



PRIX BOMA AWARDS  
2025 | 2026



## A TRADITION OF EXCELLENCE

THE BOMA AWARDS PROGRAM  
IS THE MOST PRESTIGIOUS AND  
COMPREHENSIVE PROGRAM OF  
ITS KIND IN THE REAL ESTATE  
INDUSTRY, RECOGNIZING QUALITY  
OF BUILDINGS AND AWARDING  
EXCELLENCE IN BUILDING  
MANAGEMENT.

Participate and seize this  
opportunity to shine at the local,  
national and international level.

Deadline for submissions :  
**March 27, 2025**



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## A TRADITION OF EXCELLENCE

### THE OUTSTANDING BUILDING OF THE YEAR

2025-2026  
ENTRY REQUIREMENTS

## OFFICE BUILDING CATEGORIES

- CORPORATE FACILITY
- HISTORICAL BUILDING
- MEDICAL OFFICE BUILDING
- LIFE SCIENCE BUILDING
- SUBURBAN OFFICE (LOW-RISE)
- SUBURBAN OFFICE (MID-RISE)
- 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

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<b>15</b>	Section 6: up to 30 points Tenant/occupant relations and community involvement



## CATEGORY DESCRIPTIONS

**NOTE:** All buildings with at least 50% office area are eligible except 1) Life Science which requires 30% lab space and has no minimum office requirement, and 2) Medical which no longer has a minimum office requirement beginning with the 2024 Awards cycle.

\*Total Rentable Area of the building as per BOMA Measurement Standards and/or another pre-approved standard.

### CORPORATE FACILITY

All buildings must be a single-use facility at least 50% occupied by the corporate entity—including government agencies and private enterprises.

### LIFE SCIENCE BUILDING(S)

One or more buildings managed by the same management company. The single building and/or campus must be at least 50% leased and occupied by life science tenants with a minimum of 30% lab rentable square footage area. Life science tenants shall be defined as those tenants specializing in chemistry, biochemistry, pharmacology, cell biology, genetics, immunology, microbiology, molecular biology, and agricultural technology.

### 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.

### MEDICAL BUILDING

All buildings must be at least 75% related to medical use. This includes areas for physicians, their staff, and patient care. Additional uses may include ambulatory surgery centers, clinical labs (such as catheterization labs), imaging, physical therapy, rehabilitation clinics, prosthetics centers, and pharmacies. The building can be located on or off a hospital campus or within a research area. Patient stays must be less than 24 hours (but could occur within any 24-hour period).

### 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 12 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.

### OFFICE BUILDING SQUARE FOOTAGE 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

**NOTE:** Suburban Office Parks comprised of low and mid-rise buildings must submit under the Mid-Rise category.



## ELIGIBILITY REQUIREMENTS

### BELOW OUTLINES THE REQUIREMENTS FOR TOBY PARTICIPATION:

1. All buildings competing at the Regional and International level must be BOMA 360- designated.
2. 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.
3. 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).
4. 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 local, regional and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
5. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2023 are not eligible to compete until 2028 and awarded in 2029). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
6. The building must be actively leased and occupied for at least one full year from the date of the active leased first day of business of the first tenant by June 15, 2024 with a minimum of 12 months of building operations.
7. At least 50% of a building's space must be used as office space to be considered in any of the (10) ten office building categories except for 1) Life Science which at least 50% of the tenant base must be life science, and at least 30% of the life science square footage must be dedicated to lab space and 2) Medical which must be at least 75% related to medical use.
8. Each building may enter in only one category.



ELIGIBILITY REQUIREMENTS

9. All Entrants are required to provide the following:
  - A Provide a copy of the Statement of Energy Performance generated from ENER-GYSTAR® in the past 12 months. This is a mandatory requirement and omitting this step or uploading an alternate document may result in disqualification. The property does not have to be EnergyStar rated, but must submit a copy of report (including Life Science and Mixed- Use) with verifying engineer’s stamp if score is 75 or above.



It is no longer a requirement to share your EnergyStar data with BOMA International, but you do need to have your Statement of Energy Performance signed and stamped by an engineer to receive points if the score is greater than 75, otherwise your entry will receive the baseline score of 3.

10. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company, and the buildings are managed as a single entity and not within a suburban office park. All entries must disclose whether their entry is a single building or multiple buildings under the Building Operations and Management section.
11. For any building that enters the competition at the local and regional level that may encounter a change in management and/or ownership and wins at the International level, the award will be presented to the management company/owner at the time of the original entry.

**All participants** are required to obtain a BOMA BEST® **Sustainable Buildings** certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

## MANDATORY ON-SITE BUILDING INSPECTION

In-person 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 mandatory items must be inspected during the building inspection:**

- a. Entrance/Mail Lobby
- b. Security/Life Safety
- c. Management Office
- d. Elevators
- e. Multi-Tenant Corridors
- f. Restrooms
- g. Stairwells
- h. Typical Tenant Suite (if applicable to building category)
- i. Life Science: Include 1 or 2 Lab Spaces
- j. Central Plant/Engineering Office
- k. Equipment Rooms/Service Areas
- l. Roof
- m. Parking Facilities (only if Owner/Agent Operated)
- n. Landscaping/Grounds
- o. Trash/Refuse Removal and Loading Docks
- p. Tenant Amenities

The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

1. Evidence of Evacuation Drills conducted within past 12 months.  
**NOTE:** Drills can be silent if applicable.
2. Regular Financial Reports/Accounting Software Used
3. Standard Operating Procedure (SOP) Manual/ Documentation of Standard Operating Procedures
4. Purchase Policies
5. Preventative Maintenance Manual
6. BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification) as provided by a measurement consultant.

Entrant should receive TOBY Building Inspection Verification form by their local BOMA or affiliated International affiliate organization. Any entry without an Inspection Verification form with their Regional submission will be disqualified.

## ENTRY FEES

**A \$1,000.00 entre fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (included 2 tickets for the Gala Evening).**

### **BOMA 360 Performance Building Program Fee**

BOMA 360 designation is required at the Regional and International levels of the TOBY Awards competition and must be valid through June of the year in which they are competing (06/30/24 for 2025).

Initial application and renewal of BOMA 360 is \$995.00 for members and must be renewed every three years.

**NOTE:** All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec's website. Submissions must be entered on the BOMA Québec's website no later than **March 27, 2025 at 5 p.m.** Any delay will result in a five (5) point deduction/per day of delay.

All fees are non-refundable.

### **Regional and International TOBY Entry Fees**

Entry fees will be paid to BOMA International and BOMA Canada for each submission entering the Regional (National) competition. Fees are broken down as follows:

1. A fee of \$995 CAD will be paid to BOMA Canada for each submission at the time of registration with BOMA Canada.
2. A fee of \$450 USD will be paid to BOMA International for each submission entering the TOBY regional competition. These fees will be collected once the entry has been completed and the "Submit" button has been pressed. No additional fees are collected for the International competition.

**NOTE:** All entries must be submitted, and fees received prior to your region's submission deadline to compete. Fees are non-refundable.





JUDGING / DATA / DEADLINES

*Judging will occur during the months of March and April 2025.*

<b>As soon as possible</b>	Registration
<b>March 27, 2025</b>	Deadline for submissions at 5 p.m.
<b>April 2025</b>	Evaluation of submissions and building visits
<b>May 15, 2025</b>	BOMA Québec Awards Gala at Le 9e
<b>July 15, 2025</b>	National registration, entry fees and formal entry to be received by BOMA Canada
<b>August 2025</b>	Judging at the national level will occur.
<b>September 17, 2025</b>	Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2025 in Halifax, Nova Scotia
<b>January 2026</b>	Winners of BOMA Canada 2025 National TOBY Awards may be eligible to advance to the 2026 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.
<b>April 2026</b>	Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)
<b>April/May 2026</b>	Judging at the International level will be arranged by BOMA International in Washington, D.C.
<b>June 2026</b>	Competition results and awards for the International winners will be presented at the International Awards Gala during the 2026 BOMA International Conference & Expo®.

UNIVERSAL PORTFOLIO  
REQUIREMENTS

PHOTOGRAPH REQUIREMENTS

- File Type: Hi-Resolution JPEG compressed
- Maximum File Size: 2 MB
- Do not use photograph collages (Only single images)

SUPPORTING DOCUMENT REQUIREMENTS

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5 MB

DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS

- Maximum word count is specified for each section

**NOTE:**

- Descriptive/summary text must be entered in a single document.
- Identify what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

Each section is limited to as specified number 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.



## SUBMISSION REQUIREMENTS

### SECTION 0: BUILDING INFORMATION

0 points

#### BUILDING DETAILS:

Enter the following information in the portal section:

Number of floors in the building

BOMA Certified Total Building Area Square Footage

BOMA Certified Office Rentable Area Square Footage

Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas).

Year Constructed or Open

#### 0.1 Describe the following:

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

*Maximum of 350 words*

#### ATTACH THE FOLLOWING:

0.2 **TOBY Inspection Verification Form** provided by local BOMA association and signed by a local TOBY judge.

#### 0.3 Attach the following photographs of your building(s):

- a. 2 Exterior with one showing surrounding grounds and one showing the entire building.
- b. 2 Interior (lobby and hallways)
- c. 2 Standard tenant area
- d. 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
- e. 3 Additional photographs, the subject matter of which is the entrant's choice
- f. 1 photograph of the management team

#### 0.4 Attach the following Awards Ceremony Photographs:

- a. In addition to the competition photos, all regional and International 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.
- b. Also, a photograph (JPEG) of the management team (minimum 300 dpi, 750 pixels wide or larger) responsible for daily management of the building(s) is required.

*Total of 13 attachments required*



## SUBMISSION REQUIREMENTS

### SECTION 1: BUILDING OPERATIONS & MANAGEMENT

5 points

#### 1.1 Describe the following:

This section is designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international level does not include a physical inspection of the building(s) and property.

- a. Lobby/Atrium Standard finishes (Mixed- Use: One per entity, lobby up to 3)
- b. Corridor Standard Finishes
- c. Restroom Standard Finishes
- d. Typical Tenant Suite Standard Finishes (Mixed-use: 2 Suites from different entities)
- e. Life Science: Typical Lab Tenant Suite (Lab to office ratio)
- f. Utility Distribution
- g. HVAC Distribution System
- h. Fire Life Safety Systems
- i. Loading Dock
- j. Tenant/Visitor Parking (Separate Descriptions)
- k. Emergency Generator/Backup Power
- l. List of awards with name of award and date; This list should match the items uploaded in this section

**Maximum of 2,000 words**

#### 1.2 Attach the following:

- a. Full floor plans, with tenant layouts, showing all areas of your building
- b. Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
- c. Documentation of BOMA floor measurement standard-type used in section of lease where the BOMA floor measurement standard is referenced, or other documentation, such as a sample lease document or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used.
- d. Description and copies of any specific certifications and/or awards that have been achieved. (Optional)

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

**Total of 3 attachments required  
(Up to 4 attachments allowed)**

**SUBMISSION REQUIREMENTS**

**SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT**

15 points

**DESCRIBE THE FOLLOWING:**

- 2.1 **Describe procedures and programs for life safety, fire, and disaster preparedness. Separate for each section.**
- a. Include Training for property management, staff, and tenants, for each life safety policy, as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished. Summarize your business continuity plan and if drills are conducted, how they are documented and communicated.

