

**THE
OUTSTANDING
BUILDING
of the YEAR
AWARDS
2017**



AWARD PROGRAM ENTRY REQUIREMENTS

OFFICIAL SPONSOR OF THE TOBY AWARDS®



CATEGORIES

<p>Corporate Facility* All buildings must be a single-use facility at least 50% occupied by the corporate entity—including government agencies and private enterprises.</p>	<p>Earth* All buildings with at least 50% office area where the building and building management team preserve and enhance the internal and external environment through green and sustainable programs.</p>
<p>Government Building* All buildings must be government-owned and at least 50% occupied by government entities; local, state, provincial, or federal.</p>	<p>Historical Building* All buildings must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion. The building must retain its historic physical integrity, which means the site must be relatively undisturbed. Renovations to the original framework is acceptable.</p>
<p>Industrial Office Building(s)* 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.</p>	<p>Medical Office Building* All buildings must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for private physician or hospital employed physician office. Building can be located on or off a hospital campus, and its tenancy can be comprised of 50% hospital or ancillary services, (such as imaging, physical therapy, rehabilitation clinics, prosthetics, physical therapy clinics and the like) provided by the hospital, including employed or aligned physician offices, ambulatory surgery centers, clinical labs (such as catheterization labs). Patient stays must be less than 24 hours (but could occur within any 24 hour period).</p>
<p>Renovated Building*</p> <p>All Building(s) must be at least 15 years old, have maintained a minimum of 50% occupancy during the renovation process for all building(s) and 3 or more projects must be completed in each building when submitting multiple buildings. If entry is a single building, a minimum of 5 projects are necessary. Renovation can encompass: (1) Rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure); (2) Modernization (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions); and (3) Remodeling (changing the plan, form or style of a structure to correct functional or economic deficiencies). In order to be eligible, a minimum of five of the following work projects must be completed by January 2016 and the building must enter the TOBY program within 5 years following substantial completion of the last renovation projects to be eligible for this category.</p> <ol style="list-style-type: none"> 1. New roof, re-roof or green roof 2. New boilers/HVAC /Central Plant 3. Cleaning/Painting/New design of existing building envelope 4. New electrical system 5. New fire panel/sprinkler system 6. Modernization of elevators which can include mechanicals, ADA compliance and interior cabs refurbishment 7. New security systems can include card access, cameras, console, fire panel etc. 8. Renovation of main lobby that includes 3 or more of the following items: floors, walls, entry doors, signage, security desk etc. 9. Renovation of restrooms that includes 4 or more of the following items: sinks, counter tops, toilet, urinals, floors, walls, lighting, faucets, flushometers, stale partitions etc 10. Installation of new windows 	

Retail*

A group of retail and other commercial establishments, either enclosed or open air, managed by one company. The entry must be managed as a single property, one to multiple levels in height with a minimum of 50 percent occupancy. The anchor ratio must be at least 25 percent and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.). The entry may consist of neighborhood centers (30,000 – 150,000 sq. ft.), community centers (100,000 – 400,000 sq. ft.), power centers (250,000 – 600,000 sq. ft.), regional shopping centers (400,000 – 800,000 sq. ft.) or super regional shopping centers (800,000 plus sq. ft.). No minimum office area is required.

Suburban Office Park (Low-Rise)*

Two or more buildings managed by the same management company with the tallest building being no higher than 5 stories; all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

Suburban Office Park (Mid-Rise)*

Two or more buildings managed by the same management company with 1 building that is 6 to 10 stories in height, all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

NOTE: If a suburban office park is comprised of both low- and mid-rise buildings, the entry must submit under the Mid-Rise category.

Office Building Categories

Under 100,000 Square Feet*

100,000 - 249,999 Square Feet

250,000 – 499,999 Square Feet

500,000 – 1 Million Square Feet

Over 1 Million Square Feet

All buildings with at least 50% office area are eligible.

**Net rentable as measured by BOMA standards.*

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 Web site at www.tobyawards.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 won in 2017 are not eligible to compete until 2022 and awarded in 2023. The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that won in 2017 are not eligible to compete until 2020 and awarded in 2021).

