

BOMA International Awards Committee



Kim Saunders, BOMA Fellow Chair Eastport Properties BOMA/Canada



Susan Engstrom, RPA, FMA, BOMA Fellow Co-Vice Chair Bridge Investment Group BOMA/Phoenix

Macky Guilherme, CPM, RPA, FMA Co-Vice Chair Capital Associates BOMA/Raleigh Durham









Susan Hammer General Manager at JLL Chicago, Illinois

RPA, BOMI-HP, LEED AP O+M

2016 International TOBY Winner for Over 1 Million Square Feet *AMA Plaza*

BOMA International Executive Committee/ Liaison to Awards Committee BOMA/Chicago Co-Chair Awards Committee



BOMA/Chicago



Jaclynne Madden

MBA/CAE Director of Education Building Owners and Managers Association of Chicago



Building Owners and Managers Association of Chicago



THE OUTSTANDING BUILDING OF THE YEAR AWARDS $\ensuremath{\mathbb{S}}$



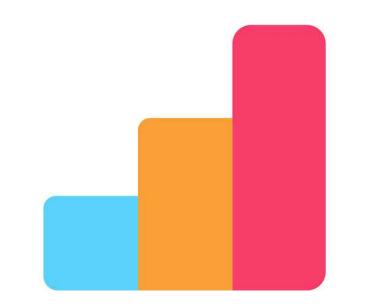
in a CHANGING WORLD





Polling Question

l am a:



Potential TOBY Applicant

Potential TOBY Judge

Previous Finalist

Previous Winner

Vendor/Supplier Partner



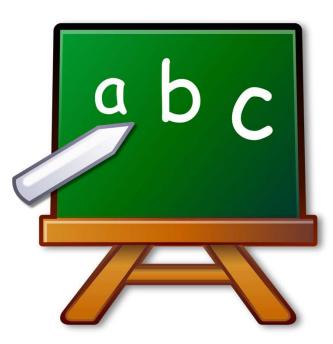
Today's Agenda

- Section 1: TOBY Basics & Overview
- Section 2: TOBY Competition in a Changing World
- Section 3: Best Practices
- Section 4: Question and Answer Session





Section 1: TOBY BASICS





Why TOBY

- Recognize excellence in building management & operations.
- Ultimate goal for building operators
- Most prestigious award in the industry
- Market Differentiator TOBY buildings outperform other similar buildings.

Brand Recognition Team Building Owner Recognition





What do I need to consider if I apply?



Owner Buy-In Preparation Team Participation Timeline Cost/Budgeting



Three Levels of Competition

1. Local

- 2. Regional
 - Mid-Atlantic, Southern, Southwest, North Central, Midwest Northern, Pacific Southwest, Pacific Northwest, Canada

3. International

- Includes Regional winners plus world-wide competitors.
- July 2021 BOMA International Conference in Boston MA



TOBY Categories

17 Categories – can only choose ONE!

5 Categories Based on Square Feet 13 Other Property Types <u>RED < than Five Entries</u>

Under 100,000 SF

100,000-299,999 SF 250,000-499,999 SF 500,000-999,999 SF Over 1 Million SF



Suburban Low-Rise

Suburban Mid-Rise Corporate Facility Earth Historical Renovated Industrial Medical Mixed Use Public Use Retail • Open Strip • Enclosed Mall

Which category is Best for Us?



Follow International Guidelines

Read Entry Requirement Descriptions Carefully

Historically, the Square Footage Categories have the Most Entries

Make it a Team Decision



Important Dates & Deadlines

Check with Local and Regional Contacts for

deadlines.

Regional Winners announced in April 2021

International TOBY Gala: July 2021 in Boston, MA



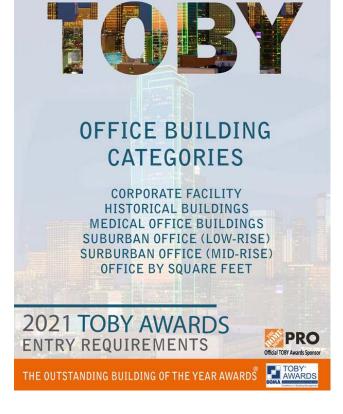


Entry Requirements

The building must be occupied for at least one full year from the date of occupancy of the first tenant by **June 15, 2021** with a minimum of 12 months building operations.