- 2.2 **Describe policies and procedures for security standards**
- a. Include training for security standards for property management, staff, and tenants.
- 2.3 **Explain how the building monitors activities in common areas.**
- 2.4 **Explain how the building controls entry into the building, especially during non-business/non-peak hour.**
- 2.5 **Life Science Entrants: Describe procedures for insuring tenant compliance with chemical control areas.**

*Maximum of 2,000 words*

**SECTION 3: TRAINING AND EDUCATION**

15 points

**NOTE:** Training for building personnel can be in person or virtually. Delivery options include face-to-face, virtual online courses, in-house training, classroom instruction, or staff meetings. Participation in BOMA-sponsored training (in-person and virtual can also be considered).

**DESCRIBE THE FOLLOWING FOR EACH TEAM MEMBER:**

- 3.1 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.
- 3.2 Management team participation in BOMA-sponsored (local, regional, or international) events or international affiliate-sponsored events within the last 12 months (if applicable).
- 3.3 Training for both on-site and off-site building personnel dedicated to the property.

- 3.4 List of any management team industry certifications, degrees, or industry training
- 3.5 Describe team building activities which may include staff meetings, joint education, BOMA events, other events, etc.

*Maximum of 1,800 words*

**ATTACH THE FOLLOWING:**

- 3.6 Organization Chart for property personnel.

*Total of 1 attachment required*

**SUBMISSION REQUIREMENTS**

SECTION 4: ENERGY

20 points

**IMPORTANT:** All Entrants from all countries are required to utilize the ENERGY STAR® Portfolio Manager to measure their current rating in ENERGY STAR® and provide the Statement of Energy Performance report generated from ENERGY STAR® and/or an Official Letter from EPA or ENERGY STAR® Certificate of Achievement. Canadian Entrants must also provide the BOMA BEST certificate or letter.

**COMPLETE THE FOLLOWING:**

**4.1 Benchmarking and Performance Rating (6 Points)**

- a. ENERGY STAR Score
- b. Entrants will also be scored based on their ENERGY STAR SEP generated within the last 12 months:
- c. Score < 75: 3 Points
- d. Score 75-84: 4 Points
- e. Score 85-90: 5 Points
- f. Score >90: 6 points

**NOTE:** Verifying engineer’s signature and stamp is required for scores 75 or greater SEP’s without stamps will receive 3 points regardless of score shown on SEP.

\* For multiple buildings, use weighted average by square footage and provide analysis for the score.

**DESCRIBE THE FOLLOWING:**

**4.2 Describe ENERGY STAR score and efforts to increase the score, both historic and future (3 Points)**

**4.3 Building Staff/Tenant Education (2 Points)**

- a. 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 conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

**4.4 Building Operations and Maintenance (3 Points)**

- a. Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed:
- b. Preventative maintenance programs
- c. System documentation including reporting, annual testing results, etc.
- d. Equipment and system performance monitoring
- e. Sensor and control calibration

**4.5 Energy Performance Results (3 Points)**

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

**4.6 Building EMS Monitoring (3 Points)**

- a. Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building’s energy consumption. Provide measurable results demonstrating reduction in energy and improved performance.

*Maximum of 2,000 words*

**4.7 Attach the following:**

- a. 1 ENERGY STAR Statement of Energy Performance (SEP) – Must be an official ENERGY STAR SEP, failure to provide will result in disqualification. THE SEP must be stamped by an engineer if the score is greater than 75.
- b. Canadian Entrants must also provide the BOMA BEST certificate or letter
- c. Charts or graphs outlining results. (Optional)

**1 attachment required;  
2 attachments for Canadian Entrants;  
1 Optional attachment**

## SUBMISSION REQUIREMENTS

### SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS

15 points

NOTE: 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.

#### DESCRIBE THE FOLLOWING:

##### 5.1 Environmental (4 Points)

- a. Describe the policies and procedures in place at the building. This may include accessibility for people with disabilities, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, refrigerant management and legionella testing and management, emergency clean up, blood-borne pathogen program, pandemic preparedness, and tenant environmental management and compliance.
- b. Provide the building's exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs affecting IAQ and/or any other environmental management programs.
- c. Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.
- d. Life Science: Describe systems and procedures required by the lab environment and how they are monitored and/or controlled by building management including air quality, hazardous waste removal, chemical storage, and water requirements.

##### 5.2 Sustainability (3 Points)

- a. 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.

##### 5.3 Waste (4 Points)

- a. Describe your building's waste reduction management work plan and source separation program.
- b. When applicable include:
  - I. Collection of organic waste
  - II. Collection of recycled paper, metal cans, glass, plastic containers, and cardboard, lamp recycling, plus any other recyclables
  - III. Facilities diversion rate
  - IV. Educational training for occupants, custodians, and general public.
  - V. Organizational statement for continuous improvement in the reduction and diversion of waste streams
  - VI. Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events.
  - VII. Future plans to increase recycling levels, including organics composting to reduce the waste generated.

##### 5.4 Health & Wellness (4 Points)

- a. Describe policies implemented to create healthy work environments for employees and tenants and to promote health in the community.
- b. Describe wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.
- c. Describe building features that address the health and wellbeing of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.
- d. Describe your pandemic plan. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

*Maximum of 3,000 words*

**SUBMISSION REQUIREMENTS**

**SECTION 6: TENANT/OCCUPANT RELATIONS & COMMUNITY INVOLVEMENT**

30 points

**NOTE:** 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.

**DESCRIBE THE FOLLOWING:**

**6.1 Tenant and Occupant Relations (15 Points)**

- a. Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.
- b. 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.
- c. Tenant amenities available such as health facilities, childcare, and food service.
- d. Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and actions management took to share results and alleviate concerns and/or problems.

**6.2 Community Involvement (15 Points)**

- a. 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.), health and wellness initiatives, 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.
- b. 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 the entrance can describe how the onsite management team personally participated or how it affected the property.
- c. Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within the past 12 months. Include the date of the activity.
- d. Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as the police department, fire department, special improvement districts, and public works. Include the date of the activity.

**6.3 Attach the following:**

- a. 3 Appreciation letters from the tenant or public
- b. 2 Newsletters
- c. 1 Copy of tenant/occupant survey (if applicable).
- d. 1 Tenant communications piece from the property management team
- e. 3 Photographs reflecting the tenant events being described.
- f. 1 Table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)
- g. 3 Attachments reflecting the community events being described such as posters, flyers, newsletters, and charity acknowledgement letters. (Optional)

**Total of 10 attachments required  
- 4 optional - TOTAL 14 attachments**

**Maximum of 4,000 words**



PRIX BOMA AWARDS  
2025 | 2026

## A TRADITION OF EXCELLENCE

### THE OUTSTANDING BUILDING OF THE YEAR

2025-2026  
ENTRY REQUIREMENTS

## INDUSTRIAL CATEGORIES

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26	Section 6: <i>up to 30 points</i> Tenant/occupant relations and community involvement



## CATEGORY DESCRIPTIONS

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

## ELIGIBILITY REQUIREMENTS

BELOW OUTLINES THE REQUIREMENTS FOR TOBY PARTICIPATION:

1. All buildings competing at the regional level must be BOMA 360-designated. The BOMA 360 designation must extend through June 30th of the competition year.
2. 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.
3. 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).
4. 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 local, regional and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
5. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2023 are not eligible to compete until 2028 and awarded in 2029). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
6. The building must be actively leased and at least 50% occupied for at least one full year from the date of the active leased first day of business of the first tenant by June 15, 2024 with a minimum of 12 months of building operations.
7. Buildings submitted in the Industrial category must have more than 5% and less than 50% office area as measured by BOMA standards.
8. Each building may enter in only one category.

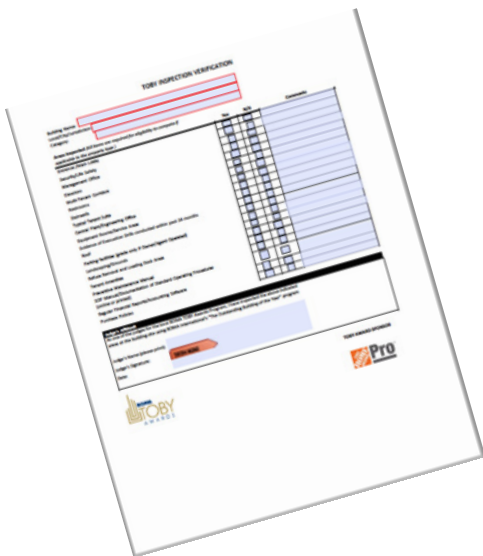
**ELIGIBILITY REQUIREMENTS**

9. All entrants are required to provide the following:
  - A. Provide a copy of the Statement of Energy Performance generated from ENERGYSTAR® in the past 12 months. This is a mandatory requirement and omitting this step or uploading an alternate document may result in disqualification. The property does not have to be EnergyStar rated, but must submit a copy of report (including Life Science and Mixed- Use) with verifying engineer's stamp if score is 75 or above.



- B. TOBY Inspection Verification Form (Provided by your BOMA Local, required at the Regional level).

**\* MUST BE SIGNED BY A LOCAL JUDGE**



Any entry that does not include both A and B will not be eligible to compete at the International level.

10. It is no longer a requirement to share your EnergyStar data with BOMA International, but you do need to have your Statement of Energy Performance signed and stamped by an engineer to receive points if the score is greater than 75, otherwise your entry will receive the baseline score of 3.
11. 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 an industrial office park. All entries must disclose whether their entry is a single building or multiple buildings under the Buildings Standards section.
12. 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.

**ADDITIONAL REQUIREMENTS FOR NON-U.S. ENTRIES:**

**Canadian Entrants** are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

**Other International Entrants** should contact BOMA International regarding any questions on energy performance benchmarking requirements.

## MANDATORY ON-SITE BUILDING INSPECTION

In-person 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 mandatory items must be inspected during the building inspection:

1. Entrance
2. Typical Tenant Suite (If applicable)
3. Equipment Room/Service Areas (electrical rooms, FLS room, etc)
4. Roof
5. Parking Log
6. Landscaping/Grounds
7. Truck Court & Loading Dock Area
8. Tenant Amenities (if applicable)

The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

1. Evidence of Evacuation Drills conducted within past 12 months. NOTE: Drills can be silent if applicable.
2. Regular Financial Reports/Accounting Software Used
3. Standard Operating Procedure (SOP) Manual/ Documentation of Standard Operating Procedures
4. Purchase Policies
5. Preventative Maintenance Manual
6. BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification) as provided by a measurement consultant.

Entrant should receive TOBY Building Inspection Verification form by their local BOMA or affiliated International affiliate organization. Any entry without an Inspection Verification form with their Regional submission will be disqualified.

## ENTRY FEES

**A \$1,000.00 entre fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (included 2 tickets for the Gala Evening).**

### **BOMA 360 Performance Building Program Fee**

BOMA 360 designation is required at the Regional and International levels of the TOBY Awards competition and must be valid through June of the year in which they are competing (06/30/24 for 2024).