5. The building must be occupied for at least one full year from the date of occupancy of the first tenant by June 15, 2017 with a minimum of 12 months of building operations.

6. At least 50% of a building's space must be used as office space to be considered for all categories except the Industrial and Retail category. The Industrial category must have more than 5% and less than 50% office area as measured by BOMA standards.

7. All categories must be at least 50% percent occupied.

8. Each building may enter in only one category.

9. All U.S. Entrants with the exception of industrial and retail buildings are required to be **ENERGY STAR**® benchmarked. Each Entrant must complete the following:

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

The image shows a screenshot of an ENERGY STAR Statement of Energy Performance (SEP) report. The report is titled "STATEMENT OF ENERGY PERFORMANCE" and "1310 L Test". It includes the following information:

- Building ID: 3214272
- For 12-month Period Ending: April 30, 2017*
- Date SEP becomes available: N/A
- Date SEP Generated: July 12, 2012
- Facility: 1310 L Test, 1310 L Street, NW, Washington, DC 20005
- Facility Owner: N/A
- Primary Contact for this Facility: N/A
- Year Built: 2002
- Gross Floor Area (GFA): 153,800
- Energy Performance Rating: (1-100) 73
- Site Energy Use Summary:
 - Electricity (kWh): 11,158,218
 - Natural Gas (kBtu): 1,221,540
 - Total Energy (kBtu): 12,379,752
- Energy Intensity:
 - Electricity (kBtu/sqft): .80
 - Total (kBtu/sqft): .88
- Emissions (based on site energy use):
 - Greenhouse Gas Emissions (MTCO₂e/year): 1,545
- Electric Distribution Utility: Potomac Electric Power Co (Peopco Holdings Inc)
- National Median Comparison:
 - National Median Site EUI: 104
 - National Median Source EUI: 324
 - % Difference from National Median Source EUI: -22%
 - Building Type: Office
- Meets Industry Standard for Indoor Environmental Conditions:
 - Verification for Acceptable Indoor Air Quality: N/A
 - Acceptable Thermal Environmental Conditions: N/A
 - Adequate Humidification: N/A
- Notes:
 - * Report only for the ENERGY STAR Report on Energy Use for Buildings (EUI) and Energy Use Intensity (EUI) for the 2010-2012 period. Reports of the 2010-2012 period will appear in subsequent EUIs.
 - † Greenhouse Gas Emissions (MTCO₂e/year) are based on the 2010-2012 period. Reports of the 2010-2012 period will appear in subsequent EUIs.
 - ‡ Greenhouse Gas Emissions (MTCO₂e/year) are based on the 2010-2012 period. Reports of the 2010-2012 period will appear in subsequent EUIs.
 - § Greenhouse Gas Emissions (MTCO₂e/year) are based on the 2010-2012 period. Reports of the 2010-2012 period will appear in subsequent EUIs.
- Stamp of Certifying Professional: N/A

AND

(2) share their 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.

All Canadian Entrants are required to obtain a **BOMA BEST**® certification. Each entrant must provide a copy of the certification received in the current year that shows the level of certification during the current year. All European Entrants are required to obtain a BREEAM Award from BREEAM (BRE Environmental Assessment Method). The BREEAM Awards recognizes and reward those involved in the design and construction of the highest scoring buildings certified under BREEAM. Each entrant must provide documentation that indicates their BREEAM score during the current year.

All other International Entrants should contact BOMA International regarding energy performance benchmarking requirements.

9. 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.

10. 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 will 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 to building category)
 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 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
 2. Preventative Maintenance Manual
 3. SOP Manual/Documentation of Standard Operating Procedures
 4. Regular Financial Reports/Accounting Software Used
 5. Purchase Policies
 6. COI for Comprehensive and/or Liability Insurance
 7. Certificate of occupancy or business license for code compliance
- Entrant should receive TOBY Building Inspection Verification form by their local BOMA or affiliated 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 \$300 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 \$25 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 \$275 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 www.tobyawards.org.