All categories must be at least **50%** occupied.

Review Individual Categories for Separate Requirements.





Local TOBY Process



Prepare and Write the Application

Strongly Recommend the Use of International Guidelines and Online Portal



TOBY Application Sections

Online TOBY Portal Application for Regional & International

- Application worth 100+ points
- Building Description/Building Standards/Photos: 5 points
- Community Service: 15 points
- Tenant Relations: 15 points
- Energy Conservation: 20 points
- Environmental & Regulatory, Sustainability, Waste: 15 points
- Emergency Preparedness/Life Safety: 15 points
- Training for Building Personnel: 15 points



TOBY Application for Earth

Online TOBY Portal Application for Regional & International

- Application worth 110+ points
- Building Description/Executive Summary/Photos: 5 points
- Reduction of Environmental Risk: 15 points
- Indoor Air Quality/Green Cleaning:15 points
- Recycling: 10 points
- Community Service: 10 points
- Energy Conservation: 20 points
- Water Conservation: 10 points
- Interior Finish: 10 points
- Indoor Air Quality/Green Cleaning: 5 points
- Occupant Communication/Education: 5 points
- Case Study: 5 points



8 Week Timeline

- Week 1: Stakeholder buy-in, confirm category, read guidelines, benchmark for Energy Star and share with BOMA Int'l, begin gathering supplemental information; schedule inspection prep; <u>delegate tasks.</u>
- Week 2: Write Building Description & Building Standards sections; make a list of required photos; arrange for photo shoot.
- Week 3: Write Community Impact and Tenant Relations
- Week 4: Write Energy Conservation; begin Env., Reg, Sust, Waste (ERSW)
- Week 5: Complete ERSW, Write Emergency Preparedness/Life Safety
- Week 6 Complete Training for Building Personnel, begin review of all sections, confirm all documents.
- Week 7: Final edits and upload into the TOBY online portal
- Week 8: Final proof, check attachments and SUBMIT



TOBY & BOMA 360 Comparison

If your building has achieved the BOMA 360 designation (or LEED or in Canada BOMA BEST), then you are strategically placed to compete for a TOBY award based on the work you have already done!

Refer to the BOMA 360 and TOBY Comparison document.

Keep in mind that these are separate programs/awards.

RENOVATED BUILDING

North Central Region

1 North Dearborn Chicago, Illinois Managed by MB Real Estate Services Inc. Owned by OND Property LLC Year Built: 1929



вома

BEST

Canada Region

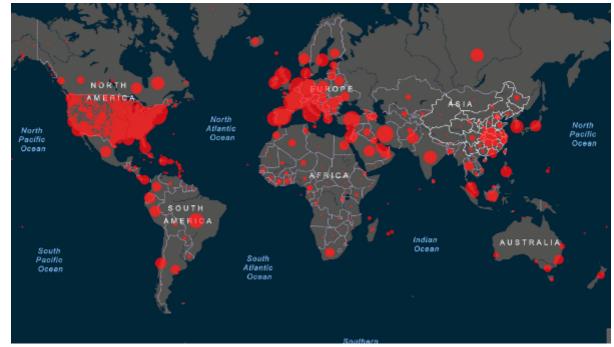
101 McNabb Street Markham, Ontario, Canada Managed by Crown Property Management Inc. Owned by OP Trust Office Inc. Year Built: 1984

Southern Region

Doctor's Center at Emory St. Joseph's Hospital Atlanta, Georgia Managed by Lillibridge Healthcare Services Inc. Owned by LHT North Atlanta, LLC Year Built: 1980



Section 2: TOBY In A Changing World



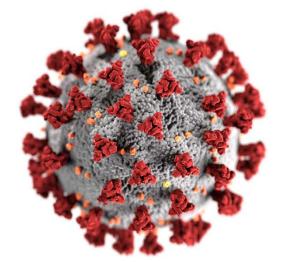


2020/2021 TOBY Season In a New World

It is not what has changed...