Initial application and renewal of BOMA 360 is \$995.00 for members and must be renewed every three years.

**NOTE:** All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec's website. Submissions must be entered on the BOMA Québec's website no later than March 27, 2025 at 5 p.m. Any delay will result in a five (5) point deduction/per day of delay.

All fees are non-refundable.

### **Regional and International TOBY Entry Fees**

Entry fees will be paid to BOMA International and BOMA Canada for each submission entering the Regional (National) competition. Fees are broken down as follows:

1. A fee of \$995 CAD will be paid to BOMA Canada for each submission at the time of registration with BOMA Canada.
2. A fee of \$450 USD will be paid to BOMA International for each submission entering the TOBY regional competition. These fees will be collected once the entry has been completed and the "Submit" button has been pressed. No additional fees are collected for the International competition.

**NOTE:** All entries must be submitted, and fees received prior to your region's submission deadline to compete. Fees are non-refundable.

## JUDGING / DATA / DEADLINES

**Judging will occur during the months of March and April 2023.**

<b>As soon as possible</b>	Registration
<b>March 27, 2025</b>	Deadline for submissions at 5 p.m.
<b>April 2025</b>	Evaluation of submissions and building visits
<b>May 15, 2025</b>	BOMA Québec Awards Gala at Casino de Montréal
<b>July 15, 2025</b>	National registration, entry fees and formal entry to be received by BOMA Canada
<b>August 2025</b>	Judging at the national level will occur.
<b>September 17, 2025</b>	Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2025 in Halifax, Nova Scotia
<b>January 2026</b>	Winners of BOMA Canada 2025 National TOBY Awards may be eligible to advance to the 2026 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.
<b>April 2026</b>	Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)
<b>April/May 2026</b>	Judging at the International level will be arranged by BOMA International in Washington, D.C.
<b>June 2026</b>	Competition results and awards for the International winners will be presented at the International Awards Gala during the 2026 BOMA International Conference & Expo®.

## UNIVERSAL PORTFOLIO REQUIREMENTS

### PHOTOGRAPH REQUIREMENTS

- File Type: Hi-Resolution JPEG compressed
- Maximum File Size: 2 MB
- Do not use photograph collages (Only single images)

### SUPPORTING DOCUMENT REQUIREMENTS

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5 MB

### DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS

- Maximum word count is specified for each section

#### **NOTE:**

- Descriptive/summary text must be entered in a single document.
- Identify what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

Each section is limited to as specified number 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.

## SUBMISSION REQUIREMENTS

### SECTION 0: BUILDING INFORMATION

0 points

#### BUILDING DETAILS:

- Enter the following information in the portal section:
- Number of floors in the building
- BOMA Certified Total Building Area Square Footage
- BOMA Certified Office Rentable Area Square Footage
- Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas).
- Year Constructed or Open

#### DESCRIBE THE FOLLOWING:

- 0.1 **Building Description:** Provide a summary of the physical description of the building(s), property, and location. Include information about the exterior including type of façade, windows, roof, clear-height, etc.

*Maximum of 350 words*

#### ATTACH THE FOLLOWING:

- 0.2 **TOBY Inspection Verification Form** (provided by local BOMA association and signed by a local TOBY judge.)

0.3 **Attach the following photographs of your building(s):**

- a. 2 Exterior of the building(s)
- b. 2 Rear exterior of the building(s)
- c. 1 Interior of the office
- d. 1 Interior of the warehouse
- e. 2 Additional photographs, the subject matter of which is the entrant's choice

0.4 **Attach the following Awards Ceremony Photographs:**

In addition to the competition photos, all regional and International 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.

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

*Total of 11 attachments required*

## SUBMISSION REQUIREMENTS

### SECTION 1: BUILDING OPERATIONS & MANAGEMENT

5 points

This section is designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international level does not include a physical inspection of the building(s) and property.

#### 1.1 Describe the following:

- a. Typical Tenant Suite Standard Finishes to include details of restroom, break room, office
- b. Utility Distribution
- c. HVAC Distribution System
- d. Fire Life Safety Systems
- e. Loading Dock(s)/Truck court depth
- f. Parking. Describe parking ratio.
- g. List of awards with name of award and date; This list should match the items uploaded in this section
- h. Describe proximity to highways and interstate transportation network.

*Maximum of 2,000 words*

#### 1.2 Attach the following:

- a. Space plan of a typical tenant buildout.
- b. Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
- c. Copy of any certifications and/or awards that have been achieved. (Optional)

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

**Total of 2 attachments required  
- Up to 3 attachments allowed**

### SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT

15 points

Describe the following:

#### 2.1 Describe procedures and programs for life safety, fire, and disaster preparedness. Separate for each section.

- a. Include Training for property management, staff, and tenants, for each life safety policy, as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished. Summarize your business continuity plan and if drills are conducted, how they are documented and communicated.

#### 2.2 Describe policies and procedures for security standards

- a. Include training for security standards for property management, staff, and tenants.

#### 2.3 Explain how the building monitors activities in common areas.

*Maximum of 2,000 words*

## SUBMISSION REQUIREMENTS

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### SECTION 3: TRAINING AND EDUCATION

15 points

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**NOTE:** Training for building personnel can be in person or virtually. Delivery options include face-to-face, virtual online courses, in-house training, classroom instruction, or staff meetings. Participation in BOMA-sponsored training (in-person and virtual can also be considered).

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#### DESCRIBE THE FOLLOWING FOR EACH TEAM MEMBER:

- 3.1 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.
- 3.2 Management team participation in at least one BOMA-sponsored (local, regional, or international) event or international affiliate-sponsored event within the last 12 months (if applicable).
- 3.3 Training for both on-site and off-site building personnel dedicated to the property.
- 3.4 List of any management team industry certifications, degrees, or industry training
- 3.5 Describe team building activities which may include staff meetings, joint education, BOMA events, other events, etc.

**Maximum of 1,800 words**

- 3.6 **Attachment the following:**
  - a. Organization Chart of property personnel.

**Total of 1 attachments required**

## SUBMISSION REQUIREMENTS

### SECTION 4: ENERGY

20 points

**IMPORTANT:** All Entrants from all countries (where applicable) are required to utilize the ENERGY STAR® Portfolio Manager to measure their current rating in ENERGY STAR® and provide the Statement of Energy Performance report generated within the last 12 months from ENERGY STAR® (stamped by a verifying engineer IF THE SCORE IS 75 OR GREATER.)

Canadian Entrants must also provide the BOMA BEST certificate or letter. Any entrant that does not complete this step will not be eligible to compete at the Regional or International Level.

If the SEP is not signed and stamped, entrant will only receive 3 points.

#### COMPLETE THE FOLLOWING:

#### 4.1 Benchmarking and Performance Rating (6 Points)

ENERGY STAR Score

Entrants will also be scored based on their ENERGY STAR SEP generated within the last 12 months:

**Score < 75: 3 Points**

**Score 75-84: 4 Points**

**Score 85-90: 5 Points**

**Score >90: 6 points**

#### **NOTE:**

Verifying engineer's signature and stamp is required for scores 75 or greater SEP's without stamps will receive 3 points regardless of score shown on SEP.

\* For multiple buildings, use weighted average by square footage and provide analysis for the score.

#### DESCRIBE THE FOLLOWING:

#### 4.2 Describe ENERGY STAR score and efforts to increase the score, both historic and future (4 points)

#### 4.3 Building Staff/Tenant Education (3 Points)

- a. 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 conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

#### 4.4 Building Operations and Maintenance (4 Points)

- a. Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed
- b. Preventative maintenance programs
- c. System documentation including reporting, annual testing results, etc.

#### 4.5 Energy Performance Results (3 Points)

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

**Maximum of 2,000 words**

#### 4.6 Attach the following:

- a. ENERGY STAR Statement of Energy Performance (SEP) – Must be an official ENERGY STAR SEP, failure to provide will result in disqualification. THE SEP must be signed and stamped by an engineer if score is 75 or greater.
- b. Canadian Entrants must also provide the BOMA BEST certificate or letter
- c. Charts or graphs outlining results. (Optional)

**Total of 1 attachment required  
(2 required for Canadian entrants),  
1 optional attachment**



## SUBMISSION REQUIREMENTS

SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS

15 points

### DESCRIBE THE FOLLOWING:

#### 5.1 Environmental (4 Points)

- a. Describe the policies and procedures in place at the building. This may include accessibility for people with disabilities, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, refrigerant management and legionella testing and management, emergency clean up, blood-borne pathogen program, pandemic preparedness, and tenant environmental management and compliance.
- b. Provide the building's exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs affecting IAQ and/or any other environmental management programs.
- c. Include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

#### 5.2 Sustainability (3 Points)

- a. Describe the policies and procedures in place at the building. This may include stormwater management, green-friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, 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.

#### 5.3 Waste (4 Points)

- a. Describe your building's waste reduction management work plan and source separation program and how management is encourage participation – tenant-led programs assisted by management can be included.
- b. When applicable include:
  - I. Collection of organic waste
  - II. Collection of recyclable paper, metal cans, glass, plastic containers, and cardboard, lamp recycling, plus any other recyclables
  - III. Facilities diversion rate
  - IV. Educational training for occupants, custodians, and general public.
  - V. Organizational statement for continuous improvement in the reduction and diversion of waste streams
  - VI. Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events.
  - VII. Future plans to increase recycling levels, including organics composting, to reduce the waste generated

#### 5.4 Health & Wellness (4 Points)

- a. Describe policies implemented to create healthy work environments for employees and tenants and to promote health in the community.
- b. Describe wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.
- c. Describe building features that address the health and well-being of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.
- d. Describe your pandemic plan. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

*Maximum of 3,000 words*

## SUBMISSION REQUIREMENTS

### SECTION 6: TENANT/OCCUPANT RELATIONS & COMMUNITY INVOLVEMENT

30 points

**NOTE:** 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.

#### DESCRIBE THE FOLLOWING:

#### 6.1 Tenant and Occupant Relations (15 Points)

- a. Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.
- b. 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.
- c. Tenant amenities available such as health facilities, childcare and food service.
- d. Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and actions management took to share results, and alleviate concerns and/or problems.
- e. An explanation of the major findings and the actions management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and "popular" procedures and activities were maintained.

