



# 2026 TOBY Awards Informational



# What is TOBY?

**The Outstanding Building of the Year**

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

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# Benefits of TOBY Participation

- Compels you to scrutinize all facets of operations
  - Provides you with a great marketing vehicle
  - Broadens your market/product perspective
  - Enhances image/marketability of property
  - Allows you access to a broad range of market knowledge
  - Promotes excellent team building
  - Gives you a competitive advantage in the market
-





# No Excuses!

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

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

## OFFICE BUILDING SQ. FT.

### CATEGORIES

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

## OTHER BUILDING CATEGORIES

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



# TOBY Categories



# THE LOCAL COMPETITION HAS THREE COMPONENTS:

1

## **Local Entry Form- due 10/12**

1. Includes basic building information
2. Entered directly to BOMA Greater Minneapolis
3. Can be found under TOBY Resources page on BOMA GM Website
4. \$125 Fee

2

## **Written Submission - due by 12:00 pm on 11/23**

1. Must meet regional criteria
2. Entry requirements & judging sheets are available on the BOMA Greater Minn. website
3. Must be entered through TOBY Portal via BOMA Int.
4. “How-To” provided in later slides

3

## **Site inspection from 12/01 - 12/05**

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



# TOBY Requirements

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

**\*For Written Submission\***

**LIFE  
SAFETY/SECURITY/RISK  
MANAGEMENT**

**TENANT RELATIONS &  
COMMUNITY INVOLVEMENT**

**ENVIRONMENTAL/  
SUSTAINABILITY/HEALTH &  
WELLNESS**

**ENERGY**

**TRAINING &  
EDUCATION**

**BUILDING  
OPERATIONS**

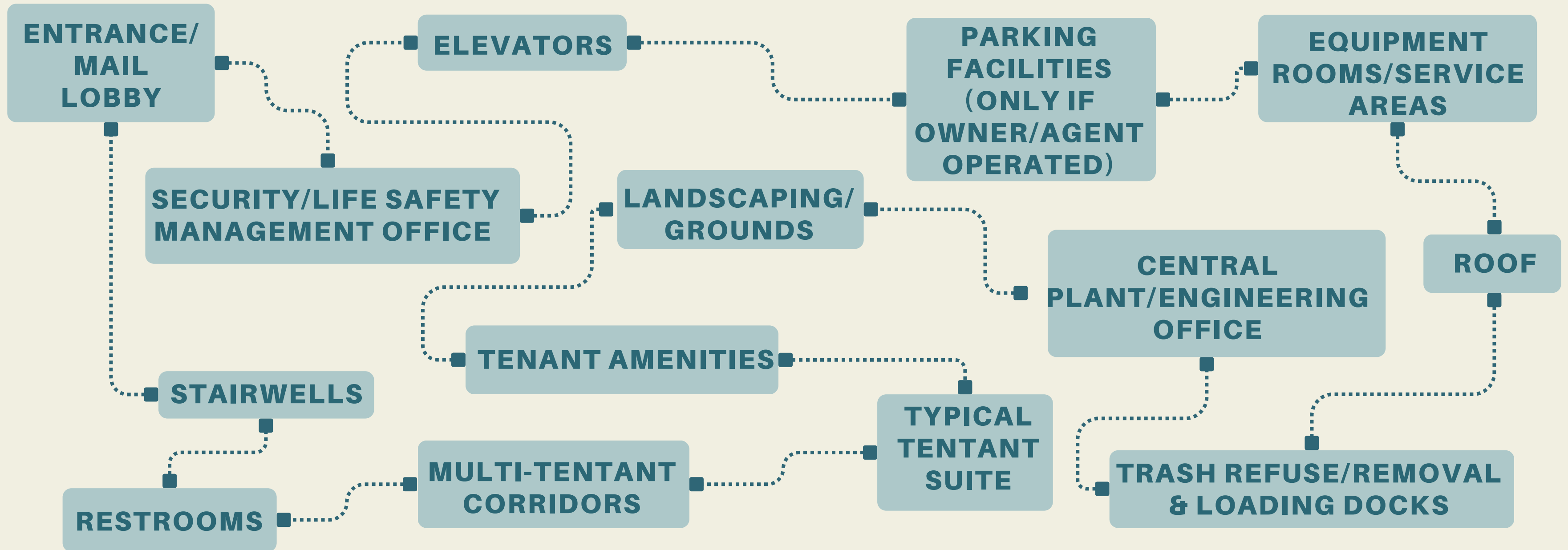
**BUILDING  
DESCRIPTION**

**Catch the judges' attention with high-quality photos**

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You chose the route/path of inspection



TOBY INSPECTION ITEMS (Office)

# How to Start



## **SEND IN YOUR FORM**

The Local TOBY entry form can be found on the BOMA Greater Minneapolis website on the TOBY webpage. Forms, entry fee, and building photos are due October 12, 2025.



## **CONNECT WITH A MENTOR**

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



## **ENTER YOUR SUBMISSION**

Written submissions are due to the TOBY Portal on November 23, 2025. In-person building tours will be scheduled by the Awards & Recognition Committee between December 1st- 6th 2024.

# The Regional & International Competitions

After winning the local competition:

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

After winning the regional competition:

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

## Midwest Northern Region

Southern Colorado

Denver Metro

Duluth

Iowa

Kansas City

**Greater Minneapolis**

Omaha

St. Louis

Greater Saint Paul

Wichita

Wisconsin



# Tips & Tools



**CHOOSE THE BEST CATEGORY FOR YOUR BUILDING!**



**PREPARE YOUR SUBMISSION IN MICROSOFT WORD TO  
TRACK WORDCOUNT**



**READ, UNDERSTAND, AND FOLLOW THE ENTRY REQUIREMENTS  
CAREFULLY**



**PRETEND YOUR AUDIENCE HAS NEVER BEEN TO THE MINNEAPOLIS AREA**



**TAKE YOUR BUILDING PHOTOS NOW**

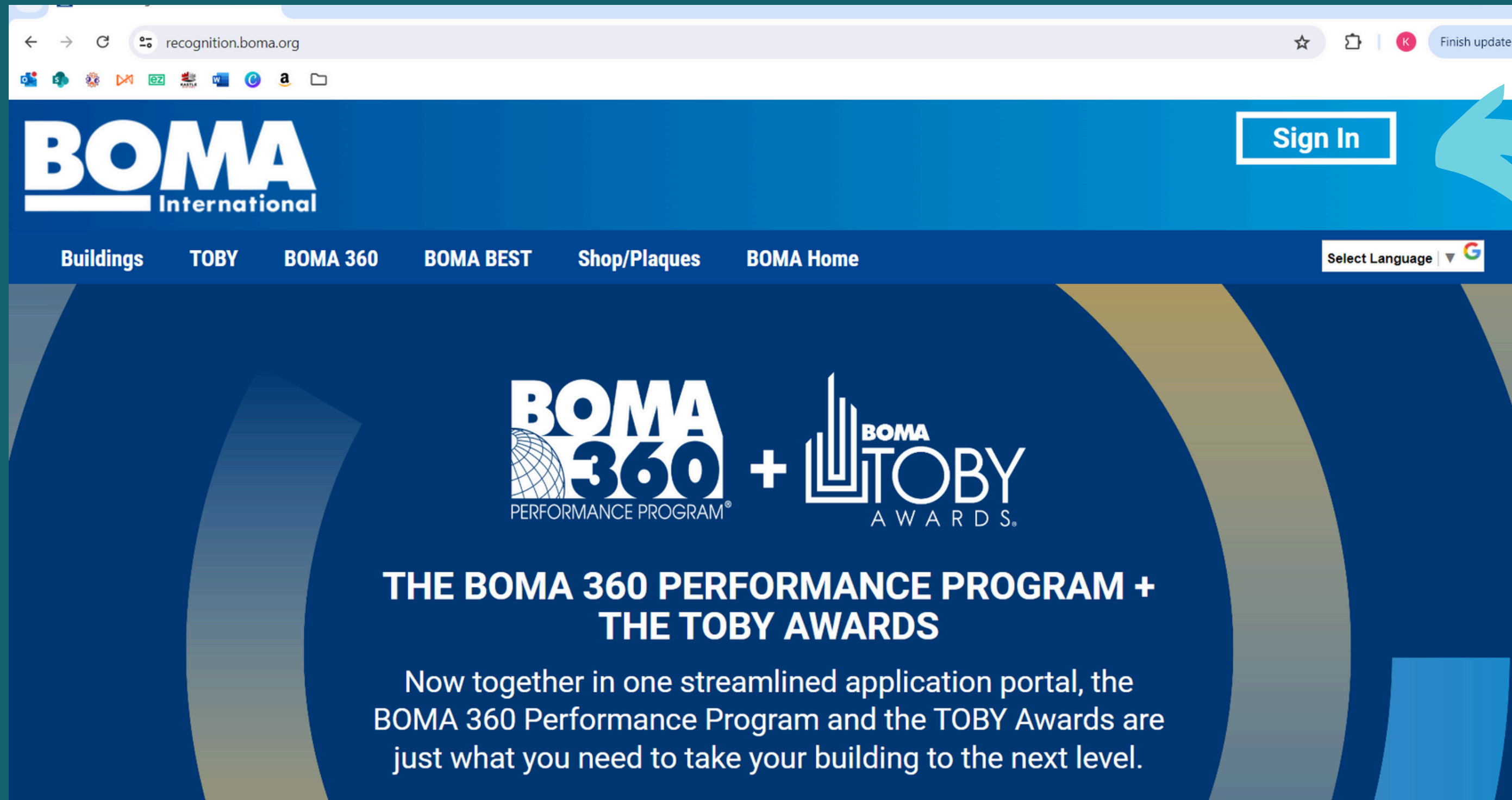
# 2026 TOBY TIMELINE

## LOCAL, REGIONAL & INTERNATIONAL COMPETITION

*\*DATES BASED ON 2025 CYCLE AND SUBJECT TO CHANGE*

AUG. 7, 2025	TOBY ONLINE SUBMISSION PORTAL OPENS FOR 2026 TOBY CYCLE
OCT. 12, 2025	LOCAL TOBY ENTRY FORM & FEE DUE (\$125)
NOV. 23, 2025	WRITTEN SUBMISSION DUE
DEC. 1-5, 2025	BUILDING TOURS COMMENCE
FEB. 12, 2026	LOCAL WINNERS ANNOUNCED
MAR. 19, 2026	REGIONAL REVISED SUBMISSION DUE
APR. 16, 2026	REGIONAL WINNERS ANNOUNCED
JUL. 1, 2026	BOMA INTERNATIONAL TOBY AWARD CEREMONY