JUDGING/DATA/DEADLINES

1. Judging will occur at local, regional and international levels.
2. EnergyStar data must be shared with BOMA International no later than April 8 to be eligible to compete on the International level. The current year Statement of Energy Performance or BOMA BEST® certificate must be included with the submission in the appropriate section. Omission of the Statement of EnergyStar Performance or BOMA BEST certificate (whichever is applicable) **AND** data sharing through the online ENERGY STAR® portfolio manager will automatically disqualify an entry. Fees are non-refundable due an entry that is disqualified for non-compliance.
4. Each BOMA local association may submit one building in each category to the regional competition.
5. Each BOMA region may submit one building in each category to the international competition.
6. Each region must complete submit their regional winners to BOMA International by April 7, 2017.
7. 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.
8. Updated Entry Requirements will be presented during the BOMA International Conference.
9. BOMA International's TOBY Web site (www.tobyawards.org) will begin accepting entries for each new season approximately 1 month after the close of the BOMA International Conference. Check the TOBY Web site 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
- 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.
- Identified 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: ALL CATEGORIES (EXCLUDING EARTH)*

**See portfolio specification for the Earth category, page 14*

The following information must be provided electronically using BOMA International's TOBY Web site at www.tobyawards.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.

SPECIAL 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 for this section.

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.

Retail Buildings: Start with the following: Building Name, Number of Floors and Floor Plate Square Footage, Total Building Square Footage, Retail Area Square Footage, Office Area Square Footage and other Area Square Footage.

Provide a single paragraph describing each of the items below:

- | | |
|--|--|
| 1. Number of Public Entrances and their physical characteristics | 7. HVAC Distribution System |
| 2. Common Area Standard Finishes | 8. Fire Life Safety Systems |
| 3. Restroom Standard Finishes | 9. Loading Dock & Back of House Tenant Receiving Areas |
| 4. Customer Service/Concierge Facilities | 10. Parking |
| 5. Utility Distribution | 11. Emergency Generator/Back up Power |
| 6. Elevators and/or Escalators and/or Moving Walks, Lifts, etc. | 12. Signage |

Renovated Buildings: The Building(s) Standards section must start with a summary explaining the renovation work completed. It must include a description of each project, the date of completion of each project and which of the three renovation types were utilized (rehabilitation, modernization and/or remodeling).

All other building categories: Start with the following: Building Name, Number of Floors and Floor Plate Square Footage, Total Building Square Footage, Office Area Square Footage and other Area Square Footage.

Provide a single paragraph describing each of the items below:

- | | |
|---|---------------------------------------|
| 1. Lobby/Atrium Standard finishes | 7. HVAC Distribution System |
| 2. Corridor Standard Finishes | 8. Fire Life Safety Systems |
| 3. Restroom Standard Finishes | 9. Loading Dock & Parking |
| 4. Typical Tenant Suite Standard Finishes | 10. Emergency Generator/Back up Power |
| 5. Utility Distribution | |
| 6. Elevators | |

BUILDING STANDARDS (CONTINUED)

ALL building categories must:

- Provide a floor plan for your building showing your main lobby as well as two additional typical floor plans.
- Include a site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
- Document use of BOMA floor measurement standard – type in section of lease where the BOMA floor measurement standard is referenced, or upload other documentation, such as a sample lease document or calculations referencing the BOMA office standard (1996 or 2010 versions). If not using BOMA standard, please list which standard is being used.
- Describe certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM. Attach a copy of the certification/award.
- Include TOBY Inspection Verification - PDF

Maximum of 2,000 words.

Maximum of 5 attachments allowed for this section.

COMPETITION PHOTOGRAPHS – 1 POINT

A. Industrial Buildings:

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

B. Renovated Buildings: A minimum of (6) with a maximum of 12 additional photographs displaying building features “before and after” rehabilitation, modernization and/or remodeling are required. One “before” photo for every “after” photo of the exact same location is necessary.

C. Retail Buildings:

Provide the following photographs of your building(s):

- 1 Front exterior,
- 1 Rear exterior,
- 1 Interior (public areas)
- 1 Example of Signage
- 2 Additional photographs, the subject matter of which is the entrant's choice

D. All other Buildings:

- 2 Exterior
- 1 Interior (lobby and hallways)
- 1 Standard tenant area
- 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 Additional photographs, the subject matter of which is the entrant's choice

No text is required for this section

AWARDS CEREMONY PHOTOGRAPH

In addition to the competition photos, all regional and international entries 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 is required for this section.

