



# 2027 TOBY Awards Webinar



# 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.

**3 Levels of Competition:** Local, Regional, & International

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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 **market advantage**
-



# 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.
-

## 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

*Find the best fit for you!*

# THE LOCAL COMPETITION HAS THREE COMPONENTS:

1

## **Local Entry Form- due by 12:00 pm on 10/11/26**

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

2

## **Written Submission - due by 12:00 pm on 11/22/26**

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
5. Have mentors review to provide feedback
6. Can be updated once before regionals if progressing

3

## **Site inspection from 11/30/26 - 12/04/26**

1. A team of judges will tour your building with you and your engineers (local only)
2. Each building team creates their own pathways (review judging criteria to ensure you hit each item)
3. The full tour takes about 90 minutes
4. Judges checklists are available on the BOMA Greater Mpls website
5. Judges will reach out and schedule a time with you



# TOBY Requirements

- BOMA dues-paying member building
  - **New** BOMA 360 applications must be submitted by Jan. 15, 2027
  - **Current** BOMA360 buildings must be valid through July 2027 or renewed by Jan. 15, 2027
  - 50% of building must be office (except for Industrial & select categories)
  - Energy Star benchmarked- no certification necessary (Industrial category exempt)
  - Leased and physically occupied for at least one full year by June 15, 2026
  - Need a 70% score to advance to next level & must pass the site inspection
-

# TOBY Sections (Office)

For Written Submission - same categories as BOMA360

<b>Section</b>	<b>Max Points</b>
<b>BUILDING OPERATIONS &amp; MANAGEMENT</b>	5
<b>LIFE SAFETY, SECURITY &amp; RISK MANAGEMENT</b>	15
<b>TRAINING &amp; EDUCATION</b>	15
<b>ENERGY</b>	20
<b>ENVIRONMENTAL / SUSTAINABILITY / WELLNESS</b>	15
<b>TENANT / OCCUPANT RELATIONS / COMMUNITY</b>	30

# TOBY Sections (Office)

Most categories include a narrative description & multiple attachments

## SECTION 1: BUILDING OPERATIONS & MANAGEMENT

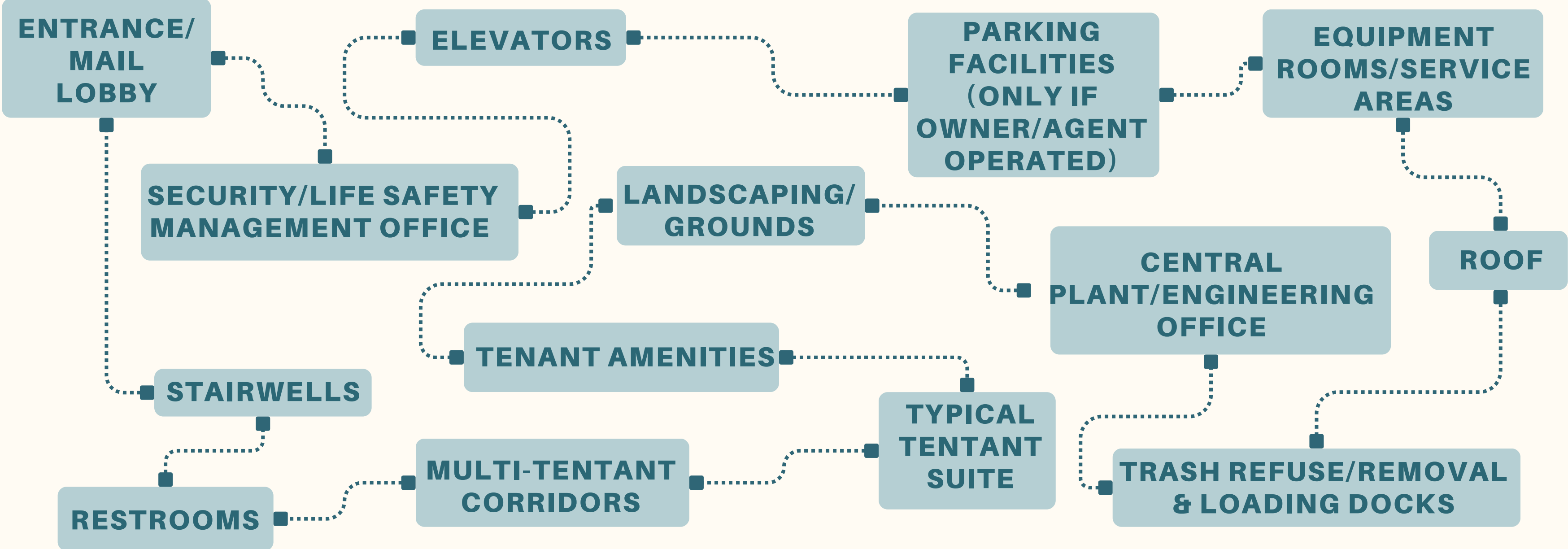
### 1.1 NARRATIVE - DESCRIBE THE FOLLOWING:

