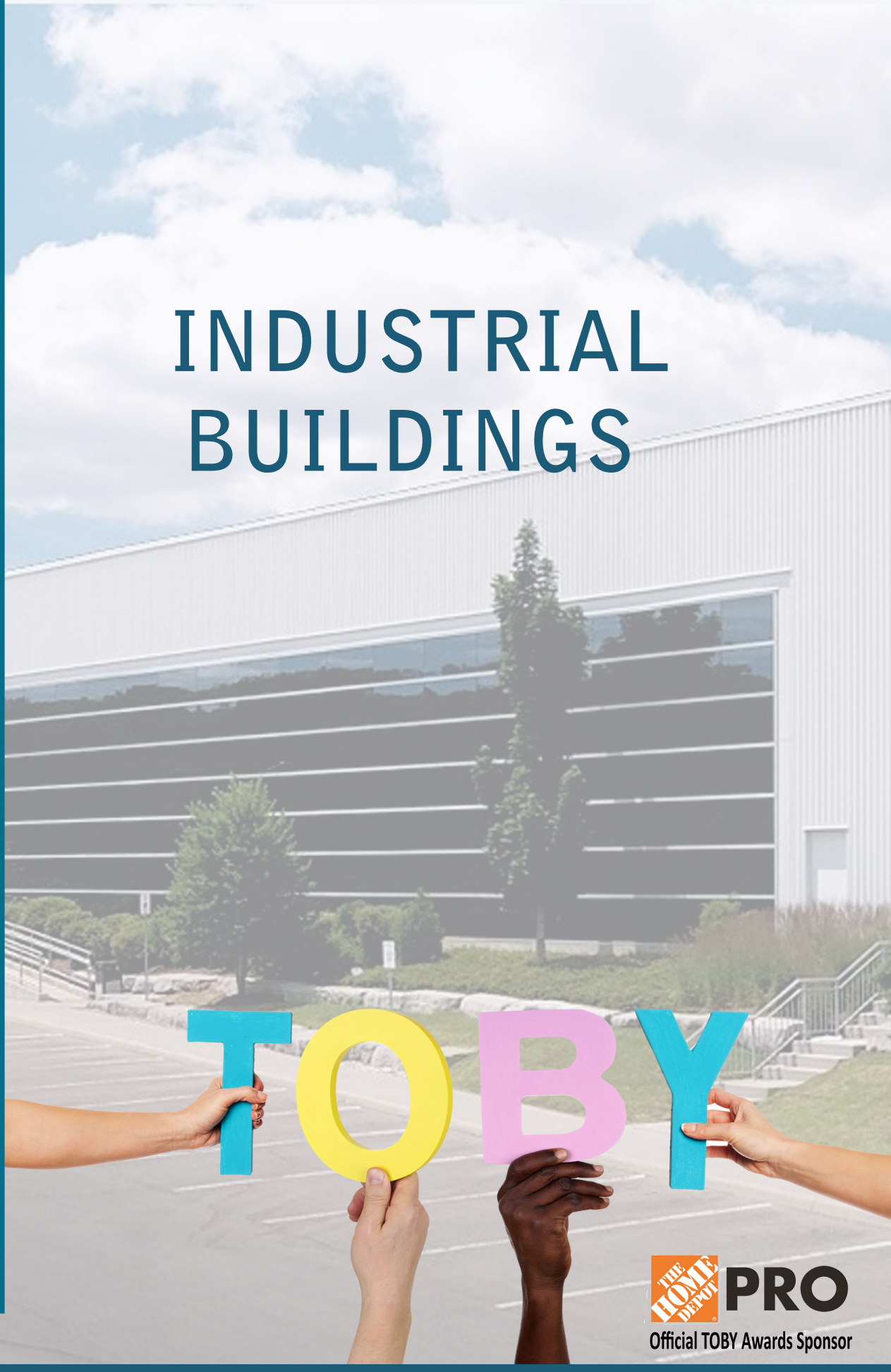
INDUSTRIAL BUILDINGS

2019 TOBY AWARDS
ENTRY REQUIREMENTS



THE HOME DEPOT PRO
Official TOBY Awards Sponsor

THE OUTSTANDING BUILDING OF THE YEAR AWARDS®

TOBY® AWARDS
BOMA THE OUTSTANDING BUILDING OF THE YEAR®
Excellence in Building Management

CATEGORY DESCRIPTION

Industrial Office Buildings

All buildings, comprising a total project, to include any single building industrial properties, one to two stories in height, with more than 5% and less than 50% office area. Building(s) must have a loading dock, roll-up or sliding rear door(s) for loading, with no common lobby or corridors except for restroom vestibules and utility or fire equipment access.

