



# 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.

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# 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 TWO COMPONENTS:

### Online Submission - due by 12:00 PM on

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

### A site inspection - December 6-10

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
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# TOBY Requirements

- BOMA dues-paying member building
  - Occupied for at least one full year w/ at least 50% occupancy
  - 50% of building must be office (except for in Industrial and mixed-use categories)
  - Energy Star benchmarked- no certification necessary (Industrial category exempt)
  - Need a 70% score to advance to next level and must pass the site inspection
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# 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 Entry Sections

**BUILDING  
DESCRIPTION**

**BUILDING  
STANDARDS**

**COMMUNITY  
IMPACT**

**TENANT  
RELATIONS**

**ENERGY  
CONSERVATION**

**BUILDING  
OPERATIONS**

**BUILDING EMS  
MONITORING**

**SUSTAINABILITY**

**WASTE  
MANAGEMENT**

**EMERGENCY  
PREPAREDNESS**

**TRAINING FOR  
BUILDING PERSONNEL**

Plus catch the judges attention with high-quality photos in certain sections!

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# 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 on October 15, 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 submission.



## **ENTER YOUR SUBMISSION**

Building submissions are due to the TOBY Portal in November 2024. In-person building tours will be scheduled by the Awards & Recognition Committee during the week of December 6-10, 2021.

# The Regional & International Competitions

After winning the local competition:

- changes can be made if necessary
- Entries are then submitted via BOMA International's online portal (the same portal used for the local competition) for regional review
  - \$50 data submission fee
  - \$450 entry fee

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!**

# **TIMELINE FOR LOCAL, REGIONAL & INTERNATIONAL COMPETITIONS**

<b>JUL. 1, 2024</b>	<b>TOBY ONLINE SUBMISSION PORTAL OPENS FOR 2024 TOBY CYCLE</b>
<b>OCT. 13, 2024</b>	<b>LOCAL TOBY ENTRY FORM &amp; FEE DUE (\$125)</b>
<b>NOV. 26, 2024</b>	<b>WRITTEN SUBMISSION DUE</b>
<b>DEC. 4-8, 2024</b>	<b>BUILDING TOURS COMMENCE</b>
<b>DEC. 20, 2024</b>	<b>BOMA 360 APPLICATIONS DUE</b>
<b>MAR. 8, 2025</b>	<b>REGIONAL REVISED SUBMISSION DUE</b>
<b>APR. 15, 2025</b>	<b>REGIONAL WINNERS ANNOUNCED</b>
<b>MID-JULY 2025</b>	<b>BOMA INTERNATIONAL TOBY AWARD CEREMONY IN PHILADELPHIA</b>

# TOBY Application How To

Sign In About BOMA Join BOMA Find Your Local BOMA Career Center Buyer's Guide The BOMA Foundation Store

**BOMA**  
International Building Owners and Managers Association International

myCOMMUNITIES

ADVOCACY & CODES BOMA STANDARDS EDUCATION & EVENTS MEMBERSHIP **RECOGNITION & AWARDS** RESEARCH & RESOURCES

Home Page » Recognition & Awards



**Recognition & Awards**

Begin on BOMA Int. web & find portal under  
"Recognition & Awards"

# TOBY Application How To

Hello, Sarah Logout

**BOMA** International

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

### My Buildings

Search -Filter- Go Clear filter Export Add New Building

Building Name	Building Complete	Date Created	Date Modified	Active 360s	Complete TOBYs	Actions
Display Name		Created By	Modified By	In Progress 360s	Incomplete TOBYs	
BOMA Building Test Testing	Complete	1/13/2023 Tyler Kirshner		0 Active 1 Pending	0 Submitted 6 UnSubmitted	--Select Action-- --Select Action-- Edit Building Info View 360 Applications <b>View Toby Entries</b> Remove From My List
BOMA Greater Minneapolis BOMA Greater Minneapolis	Incomplete	4/10/2024 Jimmy Alsberg		0 Active 1 Pending	0 Submitted 0 UnSubmitted	--Select Action--
BOMA Test Building BOMA Test Building	Complete	4/10/2024 Sarah Anderson		0 Active 1 Pending	0 Submitted 0 UnSubmitted	--Select Action--
BOMA Test Building	Complete	4/10/2024 Sarah Anderson		0 Active 0 Pending	0 Submitted 0 UnSubmitted	--Select Action--
Cathedral Square Cathedral Square	Complete	8/23/2018 Meghan Schlotz...	8/23/2018 Meghan Schlotz...	1 Active 0 Pending	0 Submitted 1 UnSubmitted	--Select Action--
SAMPLE Building SAMPLE Building	Complete	6/17/2024 Sarah Anderson		0 Active 1 Pending	0 Submitted 0 UnSubmitted	--Select Action--

Find your building on the portal dashboard  
Select "View TOBY Entries"

# TOBY Application How To

[← Back to My Buildings](#)

## BOMA Building Test

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

6 item(s) found     20 Items per page

Next select "View/Edit"



# 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

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

You will be direct to your overview page.  
From here select desired section 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 do not need to fill all info out at once.

# TOBY Application How To

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## Awards Ceremony Photographs

Provide the following photograph of your building(s):

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- 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

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**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

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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, Transwestern - Awards & Recognition Committee Chair**

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

**Katrina Thinesen, BOMA MPLS- Awards & Recognition Committee Liaison**

**Additional Resources:**

**TOBY Application "How To" Video**

**TOBY Resource Web Page**

**TOBY Instructional flyer**

**BOMA 360 Informational Presentation**