COMMUNITY IMPACT – 15 POINTS

- Provide a written description of 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.
- Describe 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.

NOTES:

- A. All Categories:** 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 PDF attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters. No JPEGs will be accepted.
- B. Industrial Buildings:** Entrants may also include the building's compatibility with neighboring properties and how the building affects traffic.
- C. Retail Buildings:** Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.

Maximum of 1,800 words

TENANT RELATIONS/COMMUNICATIONS – 15 POINTS

- Provide a summary of the Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.
- Describe 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.
- Describe 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.
- Provide an explanation of the major findings and the action/s management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and "popular" procedures and activities were maintained.

All Categories must also include:

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

B. Corporate Facility: Employees are considered tenants and you may include the table of contents of your tenant information manual or guidebook in addition to the summaries described above.

Maximum of 1,800 words

A maximum of 8 PDF attachments and 3 JPEG attachments allowed for this section.

ENERGY CONSERVATION – 20 POINTS

All Entrants with the exception of industrial and retail buildings, must benchmark their energy performance using **ENERGY STAR**® at www.ENERGYSTAR.gov, BOMA BEST, BREEAM or other international equivalent program as approved by BOMA International.

8a. ENERGY STAR® Performance Rating - 3 points to 6 points

Note: Zero points for Industrial and Retail Buildings

U.S. Entrants must benchmark using ENERGY STAR®. Each Entrant must complete the following: (1) provide a copy of the current year (period within 12 months of your regional TOBY deadline) Statement of Energy Performance printed from ENERGY STAR® and (2) share their 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, have your ENERGY STAR portfolio administrator 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.

* When submitting multiple buildings, all US buildings must benchmark with ENERGY STAR® and include **each** building’s Statement of Energy Performance.

- EnergyStar® Score: Below 74: 3 points
- EnergyStar® Score: 75 – 84: 4 points
- EnergyStar® Score: 85 – 94: 5 points
- EnergyStar® Score: 95+: 6 points

*For multiple buildings, use weighted average by square footage

Canadian Entrants must obtain a **BOMA BEST**® certification. Each Entrant must complete the following: (1) provide a copy of the certification received in the current year that shows the level of certification.

- BOMA BEST® Bronze: 3 points
- BOMA BEST® Silver: 4 points
- BOMA BEST® Gold: 5 points
- BOMA BEST® Platinum: 6 points

European Entrants will be required to obtain a BREEAM Award from BREEAM (BRE Environmental Assessment Method). The BREEAM Awards recognizes and reward those involved in the design and construction of the highest scoring buildings certified under BREEAM that describe a building’s environmental performance.

- BREEAM Score: 30 – 54: 3 points
- BREEAM Score: 55 – 69: 4 points
- BREEAM Score: 70 – 84: 5 points
- BREEAM Score: 85+: 6 points

The BREEAM Europe Commercial scheme can be used to assess the environmental impacts of a commercial building in Europe. For the purposes of BREEAM, Europe is defined as follows;

- Any member state of the European Union which includes the Republic of Ireland where it is not appropriate to use a UK scheme.
- EFTA Member States i.e. Iceland, Norway and Switzerland
- Current EU candidates: Turkey, Croatia and Macedonia
- Others: Albania, Belarus, Bosnia & Herzegovina, Moldova, Montenegro, Serbia and Ukraine

ENERGY CONSERVATION – 20 POINTS (continued)

Australian Entrants will be required to obtain a Nabers rating as an EnergyStar equivalency. Nabers is national rating system that measures the environmental performance of Australian buildings. It measures the energy efficiency, water usage, waste management and indoor environment quality of a building or tenancy and its impact on the environment.

- Nabers Score: 2 Stars: 3 points
- Nabers Score: 3 Stars: 4 points
- Nabers Score: 4 Stars: 5 points
- Nabers Score: 5 Stars: 6 points

All other entrants must share must

8b. Building Staff/Tenant Education 4 points
Industrial and Retail Buildings 5 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 BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

8c. Building Operations and Maintenance 5 points
Industrial and Retail Buildings 10 points

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

Provide a description of the steps taken to improve the energy performance of your building over the last three years.