- A. LOBBY/TRIUM STANDARD FINISHES
- B. CORRIDOR STANDARD FINISHES
- C. RESTROOM STANDARD FINISHES
- D. ELEVATORS (MAKE, MODEL, YEAR, TOTAL NUMBER)
- E. TYPICAL STANDARD SUITE STANDARD FINISHES
- F. UTILITY DISTRIBUTION
- G. HVAC DISTRIBUTION SYSTEM
- H. FIRE/LIFE SAFETY SYSTEMS
- I. LOADING DOCK
- J. TENANT AND VISITOR PARKING (SEPARATE DESCRIPTIONS)
- K. EMERGENCY GENERATOR/BACKUP POWER
- L. AWARDS LIST (NAME & DATE OF AWARD; MUST MATCH UPLOADED ITEMS)
- M. LIFE SCIENCE & MEDICAL ONLY: TYPICAL MEDICAL/LAB TENANT SUITE (LAB TO OFFICE RATIO)

### 1.2 ATTACHMENTS:

- A. FLOOR PLANS SHOWING THE MAIN LOBBY AND TWO ADDITIONAL FLOORS.
- B. SITE PLAN OR AERIAL PHOTOGRAPH SHOWING THE BUILDING(S) AND PROPERTY/BOUNDARY LINES.
- C. COPIES OF ANY CERTIFICATIONS OR AWARDS RECEIVED. (OPTIONAL).

# 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 11, 2026.



## **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 22, 2026. In-person building tours will be scheduled by the Awards & Recognition Committee between November 30th - December 4th 2026.

# Tips & Tools

REVIEW THE JUDGES MATERIALS TO STRATEGIZE

CHOOSE THE BEST CATEGORY FOR YOUR BUILDING!

PREPARE YOUR SUBMISSION IN MICROSOFT WORD TO TRACK WORDCOUNT - AI IS YOUR FRIEND!

READ, UNDERSTAND, AND FOLLOW THE ENTRY REQUIREMENTS CAREFULLY

PRETEND YOUR AUDIENCE HAS NEVER BEEN TO THE MPLS AREA

TAKE YOUR BUILDING PHOTOS NOW!

# The Regional & International Competitions

After winning the local competition:

- Changes can be made if necessary until early to mid March
- Entries are submitted via BOMA International's online portal (same portal used for local competition) for regional review
  - **\$450 entry fee for BOMA Regional 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