#### 6.2 Community Involvement (15 Points)

- a. 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.), health and wellness initiatives, 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.
- b. 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 or how it affected the property.
- c. The building's compatibility with neighboring properties and how the building affects traffic. (Optional)

#### 6.3 Attach the following:

- a. 3 Appreciation letters from the tenant or public
- b. 2 Newsletters
- c. 1 Copy of the summarized results from your most recently completed tenant/occupant survey (if applicable).
- d. 1 Tenant communications piece from the property management team
- e. 3 Photographs reflecting the tenant events being described.
- f. 1 Table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)
- g. 3 attachments reflecting the community events being described such as posters, flyers, newsletters, and charity acknowledgement letters. (Optional)

**Total of 10 attachments required  
- 4 optional - TOTAL 14 attachments**

**Maximum of 1,800 words**



PRIX BOMA AWARDS  
2025 | 2026

A TRADITION OF EXCELLENCE

THE OUTSTANDING  
BUILDING OF THE YEAR

2025-2026  
ENTRY REQUIREMENTS

## MIXED-USE & PUBLIC ASSEMBLY CATEGORIES

### TABLE OF CONTENT:

<b>28</b>	<b>1. CATEGORY DESCRIPTION</b>
	<b>2. ELIGIBILITY REQUIREMENTS</b>
<b>30</b>	<b>3. BUILDING INSPECTION</b>
<b>32</b>	<b>4. ENTRY FEES</b>
	<b>5. JUDGING / DATA / DEADLINES</b>
<b>33</b>	<b>6. UNIVERSAL PORTFOLIO REQUIREMENTS</b>
<b>34</b>	<b>Building information</b> Section 1: <i>up to 5 points</i> Building operations & management
<b>35</b>	Section 2: <i>up to 15 points</i> Life safety/security/risk management Section 3: <i>up to 15 points</i> Training and education
<b>36</b>	Section 4: <i>up to 20 points</i> Energy
<b>37</b>	Section 5: <i>up to 15 points</i> Environmental/sustainability/health & wellness
<b>38</b>	Section 6: <i>up to 30 points</i> Tenant/occupant relations and community involvement

## CATEGORY DESCRIPTIONS

### MIXED USE

All properties will have minimum of 10% Office in a planned integration of at least three components that are a mix of Retail, Entertainment, Residential, Hotel, Recreation or Other Functions. Other function examples are areas available to tenants and the public alike such as event or venue space (wedding, school dance, market space). Other functional space can also be considered a conference center that is available to tenants and public for meetings including outdoor areas available to the public and tenants such as a basketball court, pickleball court, volleyball court or similar.

Each component will be at a minimum of 10% of the total property. The property can be one or more buildings managed by the same company. It is pedestrian-oriented and contains elements of a live-work-play environment. It maximizes space usage, has amenities and architectural features that tends to mitigate traffic and sprawl.

### PUBLIC ASSEMBLY

All buildings must be publicly accessible and support multiple uses (entertainment, events/gatherings, etc). The multiple use character of these buildings may influence the building's utility use, opening hours and tenant or occupant relations. These buildings may be part of a larger portfolio. This category includes stand-alone arenas, amphitheaters, auditoriums, art galleries, churches, hotels, convention centers, exhibit halls, courthouses, stadiums, university building(s), libraries, event/meeting space, and other buildings that are publicly accessible. This category allows for entry restrictions based on ticketed or multi-tenant/occupant areas. Other examples of Public Assembly areas might be courthouses or education facilities which can at times share a building or campus with other non-public tenant entities.

When a building fits a different TOBY category, it should be entered in that category.

## ELIGIBILITY REQUIREMENTS

### BELOW OUTLINES THE REQUIREMENTS FOR TOBY PARTICIPATION:

1. All buildings competing at the regional level must be BOMA 360-designated.
2. 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.
3. 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).
4. 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 local, regional and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
5. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2023 are not eligible to compete until 2028 and awarded in 2029). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
6. The building must be actively leased and occupied for at least one full year from the date of the active leased first day of business of the first tenant by June 15, 2024 with a minimum of 12 months of building operations.
7. Buildings submitted in the Mixed-Use category must have at least 10% office space of total square footage of entire complex.
8. All mixed-use buildings and public assembly buildings must be at least 50% percent average annual occupancy (physical occupancy, including physical activities and events).
9. Each building may enter in only one category.
10. U.S. Entrants with Mixed-Use buildings and Public Assembly buildings are required to be benchmarked in ENERGY STAR®'s Portfolio Manager.



ELIGIBILITY REQUIREMENTS

11. All entrants are required to provide the following:
- A. Provide a copy of the Statement of Energy Performance generated from ENERGYSTAR® in the past 12 months. This is a mandatory requirement and omitting this step or uploading an alternate document may result in disqualification. The property does not have to be EnergyStar rated, but must submit a copy of report (including Life Science and Mixed- Use) with verifying engineer’s stamp if score is 75 or above.



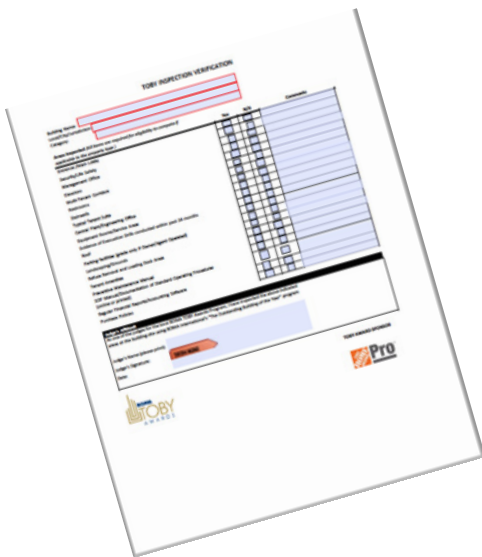
- 12. It is no longer a requirement to share your EnergyStar data with BOMA International, but you do need to have your Statement of Energy Performance signed and stamped by an engineer to receive points if the score is greater than 75, otherwise your entry will receive the baseline score of 3.
- 13. 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 under the Buildings Standards section.
- 14. 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.

ADDITIONAL REQUIREMENTS FOR NON-U.S. ENTRIES:

**Canadian Entrants** are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

**Other International Entrants** should contact BOMA International regarding any questions on energy performance benchmarking requirements.

- B. TOBY Inspection Verification Form (Provided by your BOMA Local, required at the Regional level).  
***\*MUST BE SIGNED BY A LOCAL JUDGE***



Any entry that does not include both a and b will not be eligible to compete at the International level.

## MANDATORY ON-SITE BUILDING INSPECTION

In-person 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 MANDATORY ITEMS MUST BE INSPECTED DURING THE BUILDING INSPECTION:

1. Entrance/Mail Lobby
2. Security/Life Safety
3. Management Office
4. Elevators
5. Common 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. Roof
12. Parking Facilities (only if Owner/Agent Controlled)
13. Landscaping/Grounds
14. Trash/Refuse Removal and Loading Docks
15. Tenant Amenities
16. Public Assembly Area (Stages, Gallerias, Lecture Rooms, Amphitheaters, etc.)

The following documentation is mandatory where applicable and should be made available. Online 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 the past 12 months.  
**NOTE:** Drills can be silent if applicable.
2. Preventative Maintenance Manual
3. Standard Operating Procedure (SOP) Manual/ Documentation of Standard Operating Procedures
4. Purchase Policies
5. Document use of BOMA Floor Measurement Standard.

Entrants should receive TOBY Building Inspection Verification form by their local BOMA or affiliated International affiliate organization. Any entry without an Inspection Verification form with their Regional submission will be disqualified.

## ENTRY FEES

A \$1,000.00 entre fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (included 2 tickets for the Gala Evening).

### BOMA 360 PERFORMANCE BUILDING PROGRAM FEE

BOMA 360 designation is required at the Regional and International levels of the TOBY Awards competition and must be valid through June of the year in which they are competing (06/30/24 for 2024).

Initial application and renewal of BOMA 360 is \$995.00 for members and must be renewed every three years.

**NOTE:**

All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec's website. Submissions must be entered on the BOMA Québec's website no later than March 27, 2025 at 5 p.m. Any delay will result in a five (5) point deduction/per day of delay.

All fees are non-refundable.

### REGIONAL AND INTERNATIONAL TOBY ENTRY FEES

Entry fees will be paid to BOMA International and BOMA Canada for each submission entering the Regional (National) competition. Fees are broken down as follows:

1. A fee of \$995 CAD will be paid to BOMA Canada for each submission at the time of registration with BOMA Canada.
2. A fee of \$450 USD will be paid to BOMA International for each submission entering the TOBY regional competition. These fees will be collected once the entry has been completed and the "Submit" button has been pressed. No additional fees are collected for the International competition.

**NOTE:** All entries must be submitted, and fees received prior to your region's submission deadline to compete. Fees are non-refundable.

**JUDGING / DATA / DEADLINES**

*Judging will occur during the months of March and April 2025.*

<b>As soon as possible</b>	Registration
<b>March 27, 2025</b>	Deadline for submissions at 5 p.m.
<b>April 2025</b>	Evaluation of submissions and building visits
<b>May 15, 2025</b>	BOMA Québec Awards Gala at Le 9e
<b>July 15, 2025</b>	National registration, entry fees and formal entry to be received by BOMA Canada
<b>August 2025</b>	Judging at the national level will occur.
<b>September 17, 2025</b>	Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2025 in Halifax, Nova Scotia
<b>January 2026</b>	Winners of BOMA Canada 2025 National TOBY Awards may be eligible to advance to the 2026 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.
<b>April 2026</b>	Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)
<b>April/May 2026</b>	Judging at the International level will be arranged by BOMA International in Washington, D.C.
<b>June 2026</b>	Competition results and awards for the International winners will be presented at the International Awards Gala during the 2026 BOMA International Conference & Expo®.

**UNIVERSAL PORTFOLIO  
REQUIREMENTS**

**PHOTOGRAPH REQUIREMENTS**

- File Type: Hi-Resolution JPEG compressed
- Maximum File Size: 2 MB
- Do not use photograph collages (Only single images)

**SUPPORTING DOCUMENT REQUIREMENTS**

- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5 MB

**DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS**

- Maximum word count is specified for each section

**NOTE:**

- Descriptive/summary text must be entered in a single document.
- Identify what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

Each section is limited to as specified number 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.



## SUBMISSION REQUIREMENTS

### SECTION 0: BUILDING INFORMATION

0 point

#### **BUILDING DETAILS:**

Enter the following information in the portal section:

Number of floors in the building

BOMA Certified Total Building Area Square Footage

BOMA Certified Office Rentable Area Square Footage

Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas).

Year Constructed or Open

#### **DESCRIBE THE FOLLOWING:**

0.1 Building Description: Provide a summary of the physical description of the building(s), property, and location. Include details on the mixed-use or public assembly component including ratio for each use. Describe what brings visitors to the property and how the use adds value to the property.

***Maximum of 350 words***

#### **ATTACH THE FOLLOWING:**

0.2 TOBY Inspection Verification Form provided by local BOMA association and signed by a local TOBY judge.

0.3 Attach the following photographs of your building(s):

1. 2 Exterior of the building(s) (front & rear)
2. 1 Interior (lobby and hallways)
3. 2 Mixed/Multiple Use Areas
4. 1 Standard tenant area (Mixed-use and Public Assembly – up to 3)
5. 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
6. 2 Additional photographs, the subject matter of which is the entrant's choice

0.4 - Attach the following Awards Ceremony Photographs:

In addition to the competition photos, all regional and International 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.

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

***Total of 9 attachments required  
– Up to 11 allowed***

## SUBMISSION REQUIREMENTS

### SECTION 1: BUILDING OPERATIONS & MANAGEMENT

5 points

This section is designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international level does not include a physical inspection of the building(s) and property.