8d. Building EMS Monitoring 5 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 measureable results demonstrating reduction in energy and improved performance.

Maximum of 1,750 words

A maximum of 2 PDF attachments allowed for this section. One of the 2 attachments should include The Statement of Energy Performance, the BOMA BEST® Certificate and/or approved comparable energy rating verification (for buildings outside continental US).

ENVIRONMENTAL, REGULATORY AND SUSTAINABILITY – 15 POINTS

Describe a minimum of 6 programs of which at least 3 should be related to Environmental and Regulatory and at least 3 related to Sustainability.

Environmental & Regulatory:

- 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 recaulking, 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.

ENVIRONMENTAL, REGULATORY AND SUSTAINABILITY – 15 POINTS (continued)

Sustainability:

- 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.

Maximum of 1,800 words

Up to 5 PDF attachments allowed in this section.

EMERGENCY PREPAREDNESS/LIFE SAFETY – 15 POINTS

- Describe the procedures and programs for life safety, fire, disaster and security standards.
- Describe 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.
- Provide a summary about your business continuity plan and if drills are conducted how they are documented and communicated.
- Describe how fire and evacuation drills are conducted, how often and when.
- Include a table of contents of your emergency preparedness and security standards manual(s). (PDF)
- Include AED policy or equivalent (PDF), written security procedures (TOC) (PDF), copy of ADA plan (PDF) and reference of access control and surveillance systems in the building (PDF).

Maximum of 1,800 words

A maximum of five PDF attachments allowed for this section.

TRAINING FOR BUILDING PERSONNEL – 15 POINTS

- Provide a list of qualifications for building staff.
- Include a building specific organization chart of the building management team (PDF), including any industry certifications, degrees or industry training.
- Describe the following: 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.
- Indicate if any member of the management team has participated in at least one BOMA-sponsored (local, regional or international) event or international affiliate sponsored event within the last 12 months.

NOTE: Industrial Building: Discuss training for both on-site and off-site building personnel dedicated to the property.

Maximum of 1,800 words

1 PDF allowed for this section.

PORTFOLIO SPECIFICATIONS: EARTH CATEGORY

BUILDING DESCRIPTION – 1 POINT

Provide a summary of the physical description of the building(s), property and location.

Maximum of 350 words

EXECUTIVE SUMMARY – 2 POINTS

Provide an overall summary of the project's (building, office park, etc.) environmental and energy efficiency program. Describe the policies and philosophy of the project's ownership and management relating to this subject. Include if the project was built green or implemented after construction and why this concept is important.

Include TOBY Inspection Verification - PDF

Maximum of 600 words

1 PDF allowed for this section

COMPETITION PHOTOGRAPHS – 2 POINTS

A. Industrial Buildings:

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

B. Renovated Buildings:

A minimum of (6) with a maximum of 12 additional photographs displaying building features "before and after" rehabilitation, modernization and/or remodeling are required. One "before" photo for every "after" photo of the exact same location is necessary.

C. Retail Buildings:

Provide the following photographs of your building(s):

- 1 Front exterior,
- 1 Rear exterior,
- 1 Interior (public areas)
- 1 Example of Signage
- 2 Additional photographs, the subject matter of which is the entrant's choice

D. All other Buildings:

- 2 Exterior
- 1 Interior (lobby and hallways)
- 1 Standard tenant area
- 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
- 2 Additional photographs, the subject matter of which is the entrant's choice

No text required for this section.

AWARDS CEREMONY PHOTOGRAPH

In addition to the competition photos, all regional and international entries 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. This will be submitted online along with the rest of the entry materials.

No text required for this section.