But what has changed us!





TOBY Application Changes – Energy Star

8. <u>All U.S. Entrants</u> – ENERGY STAR[®] has suspended all new and renewal certifications in 2020.

- Provide a copy of the Statement of Energy Performance printed from ENERGY STAR[®] received within the past 24 months.
- b. Share your data with BOMA International in the ENERGY STAR[®] online portfolio manager. Any entry that does not include both 1 and 2 will not be eligible to compete at the International level.

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.



PACEDY STAR Into SP Local	wind Ending April 20, 2017 an inalighter Na	Bass SUP Service and they 12
Family 10101: Sept 10101: event WB Washington: 30, 2020	Facility Gener- XiA	Princey Contact for No. Facility Sylk
Tear Built 2002 Gross Floor Area (17): 102,000		
Georgy Performance Ration(11:15) 17		
the Energy Vice Lemma yf Decrete - Det Picchae (Mic Henre Gan Alfrur Ynte Diwry Alfru	10.102.20 122.00 1230.00	
Energy Intensity* Dis Killsoffrey) Santas Sellsoffrey)	10	
Connections (Associate the other grands) Seventiations (Sin Section on MCS), opport	1.046	Tang of California Trademont
Dantrie Blandbulles Utility fotomic Electric Pream Co. (Paper motion	p NC	Event on the conditions choosed at the lower dray and to main suffice, i with the
Kational Workan Comparison National Workan Star E.C National Workan Star E.C N. 2016 enviro front National Workan Touriso Nationg Type	8 (ja	the information operation for the solution of a solution.
Nexts Industry Standards? for Industr E Conditions	nerowenial .	Cordlying Professional NA
Territorian for Acceptable Testion Are Date		
Acoquitio Themail Sharamental Evol Atoquale Tumination	58	
No. Indexes in a field of the set of a set of the field in the set of the set of the set of the set of the set is the set of the set of the set of the set of the set is the set of the set of the set of the set of the set is the set of the is the set of the is the set of the is the set of the is the set of the is the set of the is the set of the set of the set of the set of the set of the set of the set of the set of the set of the s	a seep is provide the second second	na (m. 1997) († 19. ani a' chiquana cometta († 19. gana katologi († 19. 19. tana cometta († 1980) gang tahar tahung ani.
	antagwarane	

- US ENTRANTS: EPA Suspended new and renewal certification for 2021
- Statement of Energy Performance (SEP) accepted if printed within 24 months prior to the application deadline.
- Canada and other International entrants – No Change.
- NOTE: The SEP is mandatory as noted in the guidelines. All other EnergyStar documentation is not accepted and could result in disqualification.

TOBY Application Changes – Community Impact

NOTE: Due to the impact of the COVID-19 pandemic in 2020, community impact examples and data that occurred within the past 24 months can be referenced in this section. **COMMUNITY IMPACT**





TOBY Application Changes – Tenant Relations/Communications

- ✓ NOTE: Due to the impact of the COVID-19 pandemic in 2020, tenant relations/communications examples that occurred within the past 24 months can be referenced in this section.
- ✓ A description of how the building's management team communicated with its tenants during COVID-19.
- ✓ 3 photos on how you fitted your building for COVID-19





TOBY Application Changes – Energy Conservation

NOTE: Due to the impact of the COVID-19 pandemic in 2020, training for building personnel can be conducted virtually via online courses rather than by in-house training, classroom training or, staff meetings. Participation in BOMA-sponsored event may be virtual, as well. **Building Staff/Tenant Education**





TOBY Application Changes – Emergency Preparedness

NOTE: Due to the impact of the COVID-19 pandemic in 2020, entrants can use data up to 24 months prior to application deadline.

For more information about emergency evacuations, please refer to BOMA International's document *Preparing for Emergency Evacuations –*

www.boma.org/coronavirus





TOBY Application Changes – Training for Building Personnel

NOTE: Due to the impact of the COVID-19 pandemic in 2020, training for building personnel can be conducted virtually via online courses rather than by in-house training, classroom training or, staff meetings. Participation in BOMA-sponsored event may be virtual, as well.