ELIGIBILITY

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.

NOTE: At-Large entries, entries that are outside the jurisdiction of a local association, must submit their portfolio directly to their region using BOMA International's TOBY website at https://toby.boma.org for regional judging and must notify their regional awards chair of their intention to compete.

2. All portfolios must have undergone a building inspection and scored at least 70% to be eligible to compete. Each entrant must upload the completed and signed TOBY Building Inspection Verification form to be eligible to compete at the Regional and International level (this form is provided by your local BOMA association or International Affiliate organization).

3. The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA International in order to compete at the regional and/or international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.

4. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2018 are not eligible to compete until 2023 and awarded in 2024). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2018 are not eligible to compete until 2021 and awarded in 2022).

5. The building must be occupied for at least one full year from the date of occupancy of the first tenant by **June 15, 2019** with a minimum of 12 months of building operations.

6. Buildings submitted in the Industrial category must have more than 5% and less than 50% office area as measured by BOMA standards.

7. All industrial buildings must be at least 50% percent occupied (physical occupancy).

8. Each building may enter in only one category.

9. **U.S. Entrants** in the Industrial category are not required to be **ENERGY STAR®** benchmarked. However, if you would like to include that information, please complete both of the following:

STATEMENT OF ENERGY PERFORMANCE
1310 L Test

(1) Provide a copy of the current year Statement of Energy Performance printed from **ENERGY STAR®**

(2) Share your data with BOMA International in the ENERGY STAR® online portfolio manager.

To share your data with BOMA International, 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.

Canadian Entrants are required to obtain a **BOMA BEST**® certification at the Regional level. However, entrants do not have to provide a copy of the certification at the International level.

European Entrants are not required to obtain a BREEAM Award from BREEAM (BRE Environmental Assessment Method). However, if you would like to, you may provide documentation that indicates your BREEAM score during the current year.

Other International Entrants are not required to obtain 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
2. Security/Life Safety
3. Management Office
4. Elevators
5. Multi-Tenant Corridors
6. Restrooms
7. Stairwells
8. Typical Tenant Suite (if applicable)
9. Central Plant/Engineering Office
10. Equipment Rooms/Service Areas
11. Parking facilities (only if Owner/Agent Operated)
12. Landscaping/Grounds
13. Refuse Removal and Loading Docks
14. Roof
15. Tenant Amenities

- 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 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. Each BOMA local association may submit one building in each category to the regional competition.
3. Each BOMA region may submit one building in each category to the international competition.
4. Each region must submit their regional winners to BOMA International by **April 5, 2019.**
5. 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.
6. Updated Entry Requirements will be presented during the BOMA International Conference.
7. BOMA International's TOBY website (https//toby.boma.org) will begin accepting entries for each new season approximately one 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

The following information must be provided electronically using BOMA International's TOBY website at https://toby.boma.org to be considered for both the regional and international competitions. Strict adherence to the portfolio specifications listed herein is **required**.

Local entries must check with your BOMA local association for local submission requirements.

NOTE: Each section is limited to a specified amount of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.

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

BUILDING STANDARDS – 3 POINTS

The Building(s) Standards should be designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international levels does not include a physical inspection of the building(s) and property.

Provide the following:

1. Building Name or Names if multiple buildings are being entered as a single entry
2. Number of Floors
3. Floor Plate Square Footage
4. Total Building Square Footage
5. Office Area Square Footage
6. Other Area Square Footage (if applicable)
7. Exterior Building Description (type of facade, windows, roof etc.)

Describe the following:

1. Any certifications and/or awards that have been achieved that are not related to ENERGY STAR ®, BOMA BEST, or BREEAM
2. Ceiling height, weight loads, truck/rail access, bay areas, design flexibility, and other building standards that will help the judges review your entry

Attach the following:

1. Floor plan for your building showing your main lobby as well as two additional typical floor plans (Attachment #1)
2. Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. (Attachment #2)
3. Documentation of BOMA floor measurement standard–type used in section of lease where the BOMA floor measurement standard is referenced, or other documentation, such as a sample lease document or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used. (Attachment #3)
4. Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR ®, BOMA BEST, or BREEAM (Attachment #4)
5. TOBY Inspection Verification (provided by your local BOMA association) (Attachment #5)

Note: Please combine multiple documents into a single attachment if necessary.

Maximum of 2,000 words
Total of 5 attachments required

COMPETITION PHOTOGRAPHS – 1 POINT

Provide the following photographs of your building(s):

- 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

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

COMMUNITY IMPACT – TOTAL OF 15 POINTS

Describe the following:

- 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.
- 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.
- The building's compatibility with neighboring properties and how the building affects traffic. (Optional)

NOTE: This section should not be confused with Tenant Relations. Please indicate services that relate to the community and not to the tenants. Entrants may also include a maximum of three attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters.

