



The Outstanding Building of the Year (TOBY) Frequently Asked Questions and Best Practices

What are the TOBY's?

The Outstanding Building of the Year Competition was developed in 1985 by BOMA International and recognizes quality and excellence in office building operations and management. The TOBY's are considered the most prestigious and highly celebrated award of its kind in commercial real estate. Additionally, the TOBY's are a competition among buildings using predetermined criteria from BOMA International. There are 16 categories.

What are the benefits of applying for and/or winning a TOBY Award?

- First and foremost, you can take pride in your asset. Whether you win a TOBY Award on the local, regional or international level, your building will automatically strengthen its resume, leasing power and overall competitive advantage.
- The application process itself brings together your diverse property management team in pursuit of a common goal and offers a great opportunity for team building. Because the competition touches upon every aspect of building management and operations, each member of the team becomes an important component and is an integral part to the success of the competition.
- Participating in the application and competition process strengthens current programs in place at the building, adding value for the owner.
- You will gain recognition from colleagues and other industry professionals.
- The TOBY Award is not just a beauty contest. Winning a TOBY signifies management expertise and becomes a symbol of your ability to operate a property at a peak level of financial performance for your owner. It is proof that you deliver a true value enhanced environment for your tenants.
- TOBY Winners will receive a trophy for each level of the competition that they win, local, regional, and international. They will also receive a TOBY decal to display in the building lobby next to their LEED, EnergyStar, and other industry achievements, indicating the highest level win they received.

How do I know if my building is eligible?

All BOMA member buildings in good standing, with a minimum of one full year of at least 50% occupancy and building operations by June 15, 2018, Energy Star benchmarked (excluding Industrial and Retail categories), and 50% of building space designated as office area (excluding Industrial and Retail categories) are eligible to compete in the TOBY competition. Buildings must meet the specific category requirements for one of the fifteen categories to compete: (1) Corporate Facility, (2) Earth,

(3) Government Building, (4) Historical Building, (5) Industrial Office Building, (6) Medical Office Building, (7) Renovated Building, (8) Retail, (9) Suburban Office Park Low-Rise, (10) Suburban Office Park High-Rise, (11) Under 100,000 Square Feet, (12) 100,000 – 249,999 Square Feet, (13) 250,000-499,999 Square Feet, (14) 500,000 – 1 Million Square Feet, and (15) Over 1 Million Square Feet. Please reference the TOBY entry requirements.

What is the timeline?

Start now. Please visit www.bomaoeb.org or www.bomasf.org for important dates. Pre-judging is available any time prior to the official judging tours are conducted in December/January. Award winners are announced at the Annual Awards Gala in February.

What do I need to do to prepare my building?

The asset is evaluated on specific judging criteria. Each entrant is provided a detailed checklist of all the criteria, as well as a judging sheet to know exactly what the judges will be scoring. A pre-judge tour is available upon request to assist with planning and identifying areas that need attention to ensure your success. You should prepare your building inspection tour to touch on all aspects of the building and verification inspection forms. Plan to have items available for the judges (i.e. annual operating budget, disaster/emergency plan, tenant relations materials, Energy Star certification, etc.). Be ready to show or discuss items that are specific to your building that differentiate you from the competition.

Does it cost a lot to prepare my building?

A well-managed and well-maintained building is more than likely ready, at any given time. Therefore, it should not cost much to prepare the building for the TOBY competition. Sometimes all a property needs is a detailed cleaning and focused attention on specific judging criteria.

What if I have questions while I am preparing my building?

A member of the TOBY committee will be able to assist you. Utilize the pre-judge tour, the detailed checklist and inspection sheets to prepare in advance. To request a pre-judge tour, please click the pre-judge request link on your local BOMA website TOBY page.

What is involved with the TOBY tour?

A team of business professionals including property managers, engineers and service providers will visit key areas of operations including engineering, security, fire/life safety, the management office and tenant space(s). During this two (2) hour tour you will field questions about your building systems and management practices.

We suggest you:

- Practice your onsite inspection with all members of your team.
- Have an agenda and stick to it.
- Create a path of travel showcasing the areas outlined on the inspection forms.
- Ensure all areas are clean and up to standards. Judges can, and will, ask to look behind any door.
- Highlight the best features of your building and their impact. Be succinct, there is a lot to show and time is limited.

How does the scoring work?

Judges work from the building inspection sheet, a copy of which will be provided to all entrants at the TOBY Workshop, or upon request. A team of approximately four judges, (representing property management, engineering and service providers), judge all buildings entered in a particular category. The highest scoring building in each of the qualifying categories will be awarded as the winner upon attaining the minimum required score of 70% or higher. Winners are honored at the Annual Awards Gala in February.

My property does not have a specific area to fulfill part of the judging criteria.

If your building is missing one of the judging criteria that is included on the scoring sheet (e.g. no management office, no fitness center, no exterior landscaping, etc.), that item will be excluded from your total possible score. Your building is not penalized for not having a specific item. The total possible points on the inspection form will be adjusted to reflect the omission of these items. Failure to meet the eligibility requirements of the competition or specific category will result in disqualification, or recommendation to enter into a different category.

My building is in the middle of capital improvements, which will not be finished by the tour date.

Buildings undergo capital improvements of some kind at any given time. If the improvement in progress is not included in the judging criteria, the work will not affect judging. If the improvement in progress is part of the judging criteria, an explanation of the process should be given. If visual aids are available they should be shared. Contact the Awards Committee and they will be glad to provide you with assistance in determining how your specific project would impact your chances of winning.

My building is old. How can I compete with newer buildings?

The TOBY competition is about “recognizing excellence in building management, operation efficiency, tenant retention, emergency planning and community impact” to name a few. Building aesthetics are not the focus. However, the building’s public and mechanical should be clean and in good repair.

Should I wait until next year?

No! We are all part of a dynamic, ever-changing industry. If you enter and do not win this year, you will still have gained invaluable experience that better prepares you to enter and win the following year!

Sounds great! How do I enter?

Register and submit the non-refundable entry fee of \$425. Please visit your respective website: [BOMA SF/TOBY](#) or www.bomaoeb.org for key target dates.