TOBY Application Changes – Building Inspection

NOTE: Due to the impact of the COVID-19 pandemic in 2020, BOMA acknowledges that on-site building inspections may be impacted. TOBY judges have been given the option to conduct on-site or virtual inspections at the discretion of the BOMA local association.

For more information, please refer to the TOBY Awards Virtual Site Inspection document <u>https://toby.boma.org/Documentation/2020_06_</u> <u>16_TOBY_Inspections%20_COVID_19_FINAL.docx</u> All areas and documentation must be addressed.

70% minimum score required.

Refer to TOBY Awards Virtual Site Inspection document.



Onsite or Virtual Inspection

On-site inspections may not be practical.

BUT – an inspection – on-site or virtual is required to preserve the integrity of the awards process.

On-line or virtual inspections are at the discretion of BOMA local associations

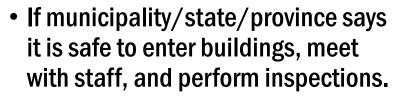
The same judging process should be used, if not for the entire local competition, but at least for all buildings in the same category.



ROMA		ITANDING BUILDING OF THE YEAR (TOBY) 918 BUILDING INSPECTION FORM
- Internation		51
and the second se		
ATEDORY (selent)		FOUR DATE
BULLING NAME		NAME OF JUDGE
ADDRESS		TOUR START TIME
CITY		TOUR END TIME
		In Gramment Fox Path
	they the bouldaring has	essentiaten i Fon certi al la pertartasi Anti ataria atti dichi. Istatiatima
This paging their Wortson is inferciou and has formula built in for accord	ng. Plants you read to complete are t addent backeting one	al processor can accessor angeographic profiles an other forms demand to allow or charges. Permany will not need to be recognized Three display to LICLUS PROFILE on permanent traditions from TALL provide substratements
**	for Dergy Mar provide the failuring	name, 2 + 7 millionename, 2 + Coolad Latere (Leviname, A + Escalper) Ng panten (Le 1/4 one nation, 2 + 72 to 84, 3 + 88 for the 4 + 15+
TYPE '1' WEST TO BADW HEW JU	REEL WINCH TO EACH IN HO	OF ADDRESS IF AN INTERVALVE AND ADDRESS AND INCLUSING AND ADDRESS AND ADDRESS AND ADDRESS ADDRES
OUR		
	Antenant	clive ficids comments
	100.0	Annual Industry Concerning in well appropriy
	-	These particular and a second and particular and and a second and a second seco
		17.5m
drame/Main Lobby . methys/heipfulness of Libby Azendants		Category Constants
secting mentiones of Laboy Adendants cutek weiging Mantenance		
subek exping-Marmanance selhette: Appeal		
restaty Signage		
Aling bhr Desk Equipment		
ocasebility (ADA) Provivirna		
	Contraction of the local division of the loc	
	201201	
	Total Points 24	/ B3+ (Maximum score is 4)
	Category Score 4.00	depinant arowed for Category brane only
OUR (continued)		
	hibract	cove fields
	10079	Place build comment for such appapers.
	4400.000	Course of concepts are relationed
controller Salety.	8-4	WWW BEAUTIMETERS AND A CONTRACTOR AND A
scurtes Lee Safets. sowas Control Lobby		Category Comments
ofessionalism of Staff		
ter Hours Aucess		
ecurity Manual/Emergency Procedures		
ulf Training and Development	4	
reas Control Leading Cook	4	
re and Life Ealery Equipment		
ne Estaty Plan		
mergency Ganaratur (cleantiness, testing procedures, safety)	4	HILLING CO.
otherce of Examution Drifs conducted within past 12 months.		
and the second	Total Points 44	
	Category Buore 400	Desirings allowed for Category Topic pity
augement Office		Category Canverts
pusakanging	4	
estheric Appeal	1	and and a second s
Adontsiveness to Tenant Itsues	4	
		are and a second s
dises and Providums Marsai (Vak management, contrast administra probals, insurance certificate administration, tenant manuals)	fox, performance	
must Budget/Reporting Procedures		
epular Financial Reportsi Associating Software	4	
penaling Expansions (consider what is being done for the emount being	speril) 4	
construction of Stafford, over of Politessurgings		
ofmology (are computers on a network, does the office use e-mail an	interactive We	
is, deeldop publiching, etc.)		
aff Training and Development	4	
OF Manual/Oscumentation of Standard Operating Procedenaes (online	e or primed)	
entres Call Procedures		
ongtruition/Floor Plana (numeri plana should be on site in Property M.	anajeners Office	
In Chief Engineer's Office)	4	
analyzofian Administration	4	
ey and inventory Cantod		
Of the Comprehensive and/or Liability Insurance		

