



# TOBY

# Webinar

**PREPARE FOR THE 2025  
APPLICATION SEASON**



# SPEAKERS



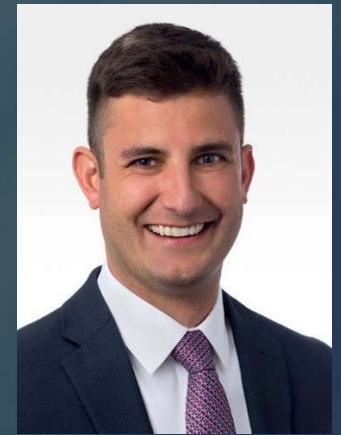
**ALLISON BYKOWSKI**  
**NORTHWESTERN MEMORIAL**  
**HEALTHCARE**  
**TOBY CO-CHAIR**  
*2020 Regional Winner*  
*Medical Office Building*



**DANA ROSENBLUM**  
**STERLING BAY**  
**TOBY JUDGE & WINNER**  
*2015 Regional Winner for*  
*Renovated Building*  
*2020 International Winner for*  
*100,000 - 249,999 SF*



**TERESA AMARO**  
**STERLING BAY**  
**TOBY APPLICANT**  
**311 WEST MONROE**  
*2024 Local Winner for the*  
*250,000 to 499,999 SF Category*  
*2014 International Winner for*  
*the 100,000 - 249,999 SF*



**MIGUEL LULLI**  
**JLL**  
**TOBY APPLICANT**  
**1 SOUTH WACKER**  
*2023 International Winner for*  
*Over 1 Million SF Category*



# AGENDA

**TOBY Overview**

**BOMA 360 Requirement**

**TOBY Written Application**

**TOBY Inspection**

**Scoring**

**2025 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 19 TOBY categories.

The application starts at the local (Chicago) level.



# WHAT ARE THE 19 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
- Corporate Facility
- Earth
- Historical Building
- Industrial
- Life Sciences Building
- Medical Building
- Mixed-Use
- Public Assembly
- Renovated Building
- Retail – Enclosed Mall Under 1 Million SF
- Retail – Enclosed Mall Over 1 Million SF
- Retail – Open Air/Strip Mall
- Suburban Office Park - Mid-Rise
- Suburban Office Park - Low-Rise

# NEW TOBY CATEGORIES & CATEGORY UPDATES

- **Public Assembly**

Stand-alone arenas, amphitheaters, auditoriums, art galleries, churches, hotels, convention centers, exhibit halls, courthouses, stadiums, university building(s), libraries, event/meeting space, education facilities which can at times share a building or campus with other non-public tenant entities, and other buildings that are publicly accessible.

- **Mixed Use**

All properties will have minimum of 10% Office in a planned integration of at least three components that are a mix of Retail, Entertainment, Residential, Hotel, Recreation or Other Functions. Examples are areas available to tenants and the public alike such as event or venue space (wedding, school dance, market space, a conference center that is available to tenants and public for meetings, outdoor areas available to the public and tenants such as a basketball court, pickleball court, volleyball court or similar).

# NEW TOBY CATEGORIES & CATEGORY UPDATES

- **Renovated**  
Added to Work Project Types: New, or renovation of, amenity spaces such as fitness center, tenant lounge, conference rooms, roof decks, etc.
- **Life Science (second year offered)**
- **Retail – Enclosed Mall Under 1 Million SF**
- **Retail – Enclosed Mall Over 1 Million SF**
- **Retail – Open Air/Strip Mall**



# 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?

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PM Teams



Owners



Engineers



Security



Janitorial Staff



Vendors &  
Service  
Providers



Tenants

# WHY SHOULD YOU APPLY?

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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 best 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?

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## **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?