#### 1.1 Describe the following:

- a. Number of Public Entrances and their physical characteristics
- b. Common Area Standard Finishes
- c. Restroom Standard Finishes
- d. Customer Service/Concierge Facilities
- e. Utility Distribution
- f. Elevators and/or Escalators and/or Moving Walks, Lifts, etc.
- g. HVAC Distribution System
- h. Fire Life Safety Systems
- i. Loading Dock & Back of House Tenant Receiving Areas
- j. Parking
- k. Emergency Generator/Back up Power
- l. Signage and Wayfinding
- m. Multiple Uses (where applicable)

**Maximum of 2,000 words**

#### 1.2 Attach the following:

Full Floor plan for your building showing your main lobby (office component) as well as two additional typical floor plans (one office and one non-office type space.)

Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.

Documentation of BOMA floor measurement standard–type used or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used.

Description and copy of any certifications and/or awards that have been achieved. (Optional)

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

**Total of 3 attachments required - Up to 4 attachments allowed**

**SUBMISSION REQUIREMENTS**

**SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT**

15 points

**Describe the following:**

2.1 Describe procedures and programs for life safety, fire, and disaster preparedness. Separate for each section.

Include Training for property management, staff, and tenants, for each life safety policy, as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished. Summarize your business continuity plan and if drills are conducted, how they are documented and communicated.

2.2 Describe policies and procedures for security standards.

Include training for security standards for property management, staff, and tenants.

2.3 Explain how the building monitors activities in common areas.

2.4 Explain how the building controls entry into the building, especially during non- business/non-peak hour.

**Maximum of 2,000 words**

**SECTION 3: TRAINING AND EDUCATION**

15 points

**NOTE:** Training for building personnel can be in person or virtually. Delivery options include face-to-face, virtual online courses, in-house training, classroom instruction, or staff meetings. Participation in BOMA-sponsored training (in-person and virtual can also be considered).

**DESCRIBE THE FOLLOWING FOR EACH TEAM MEMBER:**

3.1 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.

3.2 Management team participation in BOMA-sponsored (local, regional, or international) events or international affiliate-sponsored events within the last 12 months (if applicable).

3.3 Training for both on-site and off-site building personnel dedicated to the property.

3.4 List of any management team industry certifications, degrees, or industry training.

3.5 Describe team building activities which may include staff meetings, joint education, BOMA events, other events, etc.

**Maximum of 1,800 words**

**Attach the following:**

3.6 Organization Chart of property personnel.

**Total of 1 attachment required**

**SUBMISSION REQUIREMENTS**

**SECTION 4: ENERGY**

20 points

**IMPORTANT:** All Entrants from all countries (where applicable) are required to utilize the ENERGY STAR® Portfolio Manager to measure their current rating in ENERGY STAR® and provide the Statement of Energy Performance report generated within the last 12 months from ENERGY STAR® (stamped by a verifying engineer IF THE SCORE IS 75 OR GREATER.)

Canadian Entrants must also provide the BOMA BEST certificate or letter. Any entrant that does not complete this step will not be eligible to compete at the Regional or International Level.

If the SEP is not signed and stamped, entrant will only receive 3 points.

**COMPLETE THE FOLLOWING:**

**4.1 Benchmarking and Performance Rating (6 Points)**

ENERGY STAR Score

Entrants will also be scored based on their ENERGY STAR SEP generated within the last 12 months:

Score < 75: 3 Points

Score 75-84: 4 Points

Score 85-90: 5 Points

Score >90: 6 points

**NOTE:** Verifying engineer’s signature and stamp is required for scores 75 or greater SEP’s without stamps will receive 3 points regardless of score shown on SEP.

\*For multiple buildings, use weighted average by square footage and provide analysis for the score.

**DESCRIBE THE FOLLOWING:**

**4.2 Describe ENERGY STAR score and efforts to increase the score, both historic and future. (3 Points)**

**4.3 - Building Staff/Tenant Education (2 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 conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

**4.4 Building Operations and Maintenance (3 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 including reporting, annual testing results, etc.

Equipment and system performance monitoring

Sensor and control calibration

**4.5 Energy Performance Results (3 Points)**

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

**4.6 Building EMS Monitoring (3 Points)**

Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building’s energy consumption. Provide measurable results demonstrating reduction in energy and improved performance.

*Maximum of 2,000 words*

**4.7 Attach the following:**

1 ENERGY STAR Statement of Energy Performance (SEP) – Must be an official ENERGY STAR SEP, failure to provide will result in disqualification. THE SEP must be stamped by an engineer if the score is greater than 75.

Canadian Entrants must also provide the BOMA BEST certificate or letter

Charts or graphs outlining results. (Optional)

**1 attachment required;  
2 attachments for Canadian Entrants;  
1 Optional attachment**

**SUBMISSION REQUIREMENTS**

**SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS**

15 points

**DESCRIBE THE FOLLOWING:**

**5.1 Environmental (4 Points)**

- a. Describe the policies and procedures in place at the building. This may include accessibility for people with disabilities, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, refrigerant management and legionella testing and management, emergency clean up, blood-borne pathogen program, pandemic preparedness, and tenant environmental management and compliance.
- b. Provide the building’s exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs affecting IAQ and/or any other environmental management programs.
- c. Include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

**5.2 Sustainability (3 Points)**

- a. 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.

**5.3 Waste (4 Points)**

- a. Describe your building’s waste reduction management work plan and source separation program.
- b. When applicable include:
  - I. Collection of organic waste
  - II. Collection of recycled paper, metal cans, glass, plastic containers, and cardboard, lamp recycling, plus any other recyclables
  - III. Facilities diversion rate
  - IV. Educational training for occupants, custodians, and general public.
  - V. Organizational statement for continuous improvement in the reduction and diversion of waste streams
  - VI. Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events.
  - VII. Future plans to increase recycling levels, including organics composting to reduce the waste generated.

**5.4 Health & Wellness (4 Points)**

- a. Describe policies implemented to create healthy work environments for employees and tenants and to promote health in the community.
- b. Describe wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.
- c. Describe building features that address the health and well-being of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.
- d. Describe your pandemic plan. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

*Maximum of 3,000 words*

**SUBMISSION REQUIREMENTS**

**SECTION 6: TENANT/OCCUPANT RELATIONS & COMMUNITY INVOLVEMENT**

30 points

NOTE: 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.

**DESCRIBE THE FOLLOWING:**

**6.1 Tenant and Occupant Relations (15 Points)**

- e. Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.
- f. 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.
- g. Tenant amenities available such as health facilities, childcare, and food service.
- h. Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and actions management took to share results and alleviate concerns and/or problems.

**6.2 Community Involvement (15 Points)**

- a. 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.), health and wellness initiatives, 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.
- b. 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 the entrance can describe how the onsite management team personally participated or how it affected the property.
- c. Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within the past 12 months. Include the date of the activity.

- d. Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as the police department, fire department, special improvement districts, and public works. Include the date of the activity.

**Maximum of 4,000 words**

**6.3 Attach the following:**

- a. 3 Appreciation letters from the tenant or public
- b. 2 Newsletters
- c. 1 Copy of tenant/occupant survey (if applicable).
- d. 1 Tenant communications piece from the property management team
- e. 3 Photographs reflecting the tenant events being described.
- f. 1 Table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)
- g. 3 Attachments reflecting the community events being described such as posters, flyers, newsletters, and charity acknowledgement letters. (Optional)

**Total of 10 attachments required  
- 4 optional  
- TOTAL 14 attachments**



PRIX BOMA AWARDS  
2025 | 2026

## A TRADITION OF EXCELLENCE

THE OUTSTANDING  
BUILDING OF THE YEAR

2025-2026  
ENTRY REQUIREMENTS  
**RENOVATED  
BUILDING(S)**  
CATEGORY

### TABLE OF CONTENT:

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53	2. ELIGIBILITY
54	3. ON-SITE BUILDING INSPECTION
55	4. ENTRY FEES 5. JUDGING / DATA / DEADLINES
56	6. UNIVERSAL PORTFOLIO REQUIREMENTS
57	Building information Section 1: building operations & management – up to 5 points
58	Section 2: life safety/security/risk management – up to 15 points Section 3: training and education – up to 15 points
59	Section 4 : energy – up to 20 points
60	Section 5: environmental/sustainability/health & wellness – up to 15 points
62	Section 6: tenant/occupant relations and community involvement – up to 30 points



# RENOVATED BUILDING(S) CATEGORY

## CATEGORY DESCRIPTIONS

All Building(s) must be at least 15 years old, have maintained a minimum of 50% occupancy (physical 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 prior to the local TOBY Awards entry deadline 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.

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: HVAC, Lighting, mechanical room upgrades/updates, generator etc.
5. New fire panel/sprinkler system
6. Modernization of elevators which can include mechanicals, accessibility 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
11. New, or renovation of, amenity spaces such as fitness center, tenant lounge, conference rooms, roof decks, etc.

## ELIGIBILITY REQUIREMENTS

BELOW OUTLINES THE REQUIREMENTS FOR TOBY PARTICIPATION:

1. All buildings competing at the regional level must be BOMA 360-designated.
2. 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.
3. 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).
4. 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 local, regional and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
5. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2023 are not eligible to compete until 2028 and awarded in 2029). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
6. The building must be actively leased and occupied for at least one full year from the date of the active leased first day of business of the first tenant by June 15, 2024 with a minimum of 12 months of building operations.
7. At least 50% of a building's space must be used as office space to be considered in any of the (10) ten office building categories except for 1) Life Science which at least 50% of the tenant base must be life science, and at least 30% of the building rentable square footage must be dedicated to lab space and 2) Medical which must be at least 75% related to medical use.
8. Each building may enter in only one category.





# RENOVATED BUILDING(S) CATEGORY

## ELIGIBILITY REQUIREMENTS

9. All Entrants are required to provide the following:
- A. Provide a copy of the Statement of Energy Performance generated from ENERGYSTAR® in the past 12 months. This is a mandatory requirement and omitting this step or uploading an alternate document may result in disqualification. The property does not have to be EnergyStar rated, but must submit a copy of report (including Life Science and Mixed- Use) with verifying engineer's stamp if score is 75 or above.



It is no longer a requirement to share your EnergyStar data with BOMA International, but you do need to have your Statement of Energy Performance signed and stamped by an engineer to receive points if the score is greater than 75, otherwise your entry will receive the baseline score of 3.

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 under the Building Operations and Management section.

- 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.

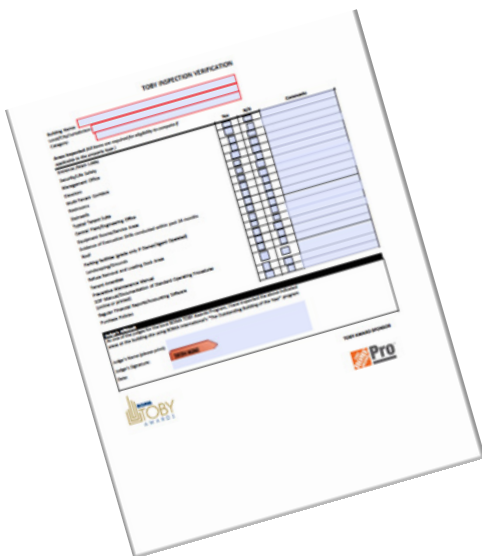
### ADDITIONAL REQUIREMENTS FOR NON-U.S. ENTRIES:

**Canadian Entrants** are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

**Other International Entrants** should contact BOMA International regarding any questions on energy performance benchmarking requirements.

