



All team members – from management, engineers, janitorial staff and more – come together in pursuit of a common goal.



Gain recognition from colleagues and other CRE professionals.



Highlight your building's leasing power and competitive edge.



Current and prospective tenants want to work in a building that is recognized as “the of the best.” Even by applying, you are showing tenants that you believe you have what it takes to win!

WHAT ARE THE STEPS TO APPLY?

STEP 1

**Earn/renew the BOMA
360 Designation**

STEP 2

**Review categories &
choose a category**

STEP 3

**Let BOMA/Chicago
know that you will
apply**

ALL OF THE ABOVE SHOULD BE COMPLETED BY MID-JULY

WHAT HAPPENS AFTER I APPLY LOCALLY?

LOCAL

Written application
submitted in mid-
September

Building inspections in
October

Winners announced in
January

REGIONAL

* North Central Region
competition

Written application only

Winners announced in
April

INTERNATIONAL

Compete internationally
Written application only

Winners announced in
June at BOMA
International meeting

** North Central Region includes
Illinois, Indiana, Michigan, Ohio
and Kentucky.*

WHAT ELSE SHOULD WE CONSIDER AS WE PREPARE TO APPLY?

Ownership Support

Time to Write the Application

**Delegating Sections for Written
Application & Proofreading**

**Creating Inspection Tour Agenda &
Practicing**

Budgeting for TOBY & 360 Fees

*(Application fees, professional photos, Gala
tickets, etc.)*

Budgeting for Inspection

(Cleaning, landscaping, etc.)

BOMA 360

BOMA 360 IS REQUIRED FOR TOBY

**The BOMA 360
Performance Program sets
the CRE standard
worldwide for
operational best practices.**

**Earning BOMA 360
demonstrates that a
building is outperforming
competition across all
areas of operations and
management.**

BOMA 360 DEADLINES
Now a rolling deadline!

** Your building should apply
or renew for BOMA 360 by
July of the year you are
applying for TOBY.*

WHAT ARE THE ELIGIBILITY CRITERIA FOR BOMA 360?

Only occupied commercial office buildings/facilities are eligible for the BOMA 360 Performance Program.

Commercial office buildings include: multi-tenant office buildings; single-tenant office buildings; corporate facilities; government buildings; medical office buildings; suburban office buildings; and multi-use/mixed-use buildings.

Office complexes containing multiple buildings or properties with separate ENERGY STAR scores will need to create separate applications for each respective building.

WHAT ARE THE ELIGIBILITY CRITERIA FOR BOMA 360?

The building must be occupied for at least one full year from the date of occupancy of the first tenant, with a minimum of 12 months of building operations.

For multi-use buildings (i.e. office/retail, office/residential, mixed-use, etc.), information should be reported only on the office portion of the building. If the building contains no occupied commercial office space as described above, or is a hotel, apartment/multi-family complex it is not eligible for participation.

WHAT ARE THE BOMA 360 FEES?

**Submit on the online
portal**

Application: \$850

Renewal: \$850

*Buildings must renew every
three years*

BOMA 360 ONLINE PORTAL



<https://recognition.boma.org/>

Sign In

[Buildings](#) [Criteria](#) [FAQ](#) [About](#) [BOMA Home](#) [Shop/Plaques](#)



THE BOMA 360 PERFORMANCE PROGRAM + THE TOBY AWARDS

Now together in one streamlined application portal, the BOMA 360 Performance Program and the TOBY Awards are just what you need to take your building to the next level.

BOMA 360

TOBY Awards

WRITTEN APPLICATION

WHERE DO I ACCESS WHAT I NEED FOR THE WRITTEN APPLICATION?

*The Entry Requirement
document is your bible!*



THE OUTSTANDING BUILDING OF THE YEAR AWARDS



CORPORATE FACILITY
HISTORICAL BUILDINGS
MEDICAL OFFICE BUILDINGS
SUBURBAN OFFICE (LOW-RISE)
SUBURBAN OFFICE (MID-RISE)
OFFICE BY SQUARE FEET

OFFICE BUILDING CATEGORIES

2022-2023 TOBY AWARDS

CRITERIA



Official TOBY Awards Sponsor

WHAT AREAS ARE ASSESSED IN THE WRITTEN APPLICATION?