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## LOCAL

Written application  
submitted in mid-  
September

Building inspections in  
October

Winners announced in  
January/February

## 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

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**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  
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](#)



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## 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!*

*Please refer to the Entry  
Requirements for your  
specific category.*



## 2025 CRITERIA THE OUTSTANDING BUILDING OF THE YEAR (TOBY) AWARDS



### OFFICE CATEGORIES:

- CORPORATE FACILITY
- HISTORICAL BUILDING
- MEDICAL BUILDING
- LIFE SCIENCE BUILDING
- SUBURBAN OFFICE (LOW-RISE)
- SUBURBAN OFFICE (MID-RISE)
- OFFICE BY SQUARE FEET

# 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](https://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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## THE BOMA 360 PERFORMANCE PROGRAM + THE TOBY AWARDS

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[BOMA 360](#)

[TOBY Awards](#)

# KEEP IN MIND

**Store & Save Writing in Word Document**

**Word Counts**

**Writing, Grammar,  
Quantify, Voice & Flow**

**Attachments & Photos**

**Discuss Outcomes**

**Quantify Everything...**

**And Tell a Story!**



# **WRITTEN APPLICATION: ENERGY UPDATES**

# ENERGY UPDATES FOR ALL CATEGORIES

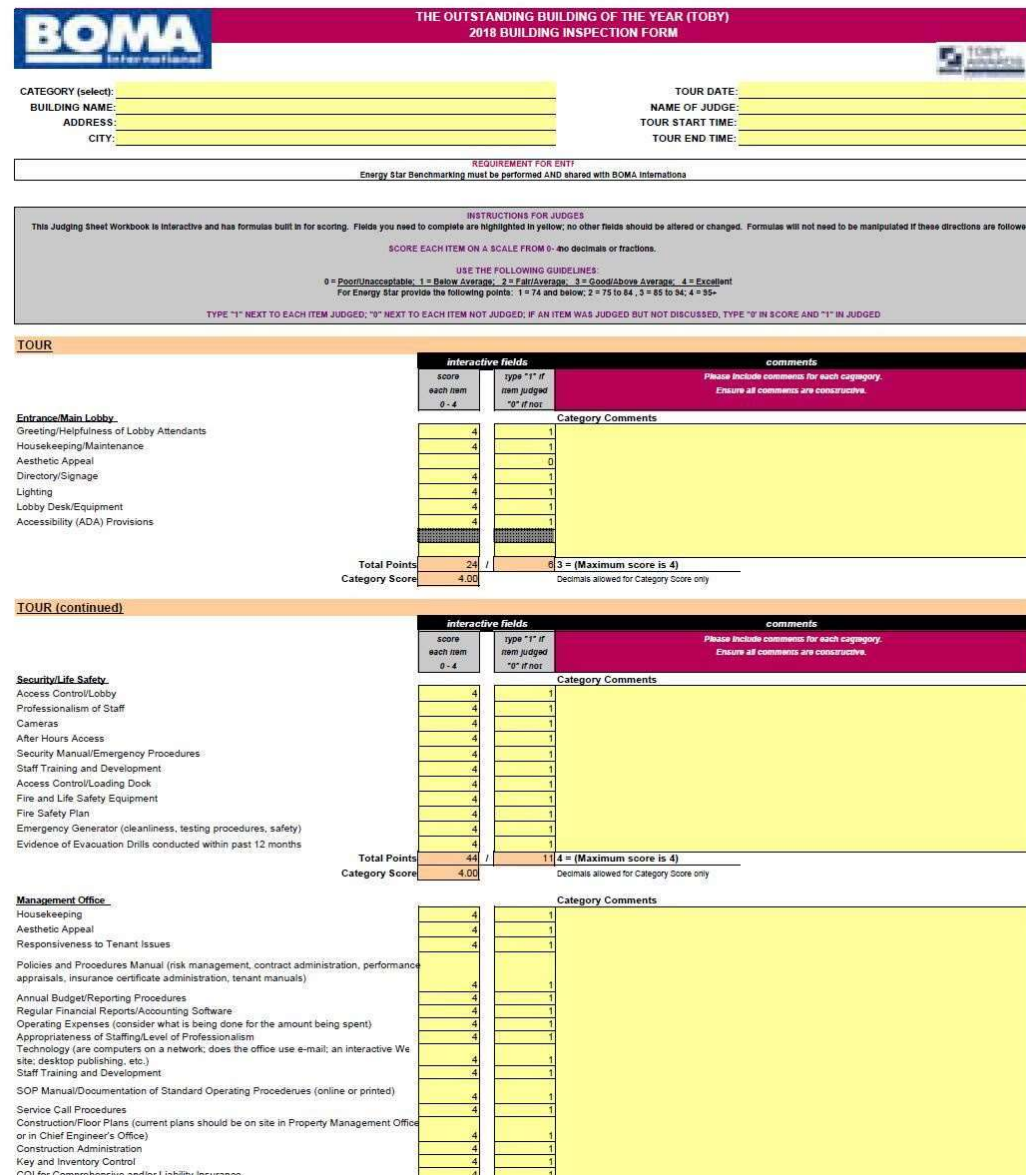
- **The Statement of Energy Performance (SEP)** is a document that provides detailed information about the energy performance of a building. This performance is often benchmarked using the **ENERGY STAR Portfolio Manager**, a tool provided by the U.S. Environmental Protection Agency (EPA) for measuring and tracking energy and water consumption, as well as greenhouse gas emissions.
- **As of 2025**, it is now mandatory to submit **Statement of Energy Performance (SEP)** that is generated within the last 12 months.

