



2025 TOBY Awards Informational

What is TOBY?

The Outstanding Building of the Year

TOBY MISSION: Recognizing excellence in building management, operational efficiency, tenant retention, emergency planning and community impact.

Benefits of TOBY Participation

- Compels you to scrutinize all facets of operations
 - Provides you with a great marketing vehicle
 - Broadens your market/product perspective
 - Enhances image/marketability of property
 - Allows you access to a broad range of market knowledge
 - Promotes excellent team building
 - Gives you a competitive advantage in the market
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No Excuses!

- "My project is not big/fancy/new."
 - It's a management competition, not a beauty competition.
 - "I don't have the time."
 - The online tool makes it easy and chances are you already have much of the material prepared.
 - "I'll do it next year."
 - Work loads don't really change. Why wait a year to be recognized?!
 - "I don't know where to start."
 - You just did! Ask a committee member and we'll help.
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OFFICE BUILDING CATEGORIES

- Corporate Facility
- Life Science Building
- Historical Building
- Medical Office Building
- Suburban Office Park - low rise
- Suburban Office Park - mid rise

OFFICE BUILDING SQ. FT.

CATEGORIES

- Under 100,000 SF
- 100,000 - 249,999 SF
- 250,000 - 499,999 SF
- 500,000 - 1,000,000 SF
- Over 1 Million SF

OTHER BUILDING CATEGORIES

- Industrial Office Building(s)
- Public Assembly
- Earth
- Mixed-Use
- Retail
- Renovated



TOBY Categories

The Local Competition

THE LOCAL COMPETITION HAS THREE COMPONENTS:

Local Entry Form- due 10/13

1. Includes basic building information
2. \$125 Fee

Written Submission - due by 12:00 pm on 11/26

1. Must meet regional criteria
2. Entry requirements & judging sheets are available on the BOMA Greater Minn. website

Site inspection from 12/01 - 12/06

1. A team of judges will tour your building with you and your engineers
2. Each building team may create their own pathways
3. The full tour takes about 90 minutes
4. Checklists are available on the BOMA Greater Minn. website

LOCAL COMPETITION IS COMPLETED DECEMBER 13, WINNERS ANNOUNCED FEBRUARY 13TH



TOBY Requirements

- BOMA dues-paying member building
 - BOMA360 Certified
 - 50% of building must be office (except for Industrial, Mixed-use, Medical, & Life Science categories)
 - Energy Star benchmarked- no certification necessary (Industrial category exempt)
 - Need a 70% score to advance to next level & must pass the site inspection
-

Frequently Asked Questions

Do I need my BOMA360 to compete?

Yes, BOMA Greater Minneapolis requires BOMA360 certifications for local entry. In addition, BOMA360 is required for regional and national entries as well.

Do I need to be a member of BOMA to compete for a TOBY Award?

Yes. 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.

Does my building have to be ENERGY STAR certified to compete?

No, buildings will need to provide ENERGY STAR benchmarking, however, certification is not required

Do all TOBY participants need to compete on the local level, even those that have won Regionals?

Yes, all buildings are required to compete on the local level before rising to regionals.

TOBY Sections (Office)