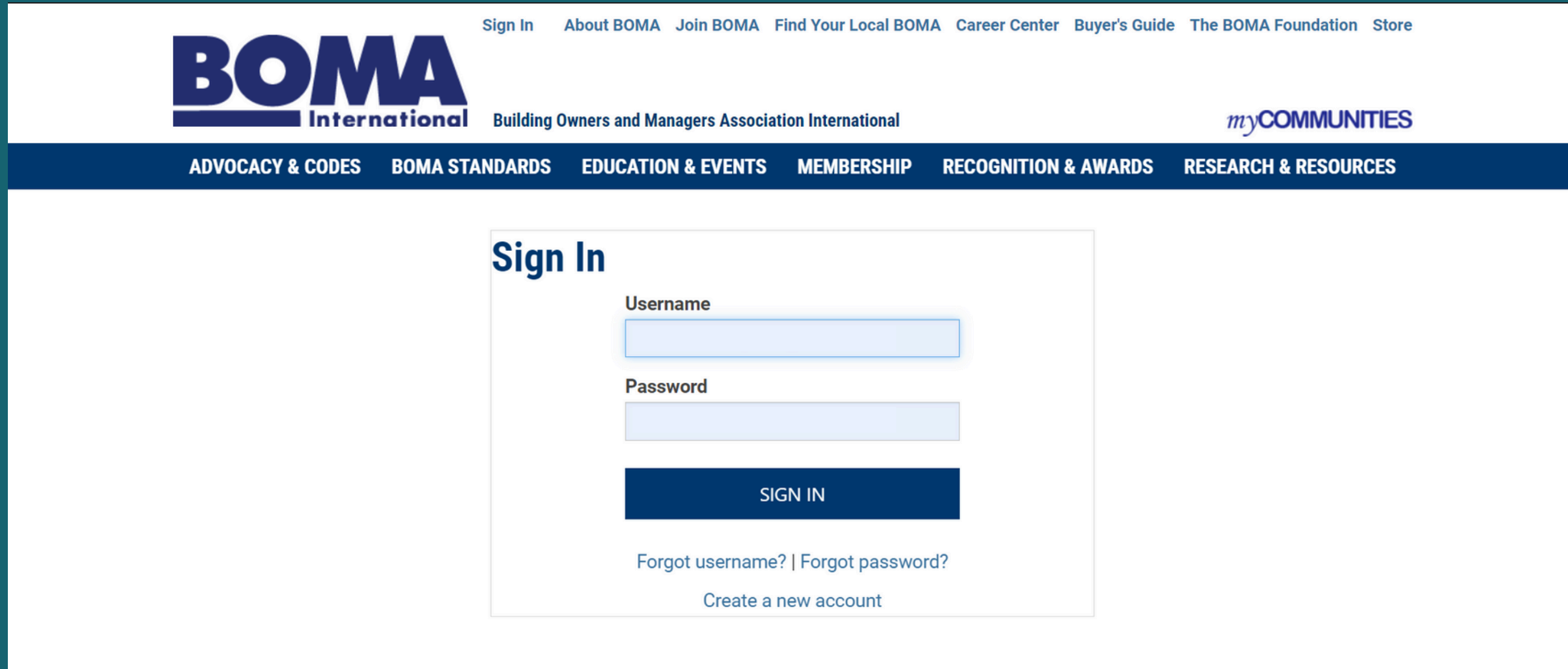
# TOBY Application How To



Begin on [recognition.boma.org](https://recognition.boma.org) & click 'sign-in'



# TOBY Application How To



The screenshot displays the BOMA International website's header and a central sign-in form. The header includes the BOMA International logo, a navigation menu with links like 'Sign In', 'About BOMA', and 'Join BOMA', and a 'myCOMMUNITIES' logo. Below the header is a dark blue navigation bar with white text links: 'ADVOCACY & CODES', 'BOMA STANDARDS', 'EDUCATION & EVENTS', 'MEMBERSHIP', 'RECOGNITION & AWARDS', and 'RESEARCH & RESOURCES'. The main content area features a 'Sign In' form with fields for 'Username' and 'Password', a 'SIGN IN' button, and links for 'Forgot username? | Forgot password?' and 'Create a new account'.

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

[Sign In](#) [About BOMA](#) [Join BOMA](#) [Find Your Local BOMA](#) [Career Center](#) [Buyer's Guide](#) [The BOMA Foundation](#) [Store](#)

*my*COMMUNITIES

[ADVOCACY & CODES](#) [BOMA STANDARDS](#) [EDUCATION & EVENTS](#) [MEMBERSHIP](#) [RECOGNITION & AWARDS](#) [RESEARCH & RESOURCES](#)

## Sign In

Username

Password

**SIGN IN**

[Forgot username? | Forgot password?](#)

[Create a new account](#)