# ENERGY UPDATES FOR ALL CATEGORIES

- You will access the SEP in the Energy Star Portfolio Manager under the Reporting tab.
- You can receive up to six points for the SEP in the written portion of your TOBY application.
- If you have a SEP score greater than 75, a validating engineer/architect signature and stamp is required to receive corresponding point allocation.
- For scores below 75 or SEPs that are not stamped, that application will receive 3 points (regardless of SEP score).

# INSPECTION

***The inspection form  
is your roadmap!***



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

### 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



# 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.; paper or digital, please have ready)*

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

**There are no extra points for showing areas not listed on inspection sheet**

# 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?**

**Inspections held in October & November**

**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**



# ETIQUETTE FOR INSPECTIONS

**Meet judges in the lobby**

**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

# 2025 TOBY TIMELINE

**Apply for BOMA 360 or renew by July**

**Local TOBY Applications are open now!**

**Application Deadline September 26**

**Onsite Judging October/November**

**2025 Local Winners Announced  
January/February**

**North Central Region Applications Due  
March 2025**

**North Central Region Winners Announced  
April 2025**

**International TOBY Gala June 2025**



# **2025 TOBY APPLICATION FEES**

**BOMA 360 Application: \$850**

**Local Application: \$300**

**Engineer-Stamped SEP: \$400  
(estimate)**

**Regional Application: \$450**

# OTHER FEES

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

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

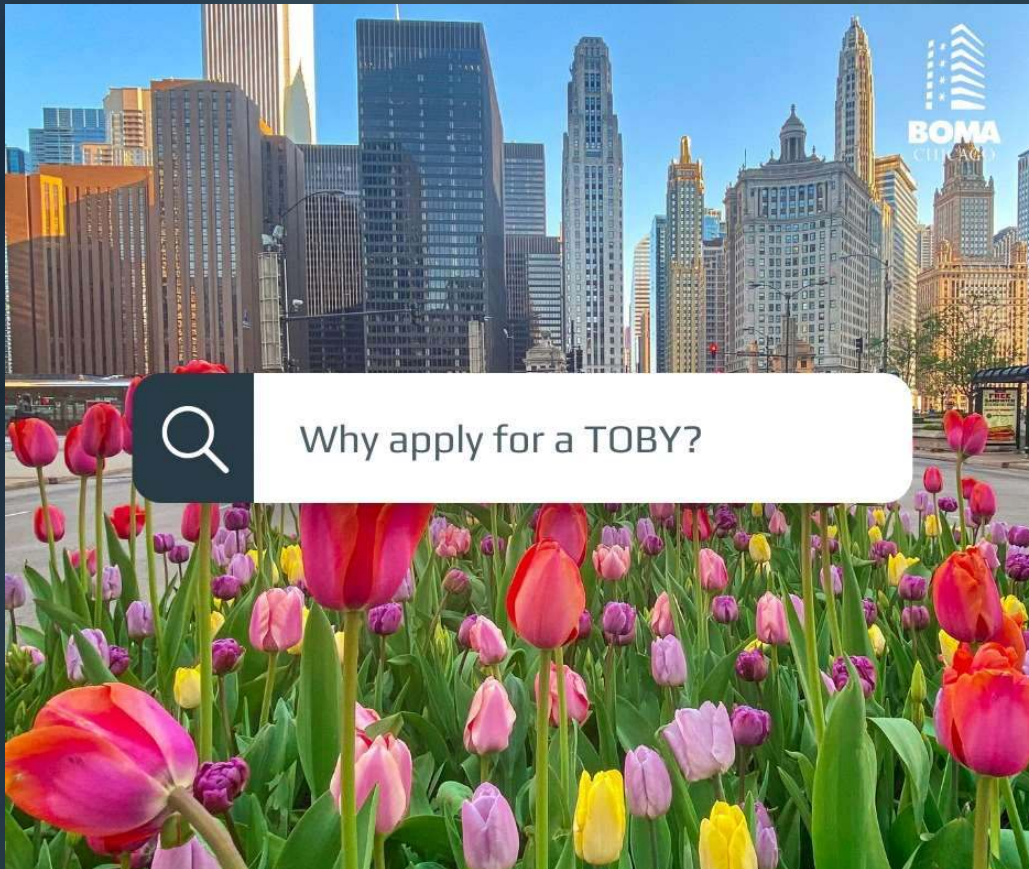