**LIFE
SAFETY/SECURITY/RISK
MANAGEMENT**

**TENANT RELATIONS &
COMMUNITY INVOLVEMENT**

**ENVIRONMENTAL/
SUSTAINABILITY/HEALTH &
WELLNESS**

ENERGY

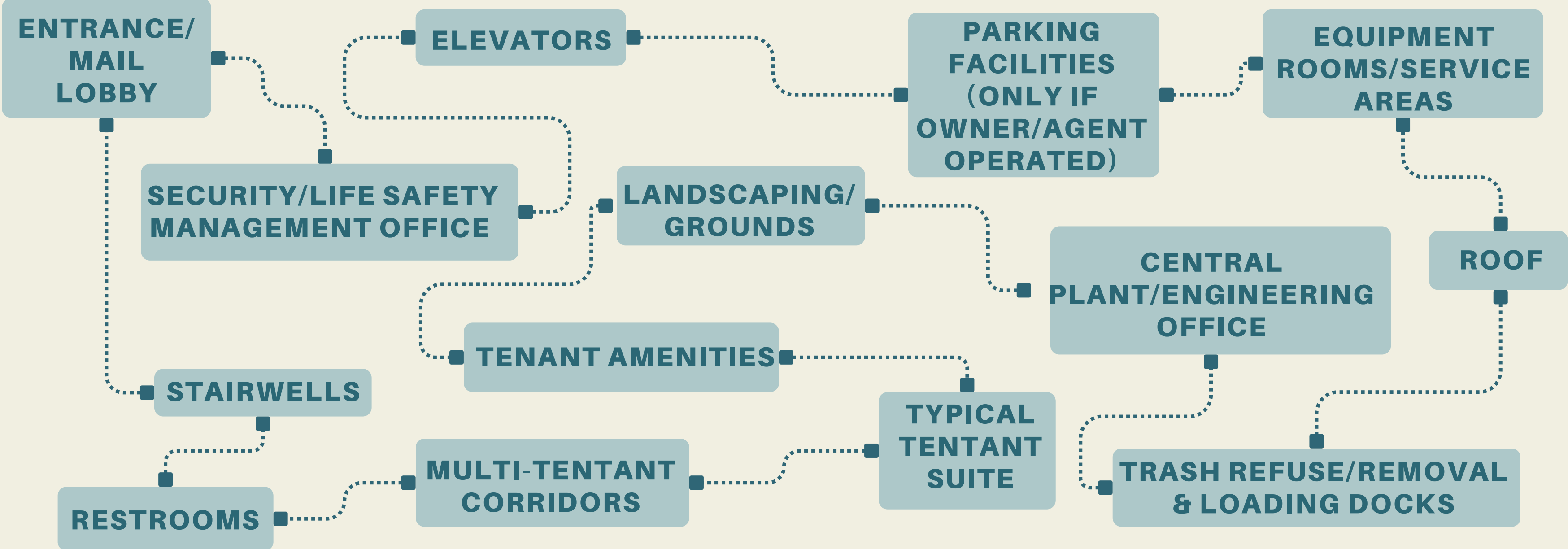
**TRAINING &
EDUCATION**

**BUILDING
OPERATIONS**

**BUILDING
DESCRIPTION**

Catch the judges' attention with high-quality photos in certain sections!

You chose the route/path of inspection



TOBY INSPECTION ITEMS (Office)

How to Start



SEND IN YOUR FORM

The Local TOBY entry form can be found on the BOMA Greater Minneapolis website on the TOBY webpage. Forms, entry fee, and building photos are due October 10, 2024.



CONNECT WITH A MENTOR

The Awards & Recognition Committee members are here to help! Once we receive your entry form, we will connect you with a committee member mentor to offer guidance on your written submission.



ENTER YOUR SUBMISSION

Written submissions are due to the TOBY Portal on November 26, 2024. In-person building tours will be scheduled by the Awards & Recognition Committee between December 1st- 6th 2024.

The Regional & International Competitions

After winning the local competition:

- changes can be made if necessary until March 20th
- Entries are submitted via BOMA International's online portal (same portal used for local competition) for regional review
 - \$450 entry fee for BOMA Int'l Competition

After winning the regional competition:

- Changes can no longer be made
- Entries are reviewed by international judges

Midwest Northern Region

Southern Colorado

Denver Metro

Duluth

Iowa

Kansas City

Greater Minneapolis

Omaha

St. Louis

Greater Saint Paul

Wichita

Wisconsin

Tips & Tools

CHOOSE THE BEST CATEGORY FOR YOUR BUILDING!