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

# TOBY Application How To

*If you have not entered your building for BOMA360 OR TOBY yet...*



The screenshot shows the 'Add Building' form. The form is titled 'Add Building' and has a section for 'Primary Information'. The fields are: 'Building Name\*' (with 'SAMPLE Building' entered), 'Building Display Name', 'Country\*' (with 'UNITED STATES' selected), 'Address\*' (with '123 Sample St.' entered), 'Address 2 (Do not include suite numbers)', 'City\*' (with 'Minneapolis' entered), 'State/Province\*' (with 'Minnesota' selected), and 'Zip/Postal Code\*' (with '55321' entered). There is a placeholder image of a building on the right. At the bottom right, there are 'Save' and 'Cancel' buttons.

Click "Add Building" THEN Enter Building Info (Save)

# TOBY Application How To

**BOMA** International

Hello, Katrina Logout

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

Select Language ▼

### My Buildings

Search  -Filter- ▼ Go [Clear filter](#) [Export](#) [+ Add New Building](#)

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

1 item(s) found

<< < > >>

10 ▼ Items

Access 'My Buildings' dashboard, which can be accessed via the  
'Buildings' drop-down button  
Then click 'View TOBY Entries' on the 'Action' drop down  
button



# TOBY Application How To

Hello, Katrina Logout

**BOMA** International

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

Select Language ▼

< Back to My Buildings

**SAMPLE Building**

BOMA 360 Applications TOBY Entries

Search --Filter-- Go Clear filter

Export + Add New TOBY Entry

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

<< < > >>

20 ▼ Items Per Page Page 1 of 1

Click 'Add New TOBY Entry'

# TOBY Application How To

**Create TOBY Entry**

Building: SAMPLE Building

**Category\***

100, 000 - 249,999 Square Feet

**TOBY Cycle\***

2025 - BOMA/Greater Minneapolis Local TOBY Awards

**Building Display Name for Award and Promotional Materials**

TEST

**Eligibility Questions**

1. Does your entry have at least 50 percent office space as measured by the BOMA standards?\*

Yes

2. Has the building been occupied for at least one full year from the date of occupancy of the first tenant by June 15, 2021 with a minimum of 12 months of building operations?\*