Maximum of 1,800 words
Up to 3 attachments allowed

TENANT RELATIONS / COMMUNICATIONS – 15 POINTS

Describe the following:

- Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.
- The building's work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems.
- Tenant amenities available such as health facilities, childcare and food service.
- Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and the results.
- An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and "popular" procedures and activities were maintained.

Attach the following:

1. 3 samples of tenant/public appreciation letters
2. 2 newsletters
3. 1 copy of tenant/occupant survey
4. 1 tenant communications piece
5. 3 photographs reflecting the events being described
6. 1 table of contents from the tenant manual (Do not include the entire manual or photograph collages—only single images.)

Maximum of 1,800 words
Total of 11 attachments required

ENERGY CONSERVATION – TOTAL OF 20 POINTS

NOTE: It is not necessary for Industrial 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.

Buildings that do not earn the maximum 20 points in the energy conservation section may earn one point if they are a BOMA 360 designee.

Building Staff / Tenant Education – 5 of 20 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 the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

Building Operations and Maintenance – 10 of 20 Points

1) 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

2) Describe the steps taken to improve the energy performance of your building over the last three years.

Building EMS Monitoring – 5 of 20 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 measurable results demonstrating reduction in energy and improved performance.

Maximum of 1,750 words
Up to 2 attachments allowed

ENVIRONMENTAL, REGULATORY, SUSTAINABILITY & WASTE – TOTAL OF 15 POINTS

Describe a minimum of 7 programs of which at least 3 should be related to Environmental and Regulatory and at least 3 related to Sustainability and then describe your waste management plan.

Environmental & Regulatory – 5 of 15 Points

- Describe the policies and procedures in place at the building. This may include accessibility for disabled tenants and visitors, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, emergency clean up, blood borne pathogen program, pandemic preparedness and tenant environmental management and compliance.
- Provide documentation of buildings waste management plan, recycling policies and building's exterior maintenance plan, including re-caulking, window washing, pressure washing, etc., green programs and/or any other environmental management programs.
- Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

Sustainability – 5 of 15 Points

- Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, exterior building maintenance management plan, waste management and recycling, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.
- When describing these policies and procedures, explain if they are mandated by local, state and/or federal compliance or other. If these programs are not mandated, explain the purpose for implementing.

Waste – 5 of 15 Points

- Describe your building's waste reduction work plan and source separation program.
- Where applicable include:
    - Collection of organic wastepaper, metal cans, glass, plastic containers and cardboard
    - Facilities diversion rate
    - Educational training for occupants, custodians and general public
    - Organizational statement for continuous improvement in reduction and diversion of waste streams
    - Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events
    - Attach a PDF copy of your latest waste audit
    - Future plans to increase recycling levels and reduce the waste generated

Attach the following:

1. Documentation of waste management plan – TOC or other
2. Other documentation of recycling policies, exterior maintenance plan, etc. (optional)
3. Sustainable Policies – TOC or other (optional)
4. Waste audit (optional)
5. Other

Maximum of 2,250 words
Total of 1 attachment required (up to 5 attachments allowed)

EMERGENCY PREPAREDNESS / LIFE SAFETY – 15 POINTS

Describe the following:

- Procedures and programs for life safety, fire, disaster and security standards.
- Training for property management and tenants as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished.
- Summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Fire and evacuation drills are conducted, how often and when.

Attach the following:

- Table of contents of your emergency preparedness and security standards manual(s).
- AED policy or equivalent
- Written security procedures (Table of Contents)
- Copy of ADA plan (if applicable in your state)
- Reference of access control and surveillance systems in the building. How does the building control entry into the building, especially during non-business/non-peak hour? Explain how the building monitors activities in common areas. It is not necessary to include an entire policy manual on how this is handled.

Maximum of 1,800 words
Total of 4 attachments required (up to 5 attachments allowed)

TRAINING FOR BUILDING PERSONNEL – 15 POINTS

Describe the following:

- List of qualifications for building staff
- On-going training programs for building personnel including seminars, in-house training and continuing education completed as well as designations, participation in professional organizations and team building and how this is managed for all personnel. Detail prior year and current year training, plus future plans.
- Management team participation in at least one BOMA-sponsored (local, regional or international) event or international affiliate sponsored event within the last 12 months (if applicable).
- Training for both on-site and off-site building personnel dedicated to the property.
- List of any management team industry certifications, degrees or industry training

Attach the following:

- Building specific organization chart of the building management team

Maximum of 1,800 words
Total of 1 attachment required

*** * * * * 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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