PREPARE YOUR SUBMISSION IN MICROSOFT WORD TO TRACK WORDCOUNT

READ, UNDERSTAND, AND FOLLOW THE ENTRY REQUIREMENTS CAREFULLY

PRETEND YOUR AUDIENCE HAS NEVER BEEN TO THE MINNEAPOLIS AREA

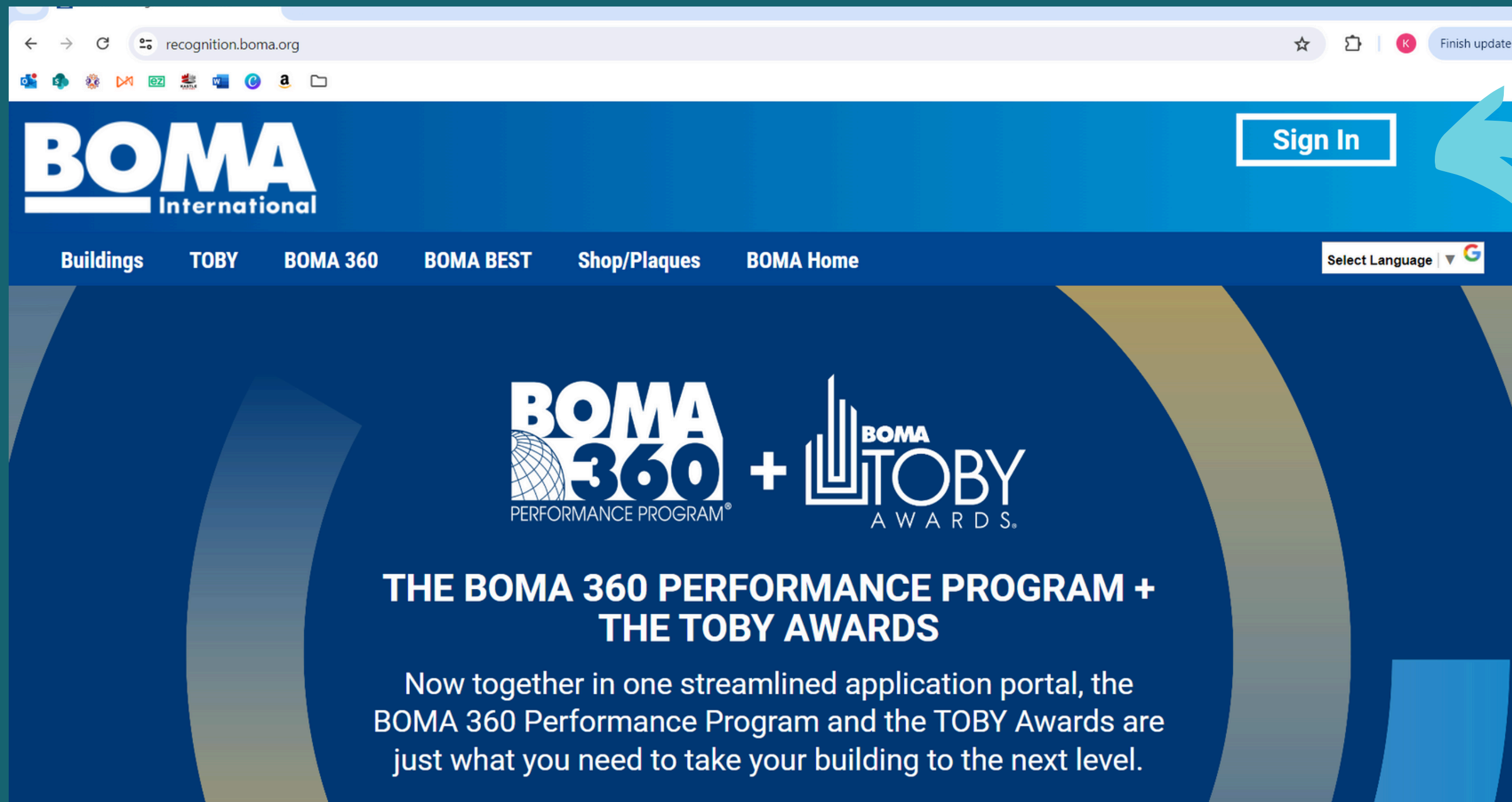
TAKE YOUR BUILDING PHOTOS NOW

2025 TOBY TIMELINE

LOCAL, REGIONAL & INTERNATIONAL COMPETITIONS

AUG. 8, 2024	TOBY ONLINE SUBMISSION PORTAL OPENS FOR 2025 TOBY CYCLE
OCT. 13, 2024	LOCAL TOBY ENTRY FORM & FEE DUE (\$125)
NOV. 24, 2024	WRITTEN SUBMISSION DUE
DEC. 2-6, 2024	BUILDING TOURS COMMENCE
MAR. 20, 2025	REGIONAL REVISED SUBMISSION DUE
APR. 15, 2025	REGIONAL WINNERS ANNOUNCED
JUL. 1, 2025	BOMA INTERNATIONAL TOBY AWARD CEREMONY IN BOSTON