- B. TOBY Inspection Verification Form (Provided by your BOMA Local, required at the Regional level).

**\*MUST BE SIGNED BY A LOCAL JUDGE**



Any entry that does not include both A and B will not be eligible to compete at the International level.



## MANDATORY ON-SITE BUILDING INSPECTION

In-person 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 MANDATORY ITEMS MUST BE INSPECTED DURING THE BUILDING INSPECTION:

1. Entrance/Mail Lobby
2. Security/Life Safety
3. Management Office
4. Elevators
5. Common Corridors
6. Restrooms
7. Stairwells
8. Typical Tenant Suite
9. Central Plant/Engineering Office
10. Equipment Rooms/Service Areas
11. Roof
12. Parking Facilities (only if Owner/Agent Controlled))
13. Landscaping/Grounds
14. Trash/Refuse Removal and Loading Docks
15. Tenant Amenities

The following documentation is mandatory where applicable and should be made available. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

1. Evidence of Evacuation Drills conducted within past 12 months.  
**NOTE:** Drills can be silent if applicable.
2. Regular Financial Reports/Accounting Software Used
3. Standard Operating Procedure (SOP) Manual/ Documentation of Standard Operating Procedures
4. Purchase Policies
5. Preventative Maintenance Manual
6. BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification) as provided by a measurement consultant.

Entrant should receive TOBY Building Inspection Verification form by their local BOMA or affiliated International affiliate organization. Any entry without an Inspection Verification form with their Regional submission will be disqualified.



**ENTRY FEES**

**TOBY LOCAL ENTRY FEES**

A local competition fee may be applicable. Each Entrant should check with their local association concerning fees.

**BOMA 360 PERFORMANCE BUILDING PROGRAM FEE**

BOMA 360 designation is required at the Regional and International levels of the TOBY Awards competition and must be valid through June of the year in which they are competing (06/30/24 for 2024).

Initial application and renewal of BOMA 360 is \$995.00 for members and must be renewed every three years.

**REGIONAL AND INTERNATIONAL TOBY ENTRY FEES**

Entry fees will be paid to BOMA International and BOMA Canada for each submission entering the Regional (National) competition. Fees are broken down as follows:

1. A fee of \$995 CAD will be paid to BOMA Canada for each submission at the time of registration with BOMA Canada.
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**NOTE:** All entries must be submitted, and fees received prior to your region's submission deadline to compete. Fees are non-refundable. Regional deadlines will be posted on <https://recognition.boma.org>

**JUDGING / DATA / DEADLINES**

***Judging will occur during the months of March and April 2025.***

<b>As soon as possible</b>	Registration
<b>March 27, 2025</b>	Deadline for submissions at 5 p.m.
<b>April 2025</b>	Evaluation of submissions and building visits
<b>May 15, 2025</b>	BOMA Québec Awards Gala at Casino de Montréal
<b>July 15, 2025</b>	National registration, entry fees and formal entry to be received by BOMA Canada
<b>August 2025</b>	Judging at the national level will occur.
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**UNIVERSAL PORTFOLIO  
REQUIREMENTS**

**PHOTOGRAPH REQUIREMENTS**

- File Type: Hi-Resolution JPEG compressed
- Maximum File Size: 2 MB
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- Maximum word count is specified for each section

**NOTE:**

- Identify what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

**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.

**SUBMISSION REQUIREMENTS**

**SECTION 0: BUILDING INFORMATION**

0 point

**BUILDING DETAILS:**

Enter the following information in the portal section:

Number of floors in the building

BOMA Certified Total Building Area Square Footage

BOMA Certified Office Rentable Area Square Footage

Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas).

Year Constructed or Open

**DESCRIBE THE FOLLOWING:**

0.1 Building Description: Provide a summary of the physical description of the building(s), property, and location. Include details on the mixed-use or public assembly component including ratio for each use. Describe what brings visitors to the property and how the use adds value to the property.

**Maximum of 350 words**

**ATTACH THE FOLLOWING:**

0.2 TOBY Inspection Verification Form provided by local BOMA association and signed by a local TOBY judge.

0.3 Attach the following photographs of your building(s):

1. 2 Exterior of the building(s) (front & rear)
2. 1 Interior (lobby and hallways)
3. 2 Mixed/Multiple Use Areas
4. 1 Standard tenant area (Mixed-use and Public Assembly – up to 3)
5. 1 Central plant or main mechanical room (chiller, fire pump or boiler room)
6. 2 Additional photographs, the subject matter of which is the entrant’s choice

0.4 - Attach the following Awards Ceremony Photographs:

In addition to the competition photos, all regional and International 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.

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

**Total of 9 attachments required  
– Up to 11 allowed**



## SUBMISSION REQUIREMENTS

### SECTION 1: BUILDING OPERATIONS & MANAGEMENT

5 point

This section is designed to provide the reader with an overview of the building(s) and property since the judging at the regional and international level does not include a physical inspection of the building(s) and property.

#### **Describe the following:**

- 1.1 Provide 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).
  - a. Description of any specific certifications and/or awards that have been achieved (Optional)
  - b. Occupancy during time of renovations

#### **Maximum of 2,000 words**

#### **1.2 Attach the following:**

- a. Full floor plans, with tenant layouts, showing all areas of your building
- b. Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
- c. Documentation of BOMA floor measurement standard–type used in section of lease where the BOMA floor measurement standard is referenced, or other documentation, such as a sample lease document or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used.

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

#### **Total of 3 attachments required - Up to 4 attachments allowed**



**SUBMISSION REQUIREMENTS**

**SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT**

15 point

**Describe the following:**

- 2.1 Describe procedures and programs for life safety, fire, and disaster preparedness..
  - a. Include Training for property management, staff, and tenants, for each life safety policy, as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished. Summarize your business continuity plan and if drills are conducted, how they are documented and communicated.
- 2.2 Describe policies and procedures for security standards
  - a. Include training for security standards for property management, staff, and tenants.

- 2.3 Explain how the building monitors activities in common areas.
- 2.4 Explain how the building controls entry into the building, especially during non-business/non-peak hour.

**Maximum of 2,000 words**

**SECTION 3: TRAINING AND EDUCATION**

15 point

**DESCRIBE THE FOLLOWING FOR EACH TEAM MEMBER:**

- 3.1 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.
- 3.2 Management team participation in BOMA-sponsored (local, regional, or international) events or international affiliate-sponsored events within the last 12 months (if applicable).

- 3.3 Training for both on-site and off-site building personnel dedicated to the property.
- 3.4 List of any management team industry certifications, degrees, or industry training
- 3.5 Describe team building activities which may include staff meetings, joint education, BOMA events, other events, etc.

**Maximum of 1,800 words**

**Attach the following:**

- 3.6 Organization Chart of property personnel.

**Total of 1 attachment required**



**SUBMISSION REQUIREMENTS**

**SECTION 4: ENERGY**

20 point

**IMPORTANT:** All Entrants from all countries (where applicable) are required to utilize the ENERGY STAR® Portfolio Manager to measure their current rating in ENERGY STAR® and provide the Statement of Energy Performance report generated from ENERGY STAR® (signed and stamped by verifying engineer IF THE SCORE IS OVER 65.)

Canadian Entrants must also provide the BOMA BEST certificate or letter. Any entrant that does not complete this step will not be eligible to compete at the Regional or International Level.

If the SEP is not signed and stamped, entrant will only receive the 3 baseline points.

**COMPLETE THE FOLLOWING:**

**4.1 Benchmarking and Performance Rating (6 Points)**

ENERGY STAR Score

Entrants will also be scored based on their ENERGY STAR SEP generated within the last 12 months:

Score < 75: 3 Points

Score 75-84: 4 Points

Score 85-90: 5 Points

Score >90: 6 points

**NOTE:** Verifying engineer’s signature and stamp is required for scores 75 or greater SEP’s without stamps will receive 3 points regardless of score shown on SEP.

\*For multiple buildings, use weighted average by square footage and provide analysis for the score.

**DESCRIBE THE FOLLOWING:**

**4.2 Describe ENERGY STAR score and efforts to increase the score, both historic and future. (3 Points)**

**4.3 Building Staff/Tenant Education (2 Points)**

- a. 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 conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

**4.4 Building Operations and Maintenance (3 Points)**

- a. Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed:
  - I. Preventative maintenance programs
  - II. System documentation including reporting, annual testing results, etc.
  - III. Equipment and system performance monitoring
  - IV. Sensor and control calibration

**4.5 Energy Performance Results (3 Points)**

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

**4.6 Building EMS Monitoring (3 Points)**

- a. Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building’s energy consumption. Provide measurable results demonstrating reduction in energy and improved performance.

**Maximum of 2,000 words**

**4.7 Attach the following:**

- 1 ENERGY STAR Statement of Energy Performance (SEP) – Must be an official ENERGY STAR SEP, failure to provide will result in disqualification. THE SEP must be stamped by an engineer if the score is greater than 75.
- b. Canadian Entrants must also provide the BOMA BEST certificate or letter
- c. Charts or graphs outlining results. (Optional)

**1 attachment required;  
2 attachments for Canadian Entrants;  
1 Optional attachment**



## SUBMISSION REQUIREMENTS

SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS

15 point

### DESCRIBE THE FOLLOWING:

#### 5.1 Environmental (4 Points)

- a. Describe the policies and procedures in place at the building. This may include accessibility for people with disabilities, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, refrigerant management and legionella testing and management, emergency clean up, blood-borne pathogen program, pandemic preparedness, and tenant environmental management and compliance.
- b. Provide the building's exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs affecting IAQ and/or any other environmental management programs.
- c. Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.
- d. Life Science: Describe systems and procedures required by the lab environment and how they are monitored and/or controlled by building management including air quality, hazardous waste removal, chemical storage, and water requirements.

#### 5.2 Sustainability (3 Points)

- a. 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, 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.

#### 5.3 Waste (4 Points)

- a. Describe your building's waste reduction management work plan and source separation program.
- b. When applicable include:
  - I. Collection of organic waste
  - II. Collection of recycled paper, metal cans, glass, plastic containers, and cardboard, lamp recycling, plus any other recyclables
  - III. Facilities diversion rate
  - IV. Educational training for occupants, custodians, and general public.
  - V. Organizational statement for continuous improvement in the reduction and diversion of waste streams
  - VI. Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events.
  - VII. Future plans to increase recycling levels, including organics composting to reduce the waste generated.

#### 5.4 Health & Wellness (4 Points)

- a. Describe policies implemented to create healthy work environments for employees and tenants and to promote health in the community.
- b. Describe wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.
- c. Describe building features that address the health and well-being of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.
- d. Describe your pandemic plan. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

*Maximum of 3,000 words*





**SUBMISSION REQUIREMENTS**

**SECTION 6: TENANT/OCCUPANT RELATIONS & COMMUNITY INVOLVEMENT**

30 point

NOTE: 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.

**DESCRIBE THE FOLLOWING:**

**6.1 Tenant and Occupant Relations (15 Points)**

- a. Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.
- b. 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.
- c. Tenant amenities available such as health facilities, childcare, and food service.
- d. Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and actions management took to share results and alleviate concerns and/or problems.