- Community Involvement
- Occupant/Tenant Relations
- Energy Conservation
- Environmental, Sustainability, Health & Wellness
- Life Safety, Security and Risk Management
- Training and Education

All of these areas are assigned points. Review the Entry Requirements for more details. Some categories have extra sections.

WHERE DO I SUBMIT THE WRITTEN APPLICATION?

You will follow the Entry Requirements to write your application; the portal matches the Entry Requirements

Save the application in Word

Visit recognition.boma.org to create your building application and profile

Copy and paste your written sections into the portal

Upload all files and photos on the portal

Submit by the September deadline

TOBY ONLINE PORTAL



<https://recognition.boma.org/>

Sign In

[Buildings](#) [Criteria](#) [FAQ](#) [About](#) [BOMA Home](#) [Shop/Plaques](#)



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[BOMA 360](#)

[TOBY Awards](#)

KEEP IN MIND

Store & Save Writing in
Word Document

Word Counts

Attachments & Photos

Writing & Grammar

Discuss Outcomes


Quantify Everything...

And Tell a Story!

INSPECTION


The inspection form is your roadmap!





THE OUTSTANDING BUILDING OF THE YEAR (TOBY)

2018 BUILDING INSPECTION FORM



CATEGORY (select): _____

BUILDING NAME: _____

ADDRESS: _____

CITY: _____

TOUR DATE: _____

NAME OF JUDGE: _____

TOUR START TIME: _____

TOUR END TIME: _____

REQUIREMENT FOR ENT
 Energy Star Benchmarking must be performed AND shared with BOMA International

INSTRUCTIONS FOR JUDGES

This Judging Sheet Workbook is interactive and has formulas built in for scoring. Fields you need to complete are highlighted in yellow; no other fields should be altered or changed. Formulas will not need to be manipulated if these directions are followed.

SCORE EACH ITEM ON A SCALE FROM 0-4: no decimals or fractions.

USE THE FOLLOWING GUIDELINES:

0 = Poor/Unacceptable; 1 = Below Average; 2 = Fair/Average; 3 = Good/Above Average; 4 = Excellent

For Energy Star provide the following points: 1 = 74 and below; 2 = 75 to 84; 3 = 85 to 94; 4 = 95+

TYPE "1" NEXT TO EACH ITEM JUDGED; "0" NEXT TO EACH ITEM NOT JUDGED; IF AN ITEM WAS JUDGED BUT NOT DISCUSSED, TYPE "0" IN SCORE AND "1" IN JUDGED

TOUR

interactive fields		comments
score each item 0 - 4	type "1" if item judged "0" if not	Please include comments for each category. Ensure all comments are constructive.
Entrance/Main Lobby		
Greeting/Helpfulness of Lobby Attendants	4	Category Comments
Housekeeping/Maintenance	4	
Aesthetic Appeal	0	
Directory/Signage	4	
Lighting	4	
Lobby Desk/Equipment	4	
Accessibility (ADA) Provisions	4	
	1	
Total Points	24	
Category Score	4.00	3 = (Maximum score is 4) <small>Decimals allowed for Category Score only</small>

TOUR (continued)

interactive fields		comments
score each item 0 - 4	type "1" if item judged "0" if not	Please include comments for each category. Ensure all comments are constructive.
Security/Life Safety		
Access Control/Lobby	4	Category Comments
Professionalism of Staff	4	
Cameras	4	
After Hours Access	4	
Security Manual/Emergency Procedures	4	
Staff Training and Development	4	
Access Control/Loading Dock	4	
Fire and Life Safety Equipment	4	
Fire Safety Plan	4	
Emergency Generator (cleanliness, testing procedures, safety)	4	
Evidence of Evacuation Drills conducted within past 12 months	4	
	1	
Total Points	44	
Category Score	4.00	4 = (Maximum score is 4) <small>Decimals allowed for Category Score only</small>