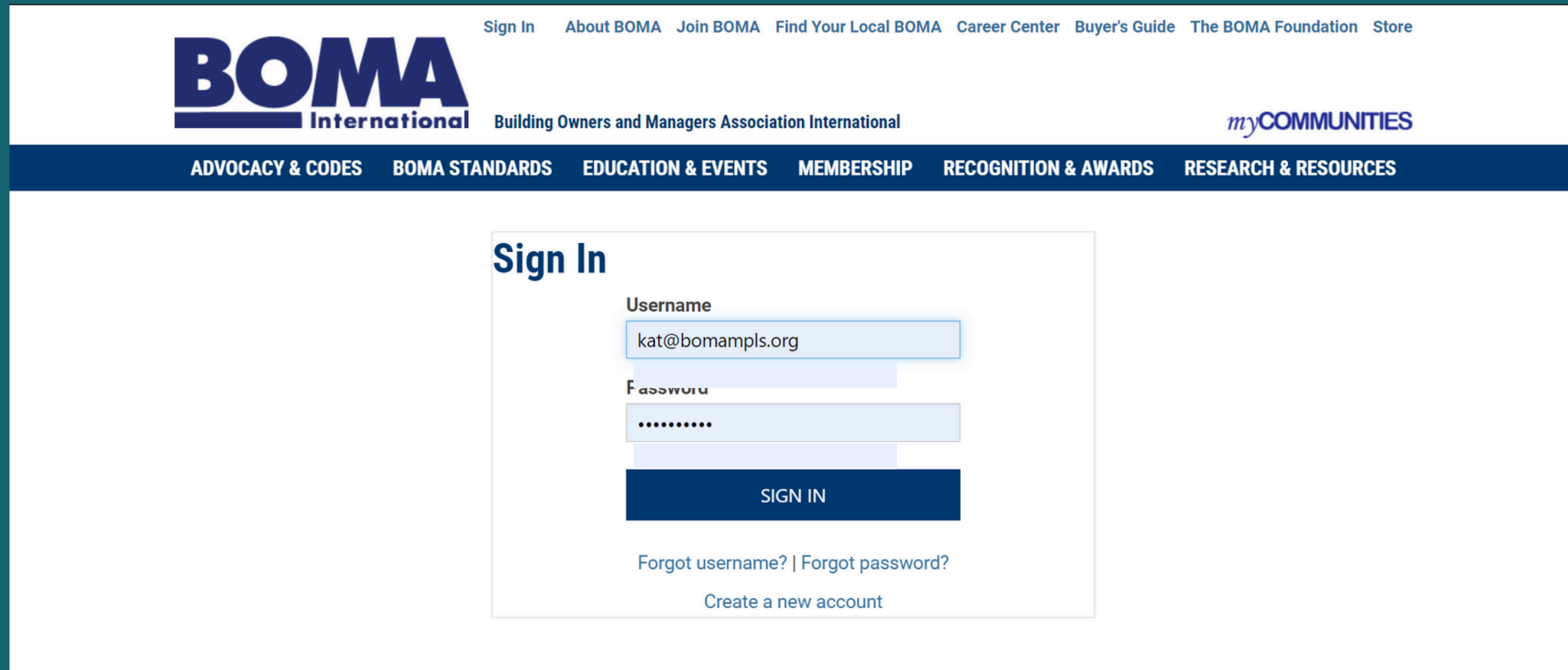
TOBY Application How To



The screenshot shows the BOMA International website at recognition.boma.org. The browser's address bar and toolbar are visible at the top. The website's header features the BOMA International logo on the left and a 'Sign In' button on the right, which is highlighted with a red arrow. Below the header is a navigation menu with links for Buildings, TOBY, BOMA 360, BOMA BEST, Shop/Plaques, and BOMA Home. A language selection dropdown is also present. The main content area features a large graphic with the BOMA 360 Performance Program and BOMA TOBY Awards logos, and text stating: '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.'

Begin on recognition.boma.org & click 'sign-in'

TOBY Application How To



The screenshot shows the BOMA International website's sign-in page. At the top, there is a navigation bar with links for Sign In, About BOMA, Join BOMA, Find Your Local BOMA, Career Center, Buyer's Guide, The BOMA Foundation, and Store. The BOMA International logo is prominently displayed, with the tagline 'Building Owners and Managers Association International'. To the right, the 'myCOMMUNITIES' logo is visible. Below the navigation bar, a dark blue horizontal menu contains the following categories: ADVOCACY & CODES, BOMA STANDARDS, EDUCATION & EVENTS, MEMBERSHIP, RECOGNITION & AWARDS, and RESEARCH & RESOURCES.

The main content area features a 'Sign In' form. The form includes a 'Username' field with the text 'kat@bomampis.org' entered, a 'Password' field with masked characters '.....', and a dark blue 'SIGN IN' button. Below the form, there are links for 'Forgot username? | Forgot password?' and 'Create a new account'.