PORTFOLIO SPECIFICATIONS: EARTH CATEGORY

REDUCTION OF ENVIRONMENTAL RISK – 15 POINTS

Environmental risk is the risk associated with the likelihood or probability that a given chemical exposure or series of exposures may damage human health and the environment. Managing environmental risk is an endless and challenging task. Describe what your company has done to protect its tenants/occupants and the environment by efficient management. This should include consideration of the following:

Describe your Hazard Communication Standard (HCS) Program or similar program. It can include consideration of the following:

- Receiving and shipping of hazardous materials
- Equipment certificate plus annual follow-up
- Chemical labeling, placarding or color-coding of piping systems
- Availability, completeness and updating of material data safety sheets and location(s), dates must be within three years
- Staff training
- Record keeping

Describe how you manage environmental risks at your property as well as reduce these risks. This can include consideration of the following:

- Asbestos
- PCBs
- CFCs and Halon
- Underground Storage Tanks and Above Ground Tanks
- Hazardous Chemicals
- Contractor Management

Provide an example of your latest risk management report. This section should also include consideration of the following:

- Inspection program
- CFC containment
- Disposal of storage containers
- Spill containment
- Regulatory compliance
- Hazardous waste contractor selection
- Formal risk assessments
- PCB ballast handling
- Chemical storage and handling facilities and procedures
- Warning signs and educational posters
- Disposal options used

Describe your emergency response plans and how they provide environmental protection. This should include consideration of the following:

<ul style="list-style-type: none">• Staff competency testing• Third party assessments• Chemical spill procedures and preparedness• Accidental Freon release procedures• Asbestos mediation• Fire protection and detection for chemical storage areas	<ul style="list-style-type: none">• Tenant information packages and drills• Notification protocol• Communications with response agencies• Other (natural disasters, bomb threats)
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Please do not include entire manuals or photographs. Include only the table of contents, a summary of the manual and how it's implemented.

**Maximum of 1,750 words
Maximum of 4 pdf attachments allowed for this section.**

PORTFOLIO SPECIFICATIONS: EARTH CATEGORY

INDOOR AIR QUALITY/GREEN CLEANING – 15 POINTS

- Describe steps taken to improve the indoor air quality (IAQ) of the building, what was done to monitor IAQ and steps taken to reduce contaminants within the building.
- Describe the Green Cleaning Policy and steps taken to insure use of green products and cleaning chemicals both by in house staff and contractors/vendors.
- Provide documentation of tenant occupancy forms and /or sample pages from annual testing program report, including a description of how information reported is used to evaluate and correct IAQ issues.

This should include consideration of the following:

- Installation of Systems that Reduce/Monitor Indoor Pollutants **3 pts**
- Low Impact Cleaning Policy **3 pts**
- Day Cleaning/Team Cleaning (not day-time porter service) **1 pt**
- Smoke Free Building **1 pt**
- Entryways/Pedimats **1 pt**
- Use of Green Cleaning Products **2 pts**
- Use of Recycled Paper Products **2 pts**
- Use of other Green Materials **1 pt**
- Describe other IAQ-Green Cleaning programs that you have that are specific to your facility and not mentioned above. **1 pt**

Maximum of 1,750 words

Maximum of 2 attachments (JPEGs) allowed for this section.

RECYCLING – 10 POINTS

Building recycling programs offer great rewards. The building, the tenant/occupant and the owners all have an opportunity to give back to the environment. Tell us about your tenant/building recycling program; how you get tenants/occupants involved and how you keep the momentum going.

- Describe your paper/cardboard recycling program. Provide records showing total trash-waste collected and total recycle collected. If you are recycling 20% of your total waste, you can achieve 2 points in this section. If you're recycling 30% or more of total waste, you can achieve a total of 4 points in this section. (For example: 100 tons of trash and 20 tons of recycle equal total output of 120 tons of waste. Therefore your recycle percentage is determined by 20/120 or 17 percent.) **4 pts**
- Describe your facility program for recycling glass, plastics and aluminum. Provide documentation showing quantity of recycled waste. **2 pts**
- Describe your lamp and ballast recycling program and its benefits. **2 pts**
- Describe your sustainable landscape maintenance program such as recycling/composting, water management and plant selection. **1 pt**
- Describe other recycling programs that you have that are specific to your facility and not mentioned above. **1 pt**

Maximum of 1,750 words

Maximum of 3 attachments allowed for this section.