Onsite Inspection - Requirements





- Judges and building staff agree they are willing to do so.
- Judges establish guidelines and communicate to building teams.
- Follow all required guidelines for social distancing and PPE mandates.



Onsite Inspection

Further suggestions to reduce risk:

- Conduct documentation review virtually through a screen sharing application.
- Conduct site visits after hours
- Reduce the number of the building side team to the lowest number needed to answer questions. Team members should be consistent throughout competition – such as Manager, Engineer, Security, etc.





Virtual Inspection



Requirements:

All mandatory documentation

Photos to show features of the building as identified in TOBY guidelines.

Screen share to show areas of the building – virtual walk-through



Onsite & Virtual Inspection

- Prescribed inspection areas minimum 70% score required.
- Evidence of Evacuation Drills depends on jurisdiction.
- Preventive Maintenance Manual
- Standard Operating Procedures Manual
- Financial Reporting
- Purchasing Policies
- COI Comprehensive & Liability Insurance
- Certificate of Occupancy or Business
- License
- THIS FORM IS MANDATORY FOR REGIONAL & INTERNATIONAL COMPETITION: FAILURE TO SUBMIT WILL RESULT IN DISQUALIFICATION.

Prepare your onsite inspection to touch on each aspect. Practice with your team.





TOBY INSPECTION VERIFICATION

Building Name: Local/City/Jurisdiction: Category:

applicable to the property type)	Yes	N/A	Comments
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			
Evidence of Evacuation Drills conducted within past 12 months*			
Roof			
Parking facilities (grade only if Owner/Agent Operated)			
Landscaping/Grounds			
Refuse Removal and Loading Dock Areas			
Tenant Amenities			
Preventive Maintenance Manual			
SOP Manual/Documentation of Standard Operating Procedures (online or printed)			
Regular Financial Reports/Accounting Software			
Purchase Policies			

evidence of the moratorium, a copy of the previous year's fire drill, and documentation around any virtual drills of digital training.

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



Virtual Inspection

Security/Life Safety

y/ Life Survey		
Access Control/Lobby	P,S	P = PHOTO
Professionalism of Staff	P,S	1 111010
Cameras	D	
After Hours Access	D	S = TOUR BY SCREEN
Security Manual/Emergency Procedures	D	SHOT
Staff Training and Development	D	3001
Access Control/Loading Dock	P,S	
Fire and Life Safety Equipment	D,S	D = DOCUMENTS
Fire Safety Plan	D	
Emergency Generator (cleanliness, testing procedures, safety)	P,D	SHARED VIA SCREEN
Evidence of Evacuation Drills conducted within past	D	
Evidence of Evacuation Drins conducted within past 24 months	7	
ins	/	



Fire Drills

AWARDS

If an evacuation drill is unable to be performed due to jurisdictional moratoriums, please provide evidence of the moratorium, and a copy of the previous year's fire drill, and documentation around any virtual drills or digital training.