**Tickets for local TOBY Gala**

**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 FAQ & Best Practices**

**Review Entry Requirements and inspection sheets now**

# WHAT'S NEXT

# WHAT SHOULD YOU DO NOW?

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## STEP 1

Apply for or  
renew BOMA  
360 & Gain  
Owner Buy-In

## STEP 2

Inform  
BOMA/Chicago  
you will apply  
& Review Entry  
Requirements

## STEP 3

Inform  
vendors as  
early as  
possible!

## STEP 4

Read TOBY FAQ  
& Application  
Guidelines  
Documents

## STEP 5

Attend the  
August 7 TOBY  
Mini-Tour at 1  
South Wacker!

## STEP 6

Write Application,  
Prepare  
Inspection,  
Professional  
Photos & SEP

# 2024 LOCAL TOBY WINNERS





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

**Renovated Building**  
**225 West Wacker Drive**  
**Managed by Cushman & Wakefield**



**Life Science**  
**1375 West Fulton**  
**Managed by CBRE**



**500,000 to 1 Million Square Feet**  
**200 West Madison**  
**Managed by JLL**



**Over 1 Million Square Feet**  
**110 North Wacker**  
**Managed by CBRE**

**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 a Chicago city street. In the foreground, a multi-lane highway with a red guardrail curves through the frame, with several cars visible. To the left of the highway is a green park area with trees. In the center, a train travels on an elevated steel track. The background is filled with a dense urban skyline, including various skyscrapers and buildings under a clear blue sky. A semi-transparent white rectangular box is overlaid in the center of the image, containing the title text.

# **TOBY IS NOT A BEAUTY CONTEST**



A wide-angle aerial photograph of the Chicago skyline at night. The city is illuminated with warm yellow and orange lights, contrasting with the deep blue of the twilight sky. The Lake Michigan is visible in the background. A semi-transparent white rectangular box is centered over the image, containing the word "QUESTIONS?".

**QUESTIONS?**





**GOOD LUCK!**