Sign-in using your existing credentials or 'create new account'

TOBY Application How To




The screenshot shows the BOMA International website interface. At the top left is the BOMA International logo. In the top right corner, it says "Hello, Katrina Logout". Below the logo is a navigation bar with the following items: Buildings (highlighted), TOBY, BOMA 360, BOMA BEST, TOBY Admin/Judge, Shop/Plaques, and BOMA Home. A dropdown menu is open under "Buildings", showing three options: "My Profile", "Add Building" (highlighted with a white background), and "My Buildings". A blue arrow points to the "Add Building" option. Below the navigation bar is a large banner with the BOMA 360 Performance Program logo and the BOMA TOBY Awards logo. The banner text reads: "THE BOMA 360 PERFORMANCE PROGRAM + THE TOBY AWARDS" and "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." At the bottom left of the banner, there is a URL: <https://recognition.boma.org/MyBuildings/AddBuilding/?r=/>

Once you have signed in, click 'Add Building' under the 'Building' drop-down button
If your building already exists in the portal this step is unnecessary

TOBY Application How To

International

Buildings TOBY BOMA 360 BOMA BEST TOBY Admin/Judge Shop/Plaques BOMA Home Select Language 

Add Building

Primary Information

Building Name*

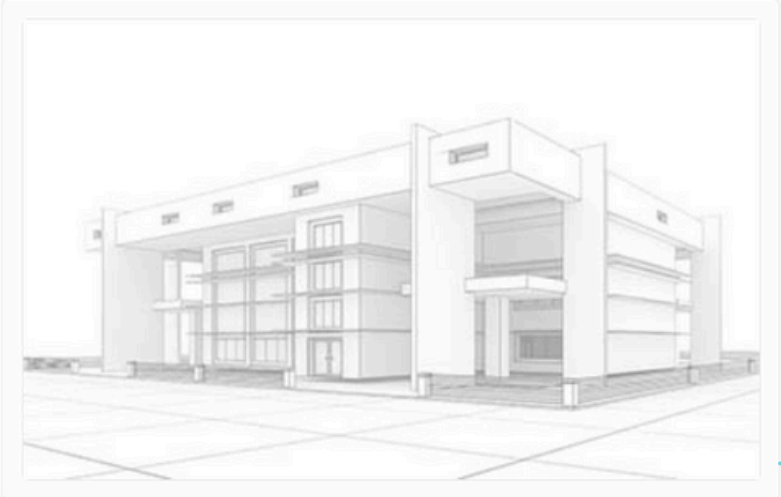
Building Display Name


Country*

Address*

Address 2 (Do not include suite numbers)

City* **State/Province*** **Zip/Postal Code***





Enter required information and click save

TOBY Application How To

The screenshot shows the BOMA International website interface. The top navigation bar includes the BOMA International logo, user information (Hello, Katrina Logout), and a menu with items: Buildings, TOBY, BOMA 360, BOMA BEST, TOBY Admin/Judge, Shop/Plaques, and BOMA Home. A 'Select Language' dropdown is also present. The main content area is titled 'My Buildings' and features a search bar, a filter dropdown, and buttons for 'Go', 'Clear filter', 'Export', and 'Add New Building'. Below this is a table with columns: Building Name (with a sub-column for Display Name), Building Complete, Date Created, Date Modified, Active 360s, Complete TOBYs, and Actions. The table contains one entry for 'SAMPLE Building' with a 'Complete' status, created on 8/6/2024 by Katrina Thinesen. The 'Actions' dropdown for this entry is open, showing options: --Select Action--, Edit Building Info, View 360 Applications, View Toby Entries (highlighted), and Remove From My List. A pagination bar at the bottom indicates '1 item(s) found' and includes navigation arrows and a page size selector set to 10 items per page.