Yes

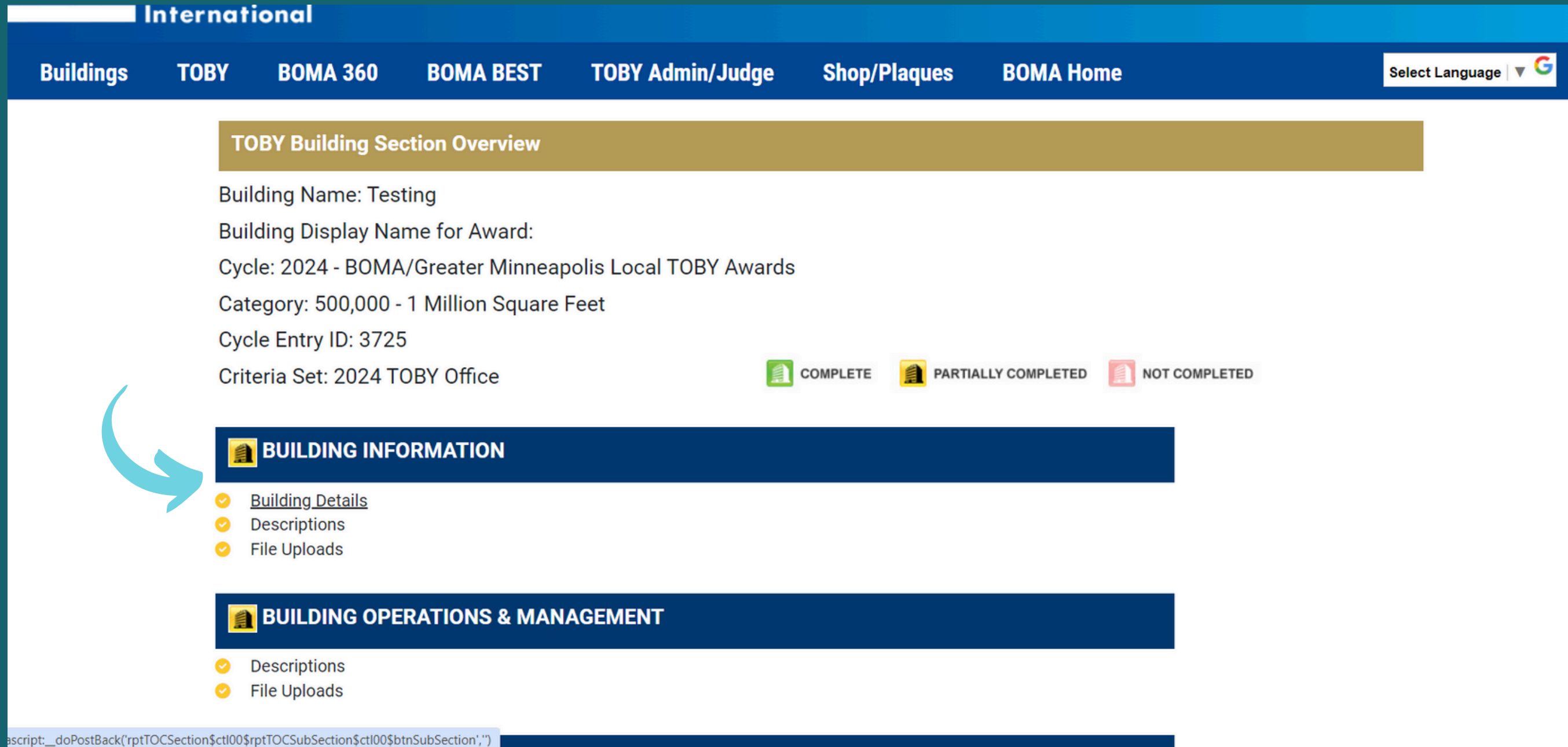
3. Has this building won the category in which it is being entered at the National/International level within the past five years?\*

Yes

4. Has the building won a different National/International TOBY category within the

- Insert all necessary criteria
- For TOBY Cycle please select: "2025 BOMA Greater Minneapolis Local TOBY Awards"
- Then click "create TOBY entry" at the bottom of the page

# TOBY Application How To



The screenshot shows the TOBY Building Section Overview page. The top navigation bar includes links for Buildings, TOBY, BOMA 360, BOMA BEST, TOBY Admin/Judge, Shop/Plaques, and BOMA Home, along with a language selection dropdown. The main content area displays the following information:

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

Below this information are three status indicators: COMPLETE (green), PARTIALLY COMPLETED (yellow), and NOT COMPLETED (red). A blue arrow points to the BUILDING INFORMATION section, which includes the following items:

- ☒ Building Details
- ☒ Descriptions
- ☒ File Uploads

Below the BUILDING INFORMATION section is the BUILDING OPERATIONS & MANAGEMENT section, which includes the following items:

- ☒ Descriptions
- ☒ File Uploads

At the bottom of the page, there is a small snippet of JavaScript code: `script:__doPostBack('rptTOCSection$ctl00$rptTOCSubSection$ctl00$btnSubSection','')`.

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



# TOBY Application How To

Cycle Entry ID: 3725  
Criteria Set: 2024 TOBY Office

## Building Information

## Building Details

Please provide the following information:

Number of floors in this building:

Sample Text...

BOMA Certified Total Building Rentable Area Square Footage

BOMA Certified Office Rentable Area Square Footage

Other Certified Rentable Area Square Footage (where applicable)

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

# TOBY Application How To

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## Awards Ceremony Photographs

Provide the following photograph of your building(s):

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

0 files of 1 uploaded.

No file chosen

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

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

0 files of 1 uploaded.

No file chosen

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



# Thank you for your time!

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

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

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

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