Category Comments		
Management Office		
Housekeeping	4	Category Comments
Aesthetic Appeal	4	
Responsiveness to Tenant Issues	4	
Policies and Procedures Manual (risk management, contract administration, performance appraisals, insurance certificate administration, tenant manuals)	4	
Annual Budget/Reporting Procedures	4	
Regular Financial Reports/Accounting Software	4	
Operating Expenses (consider what is being done for the amount being spent)	4	
Appropriateness of Staffing/Level of Professionalism	4	
Technology (are computers on a network; does the office use e-mail; an interactive Web site; desktop publishing, etc.)	4	
Staff Training and Development	4	
SOP Manual/Documentation of Standard Operating Procedures (online or printed)	4	
Service Call Procedures	4	
Construction/Floor Plans (current plans should be on site in Property Management Office or in Chief Engineer's Office)	4	
Construction Administration	4	
Key and Inventory Control	4	
COI for Comprehensive and/or Liability Insurance	4	

WHAT AREAS ARE WE ASSESSED IN THE INSPECTION?

*All of these areas are assigned points.
Review the inspection sheets for details.*

- Entrance & Main Lobby
- Security & Life Safety
- Management Office
- Elevators
- Multi-Tenant Corridors
- Restrooms
- Stairwells
- Typical Tenant Suite
- Central Plant & Engineering Office
- Equipment Rooms & Service Areas
- Roof
- Parking Facilities (if you have them)
- Landscaping & Grounds
- Refuse Removal & Loading Dock
- Tenant Amenities

JUDGES WILL ALSO COMPLETE THIS FORM



*This is the TOBY Inspection
Verification form.*

*Please have this information
available for judges. No points are
assigned to this form, but you will
submit this form to international if
you proceed to regional.*



TOBY INSPECTION VERIFICATION

Building Name:

Local/City/Jurisdiction:

Category:

Areas Inspected (All items are required for eligibility to compete if applicable to the property type)

	Yes	N/A	Comments
Entrance /Main Lobby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Security/Life Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Management Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Multi-Tenant Corridors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Restrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Stairwells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Typical Tenant Suite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Central Plant/Engineering Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Equipment Rooms/Service Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Evidence of Evacuation Drills conducted within past 24 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Parking facilities (grade only if Owner/Agent Operated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Landscaping/Grounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Refuse Removal and Loading Dock Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Tenant Amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Preventive Maintenance Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
SOP Manual/Documentation of Standard Operating Procedures (online or printed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Regular Financial Reports/Accounting Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Purchase Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Judge's Affidavit

As one of the judges for the local BOMA TOBY Awards Program, I have inspected the above indicated areas at the building site using BOMA International's "The Outstanding Building of the Year" program

Judge's Name (please print):

Judge's Signature:

Date:



TOBY AWARD SPONSOR



INSPECTIONS ARE THREE HOURS TOTAL



TWO OR THREE JUDGES WILL VISIT YOUR BUILDING



WHO ARE THE JUDGES?

**Former TOBY applicants
and/or TOBY winners**

**Property Managers & General
Managers who are members
of BOMA/Chicago**

**Affiliate Members are not
judges**

**We will tell you who your
judges are when we schedule
your inspection**

WHEN WILL MY INSPECTION BE SCHEDULED?

All applicants will be notified on the same day about their specific inspection date/time

All applicants will have at least two weeks to prepare before their inspection

The assigned date for the inspection is final and cannot be changed; both the applicants and judges are expected to adhere to it

TIPS TO PREPARE FOR TOBY INSPECTION

Create an agenda that will show judges everything covered on the inspection sheets

Practice, Practice, Practice & Host Dry Runs!

Have materials ready for judges to review

(financial reports, evidence of fire drills, purchasing policies, etc.)

Paint, landscaping, janitorial closets, etc. Judges inspect everything closely & carefully!

ETIQUETTE FOR INSPECTIONS

Have an agenda and make the most out of the three hours

Please do not give gifts to judges

Please do not ask judges how many buildings are in your category or who else is applying

SCORING

HOW IS THE WINNER CHOSEN?

All applicants are judged on the written application and the inspection.

The two scores are combined.

You must meet 70% to be a finalist.

The building with the highest overall score is the winner.