**6.2 Community Involvement (15 Points)**

- a. 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.), health and wellness initiatives, 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.
- b. 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 the entrance can describe how the onsite management team personally participated or how it affected the property.
- c. Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within the past 12 months. Include the date of the activity.

- d. Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as the police department, fire department, special improvement districts, and public works. Include the date of the activity.

**Maximum of 4,000 words**

**6.3 Attach the following:**

- a. 3 Appreciation letters from the tenant or public
- b. 2 Newsletters
- c. 1 Copy of tenant/occupant survey (if applicable).
- d. 1 Tenant communications piece from the property management team
- e. 3 Photographs reflecting the tenant events being described.
- f. 1 Table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)
- g. 3 Attachments reflecting the community events being described such as posters, flyers, newsletters, and charity acknowledgement letters. (Optional)

**Total of 10 attachments required  
- 4 optional  
- TOTAL 14 attachments**



PRIX BOMA AWARDS  
2025 | 2026

## A TRADITION OF EXCELLENCE

### THE OUTSTANDING BUILDING OF THE YEAR

2025-2026  
ENTRY REQUIREMENTS

## RETAIL CATEGORIES

- ENCLOSED MALL  
UNDER 1 MILLION SQUARE FEET
- ENCLOSED MALL  
OVER 1 MILLION SQUARE FEET
- OPEN AIR/STRIP MALL

#### TABLE OF CONTENT:

65	1. CATEGORY DESCRIPTION 2. ELIGIBILITY
66	3. BUILDING INSPECTION
67	4. ENTRY FEES 5. JUDGING / DATA / DEADLINES
68	6. GLOBAL PORTFOLIO REQUIREMENTS 7. PORTFOLIO SPECIFICATIONS Building description – 1 point
69	Building standards – 3 points Competition photographs – 1 point
70	Community impact – 15 points Tenant relations / communications – 15 points
71	Marketing, branding and customer experience – total of 10 points
72	Energy conservation – total of 20 points
73	Environmental, regulatory, sustainability & waste – total of 15 points
74	Emergency preparedness / life safety – 15 points
75	Emergency preparedness / life safety – 15 points
76	Training for building personnel – 15 points

## CATEGORY DESCRIPTION

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. The entry can be one level or multiple levels in height with a minimum of 50 percent occupancy. The anchor ratio must be at least 25 percent of the total property size 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.

There are three Retail Sub-Categories:

- Enclosed Mall Under 1 million square feet
- Enclosed Mall Over 1 million square feet
- Open Air/Strip Mall

## 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.
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 local, regional, and International levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
4. The building may not have won in the same category at the International level during the last 5 years (i.e. Buildings that win in 2022 are not eligible to compete until 2027 and awarded in 2028). The building may not have won in a different category at the International level during the last 3 years (i.e. Buildings that win in 2022 are not eligible to compete until 2025 and awarded in 2026).
5. The building must be actively leased and occupied for at least one full year from the date of the active leased first day of business of the first tenant by June 15, 2024 with a minimum of 12 months of building operations.
6. Each building may only enter in one category.
7. 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 under the Building Standards section.
8. 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.
9. All buildings competing at the Regional and International level must be BOMA 360-designated.

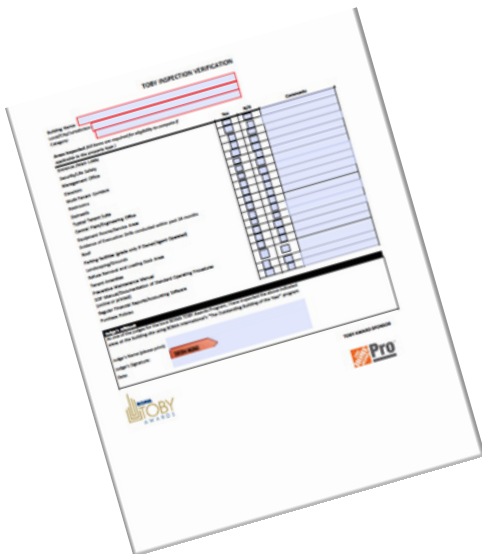
10. All entrants are required to provide the following:

- A. Provide a copy of the Statement of Energy Performance generated from ENERGYSTAR® in the past 12 months. This is a mandatory requirement and omitting this step or uploading an alternate document may result in disqualification. The property does not have to be EnergyStar rated, but must submit a copy of report (including Life Science and Mixed- Use) with verifying engineer’s stamp if score is 75 or above.



- B. TOBY Inspection Verification Form (Provided by your BOMA Local, required at the Regional level).

**\*MUST BE SIGNED BY A LOCAL JUDGE**



Any entry that does not include both A and B will not be eligible to compete at the International level.

- 11. It is no longer a requirement to share your EnergyStar data with BOMA International, but you do need to have your Statement of Energy Performance signed and stamped by an engineer to receive points if the score is greater than 75, otherwise your entry will receive the baseline score of 3.
- 12. 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 under the Building Operations and Management section.
- 13. Additional Requirements for Non-U.S. Entries:
- 14. Canadian Entrants are required to obtain a BOMA BEST® certification at the regional level. However, entrants do not have to provide a copy of the certification at the International level.
- 15. European Entrants are not required to obtain a BREEAM Award from BREEAM (BRE Environmental Assessment Method). However, if you would like to, you may provide documentation that indicates your BREEAM score during the current year.
- 16. Other International Entrants should contact BOMA International regarding any questions on energy performance benchmarking requirements.

## MANDATORY ON-SITE BUILDING INSPECTION

In-person 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 mandatory items will be inspected during the building inspection:

1. Entry/Mail Lobby\*
2. Security/Life Safety
3. Management Office\*
4. Elevators\*
5. Common Corridors\*
6. Restrooms\*
7. Stairwells\*
8. Central Plant/Engineering Office
9. Equipment Room/Service Areas\*
10. Parking Facilities (if Owner/Agent Controlled)
11. Landscaping/Grounds
12. Trash/Refuse Removal and Loading Docks
13. Roof
14. Tenant Amenities\*

***\*Open Air Retail where applicable***

The following documentation is mandatory where applicable and should be made available. Online versions are acceptable but must be available at the time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

1. Evidence of Evacuation Drills conducted within past 12 months. NOTE: Drills can be silent if applicable.
2. Regular Financial Reports/Accounting Software Used
3. Standard Operating Procedure (SOP) Manual/Documentation of Standard Operating Procedures
4. Purchase Policies
5. Preventative Maintenance Manual
6. BOMA Building Measurement Standard Global Summary Sheet as proof of certification (or other pre-approved certification) as provided by a measurement consultant/architect

Entrants should receive TOBY Building Inspection Verification form from their local BOMA or affiliated International affiliate organization.

## ENTRY FEES

A \$1,000.00 entre fee (plus taxes) will be paid to BOMA Québec for each submission entering the competition (included 2 tickets for the Gala Evening).

### BOMA 360 PERFORMANCE BUILDING PROGRAM FEE

BOMA 360 designation is required at the Regional and International levels of the TOBY Awards competition and must be valid through June of the year in which they are competing (06/30/24 for 2024).

Initial application and renewal of BOMA 360 is \$995.00 for members and must be renewed every three years.

#### **NOTE:**

All entry fees must be received prior to receiving your password to enter your data on the BOMA Québec's website. Submissions must be entered on the BOMA Québec's website no later than **March 27, 2025 at 5 p.m.** Any delay will result in a five (5) point deduction/per day of delay.

All fees are non-refundable.

### REGIONAL AND INTERNATIONAL TOBY ENTRY FEES

Entry fees will be paid to BOMA International and BOMA Canada for each submission entering the Regional (National) competition. Fees are broken down as follows:

1. A fee of \$995 CAD will be paid to BOMA Canada for each submission at the time of registration with BOMA Canada.
2. A fee of \$450 USD will be paid to BOMA International for each submission entering the TOBY regional competition. These fees will be collected once the entry has been completed and the "Submit" button has been pressed. No additional fees are collected for the International competition.

**NOTE:** All entries must be submitted, and fees received prior to your region's submission deadline to compete. Fees are non-refundable.

## JUDGING / DATA / DEADLINES

***Judging will occur during the months of March and April 2025.***

<b>As soon as possible</b>	Registration
<b>March 27, 2025</b>	Deadline for submissions at 5 p.m.
<b>April 2025</b>	Evaluation of submissions and building visits
<b>May 15, 2025</b>	BOMA Québec Awards Gala at Casino de Montréal
<b>July 15, 2025</b>	National registration, entry fees and formal entry to be received by BOMA Canada
<b>August 2025</b>	Judging at the national level will occur.
<b>September 17, 2025</b>	Competition results and awards for the national winners will be presented during the National Awards Gala during BOMEX 2025 in Halifax, Nova Scotia
<b>January 2026</b>	Winners of BOMA Canada 2025 National TOBY Awards may be eligible to advance to the 2026 International competition if they meet the eligibility requirements. Winners will be asked to submit a secondary registration form to BOMA Canada acknowledging their intent to enter the International competition.
<b>April 2026</b>	Eligible national winners, who have acknowledged their intent to continue to International competition, will be forwarded to BOMA International by BOMA Canada. No further entry fees are payable to BOMA International to have the online entry officially considered. (Entrants will be provided access to their existing National entry prior to International competition.)
<b>April/May 2026</b>	Judging at the International level will be arranged by BOMA International in Washington, D.C.
<b>June 2026</b>	Competition results and awards for the International winners will be presented at the International Awards Gala during the 2026 BOMA International Conference & Expo®.

## UNIVERSAL PORTFOLIO REQUIREMENTS

### PHOTOGRAPH REQUIREMENTS

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- File Type: Hi-Resolution JPEG compressed
- Maximum File Size: 2 MB
- Do not use photograph collages (Only single images)

### SUPPORTING DOCUMENT REQUIREMENTS

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- File Type: PDF, DOC, DOCX, RTF, TXT
- Maximum File Size: 5 MB

### DESCRIPTIVE/SUMMARY TEXT REQUIREMENTS

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- Maximum word count is specified for each section

**NOTE:**

- Descriptive/summary text must be entered in a single document
- Identify what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

Each section is limited to as specified number 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.

## SUBMISSION REQUIREMENTS

### SECTION 0: BUILDING INFORMATION

0 point

#### BUILDING DETAILS:

- Enter the following information in the portal section:
- Number of floors in the building
- BOMA Certified Total Building Area Square Footage
- BOMA Certified Office Rentable Area Square Footage
- Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas).
- Year Constructed or Open

#### 0.1 **Building Description**

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

*Maximum of 350 words*

#### ATTACH THE FOLLOWING:

- 0.2 **TOBY Inspection Verification Form** provided by local BOMA association and signed by a local TOBY judge.
- 0.3 **Attach the following photographs of your building(s):**
- a. 2 Front Exterior of the building(s)
  - b. 1 Rear Exterior of the building(s)
  - c. 2 Interior (Public Areas)
  - d. 1 Example of Signage
  - a. 2 Additional photographs, the subject matter of which is the entrant's choice
- 0.4 **Attach the following Awards Ceremony Photographs:**
- a. In addition to the competition photos, all regional and International 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.
  - b. Also, a photograph (JPEG) of the management team (minimum 300 dpi, 750 pixels wide or larger) responsible for daily management of the building(s) is required.