Building Name	Building Complete	Date Created	Date Modified	Active 360s	Complete TOBYs	Actions
Display Name		Created By	Modified By	In Progress 360s	Incomplete TOBYs	
SAMPLE Building	Complete	8/6/2024 Katrina Thinesen		0 Active 1 Pending	0 Submitted 0 UnSubmitted	--Select Action-- Edit Building Info View 360 Applications View Toby Entries Remove From My List

You will be directed to the 'My Buildings' dashboard, this can also be accessed via the 'Buildings' drop-down button

Click 'View TOBY Entries' on the 'Action' drop down button

TOBY Application How To

Hello, Katrina Logout

BOMA International

Buildings TOBY BOMA 360 BOMA BEST TOBY Admin/Judge Shop/Plaques BOMA Home

Select Language

[← Back to My Buildings](#)

SAMPLE Building

BOMA 360 Applications TOBY Entries

Search --Filter-- [Clear filter](#)

Cycle Entry ID	Status Date Submitted	Cycle Name	Cycle Year Cycle End Date	Created Created By	Actions
0 item(s) found					

<< < > >> 20 Items Per Page Page 1 of 1

If your building has not yet been entered click 'Add New TOBY Entry'

TOBY Application How To

← Back to My Buildings

BOMA Building Test

BOMA 360 Applications TOBY Entries

Search --Filter-- Go Clear filter Export Add New TOBY Entry

Cycle Entry ID	Status	Cycle Name	Cycle Year	Created	Actions
	Date Submitted		Cycle End Date	Created By	
3629	Incomplete	BOMA/New York Local TOBY Awards	2024	5/30/2023	--Select Action--
			12/31/2023	Susan Hammer	
3632	Incomplete	Academy Of Real Estate (ARE)	2024	5/31/2023	--Select Action--
			11/29/2023	Thomas Stefaniak	
3633	Incomplete	Academy Of Real Estate (ARE)	2024	5/31/2023	--Select Action--
			11/29/2023	Thomas Stefaniak	
3636	Pending Review	Academy Of Real Estate (ARE)	2024	5/31/2023	--Select Action--
			11/29/2023	Thomas Stefaniak	
3658	Pending Review	Academy Of Real Estate (ARE)	2024	7/13/2023	--Select Action--
			11/29/2023	Tyler Kirshner	
3725	Incomplete	BOMA/Greater Minneapolis Local TOBY Awards	2024	8/22/2023	--Select Action--
			1/1/2024	Sarah Anderson	--Select Action-- View / Edit Delete

6 item(s) found

<< < > >>

20 Items per page

If your building has been entered, find it in the dashboard below & click 'View/Edit' in the Actions drop down button

TOBY Application How To

International

Buildings TOBY BOMA 360 BOMA BEST TOBY Admin/Judge Shop/Plaques BOMA Home Select Language

TOBY Building Section Overview

Building Name: Testing
Building Display Name for Award:
Cycle: 2024 - BOMA/Greater Minneapolis Local TOBY Awards
Category: 500,000 - 1 Million Square Feet
Cycle Entry ID: 3725
Criteria Set: 2024 TOBY Office

COMPLETE PARTIALLY COMPLETED NOT COMPLETED

BUILDING INFORMATION

- [Building Details](#)
- [Descriptions](#)
- [File Uploads](#)

BUILDING OPERATIONS & MANAGEMENT

- [Descriptions](#)
- [File Uploads](#)

script:_doPostBack('rptTOCSection\$ctl00\$rptTOCSubSection\$ctl00\$btnSubSection','')

You will be directed to your overview page,
from here, select your desired item line

TOBY Application How To

Cycle Entry ID: 3725

Criteria Set: 2024 TOBY Office

Building Information

Building Details

Please provide the following information:

Number of floors in this building:

BOMA Certified Total Building Rentable Area Square Footage

BOMA Certified Office Rentable Area Square Footage

Other Certified Rentable Area Square Footage (where applicable)

Scroll to fill in required info,
you may save & come back later

TOBY Application How To

Awards Ceremony Photographs

Provide the following photograph of your building(s):

- In addition to the competition photos, all entrants must upload one high resolution (minimum 300 dpi, 1,500 pixels wide or larger) color JPEG (JPG) of the **building's exterior** for display at the awards ceremonies.

0 files of 1 uploaded.

 No file chosen

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

- Also, one photograph (JPEG) of the **management team (minimum 300 dpi, 750 pixels wide or larger)** responsible for daily management of the building(s) is required.

0 files of 1 uploaded.

 No file chosen

Save & select next or save and hit return to view progress on overview page.



Thank you for your time!

If you have additional questions, please do not hesitate to reach out to:

Amy Remely, Cushman & Wakefield - Awards & Recognition Committee Chair

Dave Fox, Transwestern - Awards & Recognition Committee Co-Chair

Katrina Thinesen, BOMA MPLS- Awards & Recognition Committee Liaison