TIMELINES & FEES

2024 TOBY TIMELINE

Apply for BOMA 360 or renew by July

Application Opens July 2023

Application Deadline September 2023

Onsite Judging October/November 2023

Local Winners Announced February 2024

**North Central Region Applications Due
March 2024**

**North Central Region Winners Announced
April 2024**

International TOBY Gala June 2024

2024 TOBY APPLICATION FEES

Local Application: \$300

Regional Application: \$450

BOMA 360 Application: \$850

OTHER FEES

BOMA 360

Professional Building & Photos
(absolutely essential for regional and international applicants)

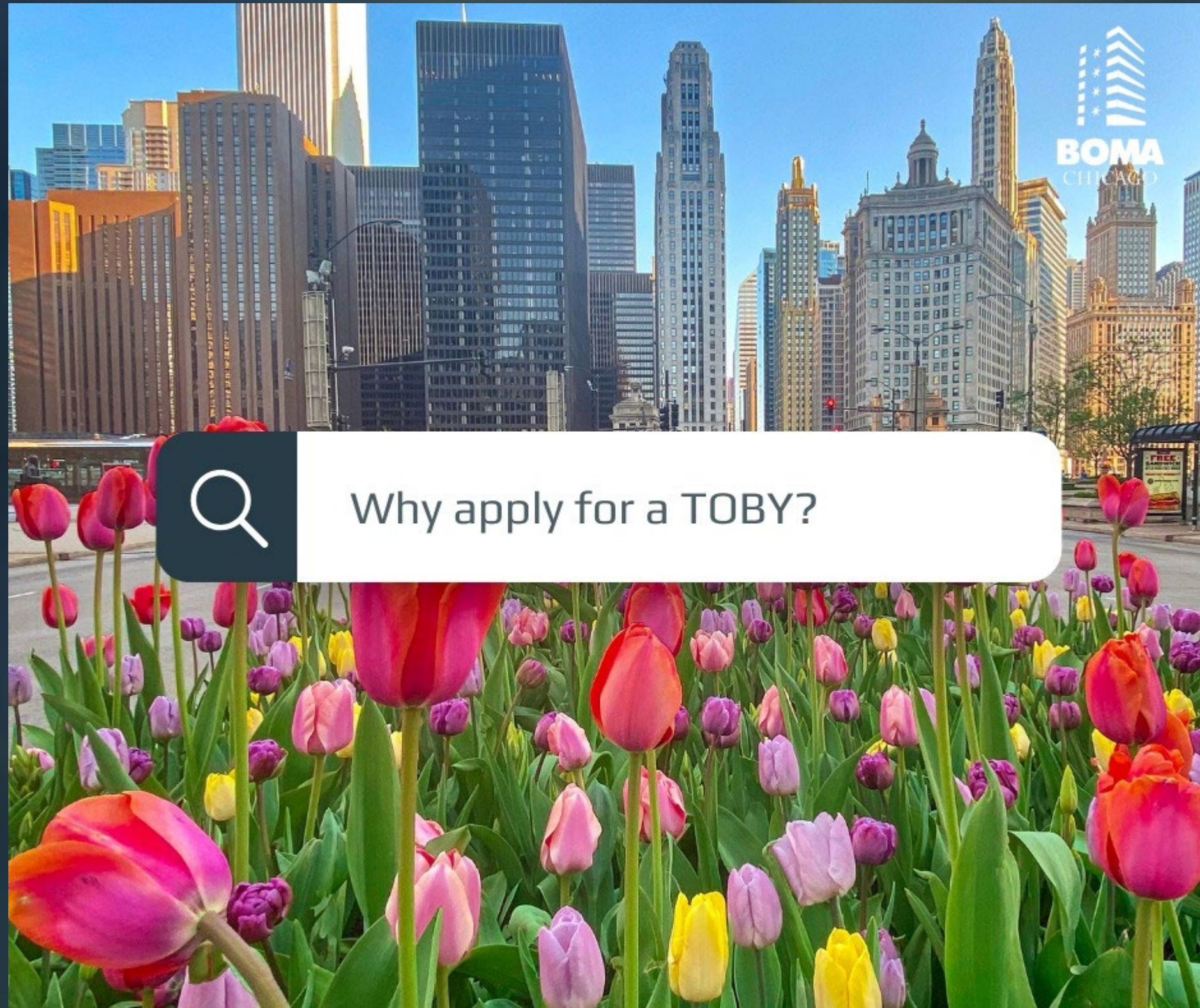
Inspection prep *(paint, landscaping, etc.)*

Tickets for local TOBY Gala

**Tickets & travel to BOMA
International meeting if you win
regional**

TOBY RESOURCES

READ ALL RESOURCES!