ENERGY CONSERVATION – 20 POINTS

Must complete section 8a-8d to receive total points

All Entrants, with the exception of industrial office buildings, must benchmark their energy performance using **ENERGY STAR**® at www.ENERGYSTAR.gov, BOMA BEST, BREEAM or other international equivalent program as approved by BOMA International.

8a. ENERGY STAR® Performance Rating - 3 points to 6 points

U.S. Entrants, with the exception of retail and industrial buildings, must benchmark using **ENERGY STAR**®. Each Entrant must complete the following: (1) provide a copy of the current year (period within 12 months of your regional TOBY deadline) Statement of Energy Performance printed from **ENERGY STAR**® and (2) share their data with BOMA International in the ENERGY STAR online portfolio manager.

To share your data with BOMA International, have your ENERGY STAR administrator 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.

*When submitting multiple buildings, all buildings must benchmark with ENERGY STAR and include **each** building’s Statement of Energy Performance.

- Energy Star Score: Below 74: 4 points
- Energy Star Score: 75 – 84: 6 points
- Energy Star Score: 85 – 94: 8 points
- Energy Star Score: 95+: 10 points

*For multiple buildings, use weighted average by square footage.

Canadian Entrants must obtain a **BOMA BEST** certification. Each Entrant must complete the following: (1) provide a copy of the certification received in the current year that shows the level of certification.

- BOMA BEST Bronze: 4 points
- BOMA BEST Silver: 6 points
- BOMA BEST Gold: 8 points
- BOMA BEST Platinum: 10 points

European Entrants will be required to obtain a BREEAM Award from BREEAM (BRE Environmental Assessment Method). The BREEAM Awards recognizes and reward those involved in the design and construction of the highest scoring buildings certified under BREEAM that describe a building’s environmental performance.

- BREEAM Score: 30 – 54: 4 points
- BREEAM Score: 55 – 69: 6 points
- BREEAM Score: 70 – 84: 8 points
- BREEAM Score: 85+: 10 points

The BREEAM Europe Commercial scheme can be used to assess the environmental impacts of a commercial building in Europe. For the purposes of BREEAM, Europe is defined as follows;

- Any member state of the European Union which includes the Republic of Ireland where it is not appropriate to use a UK scheme.
- EFTA Member States i.e. Iceland, Norway and Switzerland
- Current EU candidates: Turkey, Croatia and Macedonia

- Others: Albania, Belarus, Bosnia & Herzegovina, Moldova, Montenegro, Serbia and Ukraine

ENERGY CONSERVATION (CONTINUED)

8b. Building Staff/Tenant Education 5 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 BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Best Practices, pursuing industry certification and professional development programs.

8c. Building Operations and Maintenance 5 points

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

Provide a description of the steps taken to improve the energy performance of your building over the last three years.

8d. Building EMS Monitoring 5 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 improve performance.

Maximum of 1,750 words

A maximum of 3 PDF attachments allowed for this section. One of the three attachments should include The Statement of Energy Performance and/or the BOMA BEST® Certificate and/or approved comparable energy rating verification (for buildings outside continental US).

WATER CONSERVATION – 10 POINTS

Water is a precious resource. When buildings use large volumes of water, this can result in high maintenance and life-cycle costs for building operations. Using water efficiently can reduce operating costs, through lower water usage, less chemicals, and less energy. Describe your water management program. This should include consideration of the following: Controlling storm water runoff, plumbing fixtures used (toilet, sinks etc), programs to eliminate or reduce the use of potable water required for landscape irrigation, programs to reduce water and sewer requirements for cooling towers and sub-metering to conserve water. Quantify any savings in dollars saved and reduction of water consumption from the use of water efficient programs. **5 pts**

What percentage of toilets/closets are water efficient (use 1.6 gal or less)? What is a new installation or renovation? Why was this important for your company to install these fixtures? **1 pt**

What percentage of faucets that are water efficient? What is a new installation or renovation? Why was this important for your company to install these fixtures? **1 pt**

Innovation water management strategies/applications such as hands free faucets, waterless urinals, public/private partnership programs, green roofs, indigenous **landscaping**. **3 pts**

Maximum of 1,750 words

A maximum of 1 PDF attachment allowed for this section.