.ocal/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						
Security/Life Safety						
Management Office						
Elevators						
Multi-Tenant Corridors						
Restrooms						
Stainwells						
Typical Tenant Suite						
Central Plant/Engineering Office						
Equipment Rooms/Service Areas						
Evidence of Evacuation Drills conducted within past 12 months*						
Roof						
Parking facilities (grade only if Owner/Agent Operated)						
Landscaping/Grounds						
Refuse Removal and Loading Dock Areas						
Tenant Amenities						
Preventive Maintenance Manual						
SOP Manual/Documentation of Standard Operating Procedures (online or printed)						
Regular Financial Reports/Accounting Software						
Purchase Policies						
 If an evacuation drill is unable to be performed due to jurisdictional morato evidence of the moratorium, a copy of the previous year's fire drill, and docur drills of digital training. 						
Judge's Affidavit						

TOBY INSPECTION VERIFICATION

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

Judge's Name (please p

Judge's Signature:

BOMA



Virtual Inspection



Requirements:

All mandatory documentation

Evacuation Drills Financial Reports SOP Manual Purchase Policies PM Manual

Photos to show features of the building as identified in TOBY guidelines.

Screen share to show areas of the building – virtual walk-through



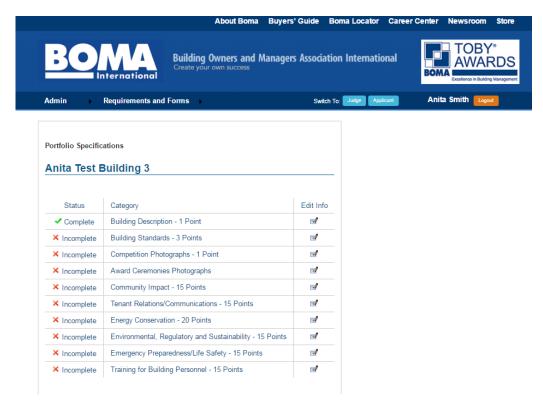
Section 3: BEST PRACTICES





TOBY Portal

Using the International Portal





TOBY Portal

How do you use attachments to supplement your application?

How do judges use your attachments and how important are they?



Types of Attachments Site Plan Building & Team Photos Statement of Energy Performance Tenant Event Examples Organizational Chart & More



Which Categories Present the Greatest Challenge?

Community Impact



Tenant Relations

Energy Conservation



Environmental, Regulatory Sustainability & Waste



Emergency Preparedness & Life Safety



Building Personnel Training





EARTH Award – ADDITIONAL CATEGORIES

Reduction of Environmental Risk



Water Conservation

٦P

Energy Conservation



Interior Finish



Recycling



Indoor Air Quality/ Green Cleaning



Occupant Communication/ Education

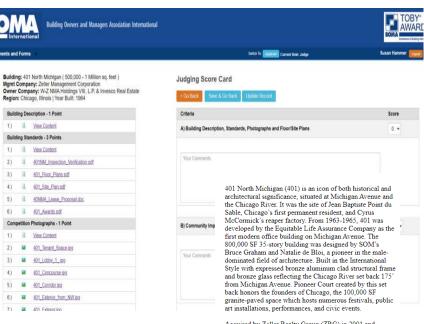
Case Study





Best Practices for Online Portal

- Create as a Word document and copy/paste into the portal
- Be aware of the specific word count: these word counts are different for each category
- Upload attachments as directed
- Chronicle outcomes
- Write in active voice



Acquired by Zeller Realty Group (ZRG) in 2001 and Walton Street Capital in 2017, 401 has been continually redeveloped with modern mechanical systems and



Other Stakeholders

Include vendors, service providers and other stakeholders (including tenants and owners) to help prepare and share in the success





Volunteer to be a TOBY Judge





- Important to help fellow property management teams to achieve this prestigious award
- Enhances the property management field and advances the promotion of best practices
- Provides valuable service, support and advice to fellow property managers
- Provides celebration opportunities with peers
- Encourage those who need to keep trying
- Supports and promotes excellence in building management.

Final Thoughts

TOBY is not a "beauty" contest, but....

Goal is to win locally but keep progressing to Regional & International

Images are critical for Regional & International Judging

Customize the application to your building

Make it a Management Team Decision and Effort



Questions for You.

Are you Still on the Fence About Applying for TOBY?

What's the Worse Thing that Could Happen if you Enter?

Do you Hate to "Not Win?"





Building Owners and Managers Association International



HOME FAQS FEES AND DEADLINES ENTRY REQUIREMENTS



Find all TOBY information at https://toby.boma.org





Questions?