*Total of 9 attachments required*



## SUBMISSION REQUIREMENTS

### SECTION 1: BUILDING OPERATIONS & MANAGEMENT

5 points

This section is 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.

#### 1.1 Describe each of the following:

- a. Number of Public Entrances and their physical characteristics
- b. Public Area Standard Finishes
- c. Restroom Standard Finishes
- d. Customer Service/Concierge Facilities
- e. Utility Distribution
- f. Elevators and/or Escalators and/or Moving Walks, Lifts, etc.
- g. HVAC Distribution System (Description of tenant and public areas units)
- h. Fire Life Safety Systems
- i. Loading Dock & Back of House Tenant Receiving Areas
- j. Parking
- k. Emergency Generator/Back Up Power
- l. Signage and Wayfinding
- m. Multiple Uses (where applicable)
- n. Certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM
- o. Ceiling height, weight loads, truck/rail access, bay areas, design flexibility, and other building standards that will help the judges review your entry

**Maximum of 2,000 words**

#### 1.2 Attach the following:

- a. 1 Full floor plans, with tenant layouts, showing all areas of your building
- b. 1 Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines.
- c. Documentation of BOMA floor measurement standard–type used in section of lease where the BOMA floor measurement standard is referenced, or other documentation, such as a sample lease document or calculations referencing the BOMA office standard. If not using BOMA standard, please list which standard is being used.
- d. Copy of any certifications and/or awards that have been achieved that are not related to ENERGY STAR®, BOMA BEST, or BREEAM (Optional)

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

**Total of 3 attachments required (Up to 4 attachments allowed)**

## SUBMISSION REQUIREMENTS

### SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT

15 point

#### DESCRIBE THE FOLLOWING:

- |   |  |
|---|--|
| <p>2.1 Describe procedures and programs for life safety, fire, and disaster preparedness. Separate for each section.</p> <ul style="list-style-type: none"> <li>• Include Training for property management, staff, and tenants, for each life safety policy, as well as recovery procedures. If you work with local first responders and conduct live training, explain how this is accomplished. Summarize your business continuity plan and if drills are conducted, how they are documented and communicated.</li> </ul> | <p>2.2 Describe policies and procedures for security standards</p> <p>Include training for security standards for property management, staff, and tenants.</p> <p>2.3 Explain how the building monitors activities in common areas.</p> <p>2.4 Explain how the building controls entry into the building, especially during non- business/non-peak hour.</p> |
|---|--|

**Maximum of 1,800 words**

### SECTION 3: TRAINING AND EDUCATION

15 points

**NOTE:** 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.

#### DESCRIBE THE FOLLOWING:

- |  |   |
|--|---|
| <p>3.1 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.</p> <p>3.2 Management team participation in BOMA-sponsored (local, regional, or international) event or international affiliate-sponsored event within the last 12 months (if applicable).</p> <p>3.3 Training for both on-site and off-site building personnel dedicated to the property.</p> | <p>3.4 List of any management team industry certifications, degrees, or industry training</p> <p>3.5 Describe team building activities which may include staff meetings, joint education, BOMA events, other events, etc.</p> |
|--|---|

**Maximum of 1,800 words**

#### ATTACH THE FOLLOWING:

- 3.6 Organization Chart for property personnel.

**Total of 1 attachment required**

## SUBMISSION REQUIREMENTS

### SECTION 4: ENERGY

20 points

**IMPORTANT:** All Entrants from all countries (where applicable) are required to utilize the ENERGY STAR® Portfolio Manager to measure their current rating in ENERGY STAR® and provide the Statement of Energy Performance report generated within the last 12 months from ENERGY STAR® (stamped by a verifying engineer IF THE SCORE IS 75 OR GREATER.)

Canadian Entrants must also provide the BOMA BEST certificate or letter.

Any entrant that does not complete this step will not be eligible to compete at the Regional or International Level.

#### COMPLETE THE FOLLOWING:

#### 4.1. **Benchmarking and Performance Rating (6 Points)**

ENERGY STAR Score

Entrants will also be scored based on their ENERGY STAR SEP generated within the last 12 months:

- Score < 75: 3 Points
- Score 75-84: 4 Points
- Score 85-90: 5 Points
- Score >90: 6 points

**NOTE:** Verifying engineer's signature and stamp is required for scores 75 or greater SEP's without stamps will receive 3 points regardless of score shown on SEP.

\*For multiple buildings, use weighted average by square footage and provide analysis for the score.

#### DESCRIBE THE FOLLOWING:

#### 4.2. **Describe ENERGY STAR score and efforts to increase the score, both historic and future (3 Points)**

#### 4.3. **Building Staff/Tenant Education (2 Points)**

- a. 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 conservation. Building staff/tenant education can be conducted virtually via online courses rather than by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR® training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

#### 4.4. **Building Operations and Maintenance (3 Points)**

- a. Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed:
  - II. Preventative maintenance programs
  - III. System documentation including reporting, annual testing results, etc.
  - IV. Equipment and system performance monitoring
  - V. Sensor and control calibration

#### 4.5. **Energy Performance Results (3 Points)**

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

#### 4.6. **Building EMS Monitoring (3 Points)**

- a. Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building's energy consumption. Provide measurable results demonstrating reduction in energy and improved performance.

*Maximum of 2,000 words*

#### 4.7. **Attach the following:**

- a. 1 ENERGY STAR Statement of Energy Performance (SEP) – Must be an official ENERGY STAR SEP, failure to provide will result in disqualification. THE SEP must be stamped by an engineer if the score is greater than 75.
- b. Canadian Entrants must also provide the BOMA BEST certificate or letter.
- c. Charts or graphs outlining results. (Optional)

**1 attachment required;  
2 attachments for Canadian Entrants;  
1 Optional attachment**

## SUBMISSION REQUIREMENTS

SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS

15 points

### DESCRIBE THE FOLLOWING:

#### 5.1 Environmental (4 Points)

- a. Describe the policies and procedures in place at the building. This may include accessibility for people with disabilities, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, refrigerant management and legionella testing and management, emergency clean up, blood-borne pathogen program, pandemic preparedness, and tenant environmental management and compliance.
- b. Provide the building's exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs affecting IAQ and/or any other environmental management programs.
- c. Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.

#### 5.2 Sustainability (3 Points)

- a. 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.

#### 5.3 Waste (4 Points)

- a. Describe your building's waste reduction management work plan and source separation program.
- b. When applicable include:
  - III. Collection of organic waste
  - IV. Collection of recycled paper, metal cans, glass, plastic containers, and cardboard, lamp recycling, plus any other recyclables
  - V. Facilities diversion rate
  - VI. Educational training for occupants, custodians, and general public.
  - VII. Organizational statement for continuous improvement in the reduction and diversion of waste streams
  - VIII. Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events.
  - IX. Future plans to increase recycling levels, including organics composting to reduce the waste generated.

#### 5.4 Health & Wellness (4 Points)

- a. Describe policies implemented to create healthy work environments for employees and tenants and to promote health in the community.
- b. Describe wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc.
- c. Describe building features that address the health and well-being of the stakeholders such as daylight levels, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc.
- d. Describe your pandemic plan. Examples include hand hygiene standards, health promotion signage, infectious disease plan response guidelines, contagious disease outbreak preparedness plan, enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, etc.

*Maximum of 3,000 words*

## SUBMISSION REQUIREMENTS

### SECTION 6: TENANT/OCCUPANT RELATIONS AND COMMUNITY INVOLVEMENT

30 points

**NOTE:** 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.

#### DESCRIBE THE FOLLOWING:

##### 6.1 Tenant and Occupant Relations (15 Points)

- a. Tenant Relations efforts and/or programs sponsored by building management within the last 12 months.
- b. 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.
- c. Tenant amenities available such as health facilities, childcare, and food service.
- d. Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and actions management took to share results and alleviate concerns and/or problems.

##### 6.2 Community Involvement (15 Points)

- a. 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.), health and wellness initiatives, 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.
- b. 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 the entrance can describe how the onsite management team personally participated or how it affected the property.
- c. Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of industry importance. Activities must be within the past 12 months. Include the date of the activity.
- d. Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months and at least one (1) planned or unplanned event in cooperation with municipal departments, such as the police department, fire department, special improvement districts, and public works. Include the date of the activity.

##### 6.3 Attach the following:

- a. 3 Appreciation letters from the tenant or public
- b. 2 Newsletters
- c. 1 Copy of tenant/occupant survey (if applicable).
- d. 1 Tenant communications piece from the property management team
- e. 3 Photographs reflecting the tenant events being described.
- f. 1 Table of contents from the tenant manual. (Do not include the entire manual or photograph collages—only single images.)
- g. 3 Attachments reflecting the community events being described such as posters, flyers, newsletters, and charity acknowledgement letters. (Optional)

**Total of 10 attachments required  
4 optional - TOTAL 14 attachments**

**Maximum of 4,000 words**

## SUBMISSION REQUIREMENTS

### SECTION 7: MARKETING, BRANDING AND CUSTOMER EXPERIENCE

10 points

Successful marketing and branding of a Retail Building creates competitive advantage, and helps cement loyalty and creates synergies, within the community within which it trades. Retail building retailers and customers are now using a multichannel approach to communicate, promote and share their shopping experiences.

#### DESCRIBE THE FOLLOWING:

7.1 Describe all the proactive efforts on the part of management working with Tenants to implement an effective communication strategy for the Retail Building to both position the center effectively as well as to improve customer service. Each entrant may provide up to 3 examples of marketing and branding campaigns and how these were implemented, monitored and their effectiveness evaluated. The overall shopping experience provided for consumers has become an important factor for the ongoing success of the shopping center. There should be a continued focus on identifying the important needs and expectations of shoppers and delivering service levels that go above and beyond what is typically offered in the marketplace, through active management of the Retail Building environment.

#### Judges Scoring Guide- Site Visit Marketing, Branding and Customer Experience

- 7.2 **Marketing and Branding - where applicable (5 of 10 Points)**
- Website detailing all stores, facilities and events
  - Ongoing market research to provide frequent consumer feedback about brand awareness and image conveyed (last 2 years)
  - Brand maintenance by adopting multi-faceted communication and customer contact methods (i.e., email, Facebook, Twitter, Instagram)
  - Analysis of footfall into the center and into key stores
  - Social media program/ seasonal events/ customer loyalty programs

7.3 **Customer Experience - where applicable (5 of 10 Points)**

- Undertake regular research to understand the changing needs of your consumers (focus groups, mystery shopping, social media monitoring)
- Do you have a system that encourages and rewards the achievement of superior customer service?
- Efficient management of foot traffic into the mall and parking facilities.
- Effective zoning of tenant mix offering multiple choices and satisfying needs.
- Does all management staff embrace a service culture and share responsibility for customer service?
- Are the needs of families considered and appropriate facilities provided?
- Is technology available to enhance the shopping experience i.e., WIFI
- Industry/Community awards or recognition demonstrating superior customer shopping experience.

**Maximum 1,800 words**

#### ATTACH THE FOLLOWING:

- 7.4 3 examples of marketing and branding campaigns and how these were implemented, monitored and their effectiveness evaluated. (Optional)

**Maximum 3 attachments allowed**