PORTFOLIO SPECIFICATIONS: EARTH CATEGORY

INTERIOR FINISH – 10 POINTS

There is a great opportunity to reuse existing building materials and space when remodeling common areas or tenant occupied areas. The Property Management team may have control over product selection in common areas however it's the tenant or occupant who has control over those choices within their space. What does the property management team do to encourage the use of environmentally friendly products? Written document can include manufacturer information.

a. Provide written documentation and (1) photograph of building common areas space that has recently been built or remodeled. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, etc. **3 pts**

b. Provide written documentation and (1) photograph of tenant space that has recently been built or remodeled for a new tenant or renewal. The documentation should prove that the materials used were environmentally safe products such as low VOC paints, carpet squares, recycled wallpapers, certified wood door products, flooring products, etc. If the tenant space was recently remodeled, please provide proof that at least 10% of the existing office space was reused – such as doors, door hardware, walls, fixtures, HVAC, smoke and fire systems, built-ins, restrooms, etc. **3 pts**

c. The purchase of local materials support local industry and reduces transportation costs from transporting products long distances across the country. Tell us about local vendors and product lines your building supports. **3 pts**

d. How is construction waste recycled? Provide percentage of materials recycled. **1 pts**

A maximum of 2 JPEGs and 2 PDF attachments allowed for this section.

GREEN PURCHASING POLICY – 5 POINTS

Describe any policies or programs you have established for purchasing "green" products – those that have reduced impact on the environment. This should include consideration of the following: • Procurement policy outlining preferential buying of "green products"

- Product selection criteria
- Use of recycled products

Maximum of 600 words

No attachments allowed for this section.

OCCUPANT COMMUNICATION/EDUCATION – 5 POINTS

Identify means by which occupants receive information to support Management's overall efforts to protect and improve the indoor and outdoor environments. Also, provide information as to how Management may encourage alternate means of transportation and any incentives as a result thereof. This should include consideration of the following:

- Staff and occupant education/seminars
- E-mail
- Meetings, newsletters
- Corporate and property level Web page and Internet Web sites
- Public transportation, park and ride, bus stop
- Bicycle storage to include changing and shower facilities
- Carpooling incentives
- Partnership with local city government commuter sponsored programs
- Alternate fuel vehicles - preferred parking incentives

Maximum of 600 words

A maximum 3 PDF attachments allowed for this section.

COMMUNITY IMPACT – 10 POINTS

- Provide a written description of 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.
- In addition, please describe 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.

NOTES: Please indicate services that relate to the community and not to the tenants. Entrants may also include a maximum of three PDF attachments reflecting the events being described such as posters, flyers, newsletters and charity acknowledgement letters. No JPEGs will be accepted.

Maximum of 1,800 words

CASE STUDY – 5 POINTS

By providing a case study of a building project that was implemented to reduce environmental risk or improve energy efficiency, you can obtain five additional points. The case study should include why this project was implemented, the steps involved with implementation, the benefits derived by the building, staff, tenants, owners and/or local community and how this project is managed to ensure continued benefits. The case study should also profile the projects economic and environmental benefits and relate to at least one of the Earth Award portfolio specifications above.

This case study may be used by BOMA International in materials for program such as the BOMA Energy Efficiency Program (BEEP) and may be shared with others in the industry to demonstrate best practices in the industry.

The name of the building or the property management company name must be provided in the case study as well as a point of contact should future questions arise regarding this case study.

**One PDF attachment allowed for this section.
Maximum of 600 words**

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.

BOMA International cannot be held responsible for any lost, stolen, deleted or damaged entry portfolios or associated materials.



Building Owners and Managers Association (BOMA) International

The Building Owners and Managers Association (BOMA) International is a federation of 91 BOMA U.S. associations and 17 BOMA international affiliates. Founded in 1907, BOMA represents the owners and managers of all commercial property types including nearly 10 billion square feet of U.S. office space that supports 3.7 million jobs and contributes \$205 billion to the U.S. GDP. Its mission is to advance the interests of the entire commercial real estate industry through advocacy, education, research, standards and information. Find BOMA online at www.boma.org.

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