Speak with colleagues and peers who have applied
(BOMA/Chicago can provide you with contact information of previous winners)

TOBY Tips and testimonials on social media

TOBY FAQ & Best Practices

Review Entry Requirements and inspection sheets now *(2024 requirements and inspection sheets will be ready in mid-July)*

WHAT'S NEXT

WHAT SHOULD YOU DO NOW?

STEP 1

**Apply for or
renew BOMA
360**

STEP 2

**Review Entry
Requirements &
categories with
your team**

STEP 3

**Inform vendors
as early as
possible!**

STEP 4

**Read TOBY FAQ
document**

STEP 5

**Attend the May
24 TOBY Mini-
Tour at 1 North
Dearborn!**

STEP 6

**Inform
BOMA/Chicago
that you will
apply**

ALL OF THE ABOVE SHOULD BE COMPLETED BY MID-JULY

2023 TOBY REGIONAL WINNERS



250,000 to 499,999 Square Feet
311 W. Monroe
Managed by Sterling Bay

Renovated Building
321 North Clark
Managed by Hines



Corporate Facility
400 South Jefferson
Managed by The RMR Group



500,000 to 1 Million Square Feet
333 N Green
Managed by Sterling Bay Property Management



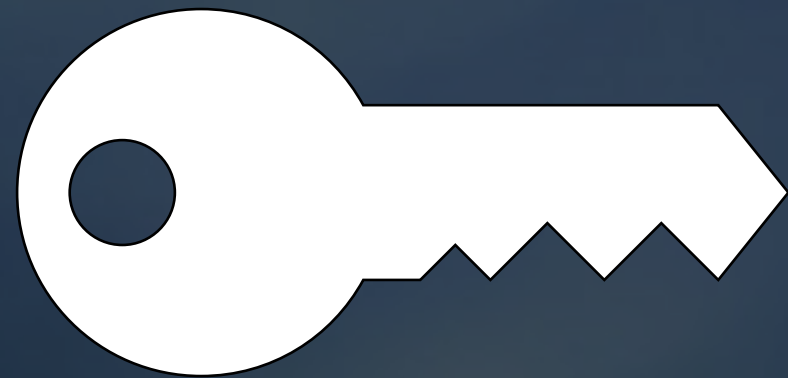
Over 1 Million Square Feet
One South Wacker
Managed by JLL

**THE NEXT WINNER
COULD BE YOU!**



FINAL TIPS

KEYS TO SUCCEED



- **Start Early**
- **Follow the Entry Requirements “to the T”**
- **Delegate & Set Timelines**
- **Quantify, Tell a Story & Proofread**
- **Host an Unforgettable & Organized Inspection**

WHY SHOULD YOU APPLY?

BECAUSE IT IS AN INVESTMENT WITH IMMEDIATE PAYOFF!

By applying, you will invest:

- **Time**
- **Money** (*Application fees, professional photos, inspection prep, TOBY Gala tickets, travel if you win regionally, etc.*)

But also an investment in:

- **Your Team!**
- **Your Building!**
- **YOURSELF!**

A wide-angle, high-angle photograph of the Chicago skyline. The Willis Tower is prominent on the right. In the foreground, there's a multi-lane highway with traffic, a green park area with trees, and a set of elevated train tracks with a train. The sky is clear and blue.

TOBY IS NOT A BEAUTY CONTEST

The background of the slide is a high-angle, aerial photograph of the Chicago skyline at night. The city is densely packed with skyscrapers, many of which are illuminated with warm yellow and orange lights. The Lake Michigan is visible in the distance under a clear, dark blue sky. A semi-transparent white rectangular box is centered over the image, containing the word "QUESTIONS?".

QUESTIONS?



GOOD LUCK!