# 2027 TOBY TIMELINE

## LOCAL, REGIONAL & INTERNATIONAL COMPETITION

*\*DATES BASED ON 2026 CYCLE AND SUBJECT TO CHANGE*

**AUG. 6, 2026**

**TOBY LOCAL ONLINE SUBMISSION PORTAL OPENS**

**OCT. 11, 2026**

**LOCAL TOBY ENTRY FORM & FEE DUE (\$125)**

**NOV. 22, 2026**

**WRITTEN SUBMISSION DUE**

**NOV. 30- DEC. 4, 2026**

**BUILDING TOURS COMMENCE**

**FEB. 11, 2027**

**LOCAL WINNERS ANNOUNCED**

**MAR. 7, 2027**

**REGIONAL REVISED SUBMISSION DUE**

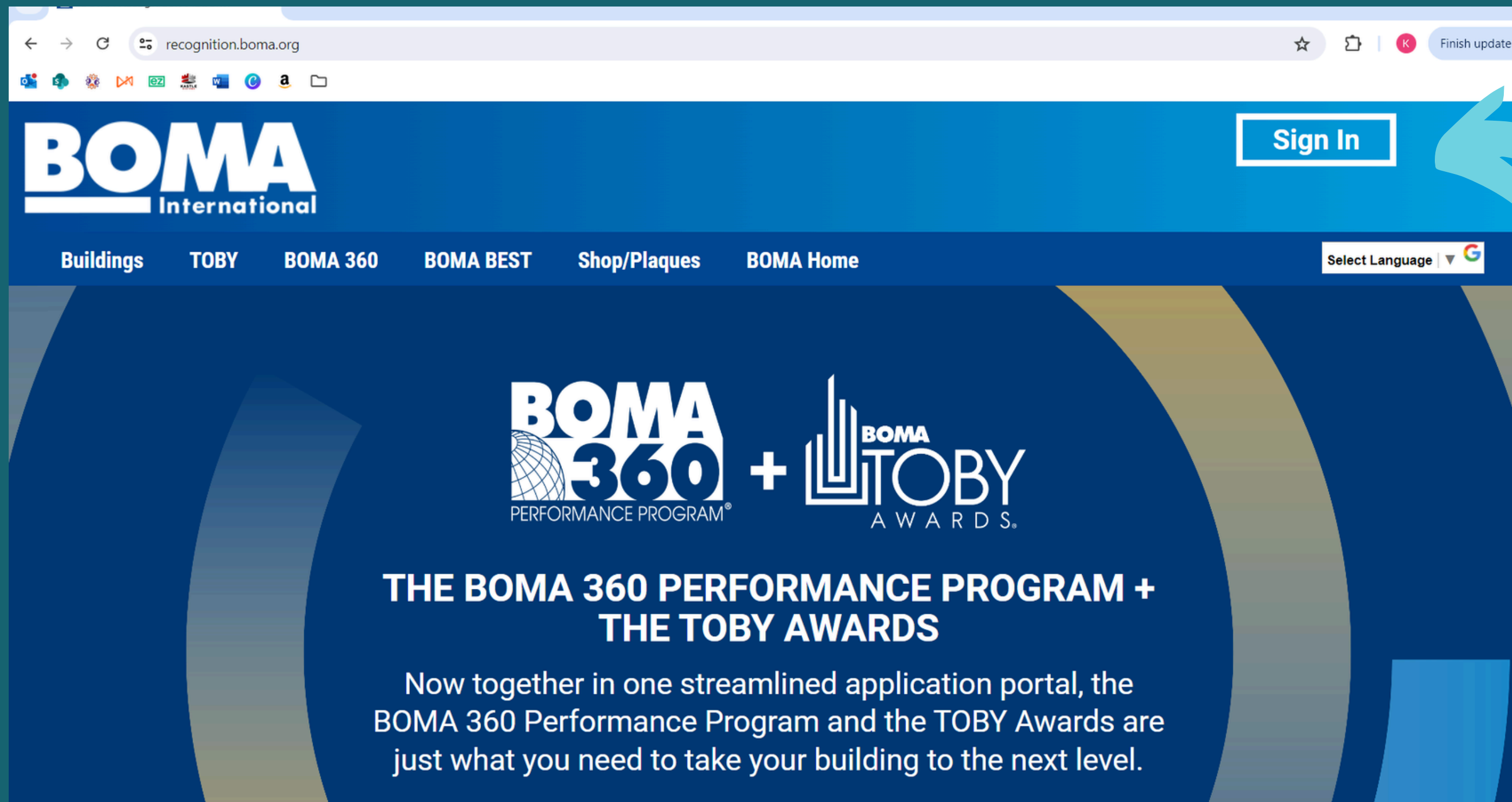
**APR. 15, 2027**

**REGIONAL WINNERS ANNOUNCED**

**JULY 2027**

**BOMA INTERNATIONAL TOBY AWARD CEREMONY**

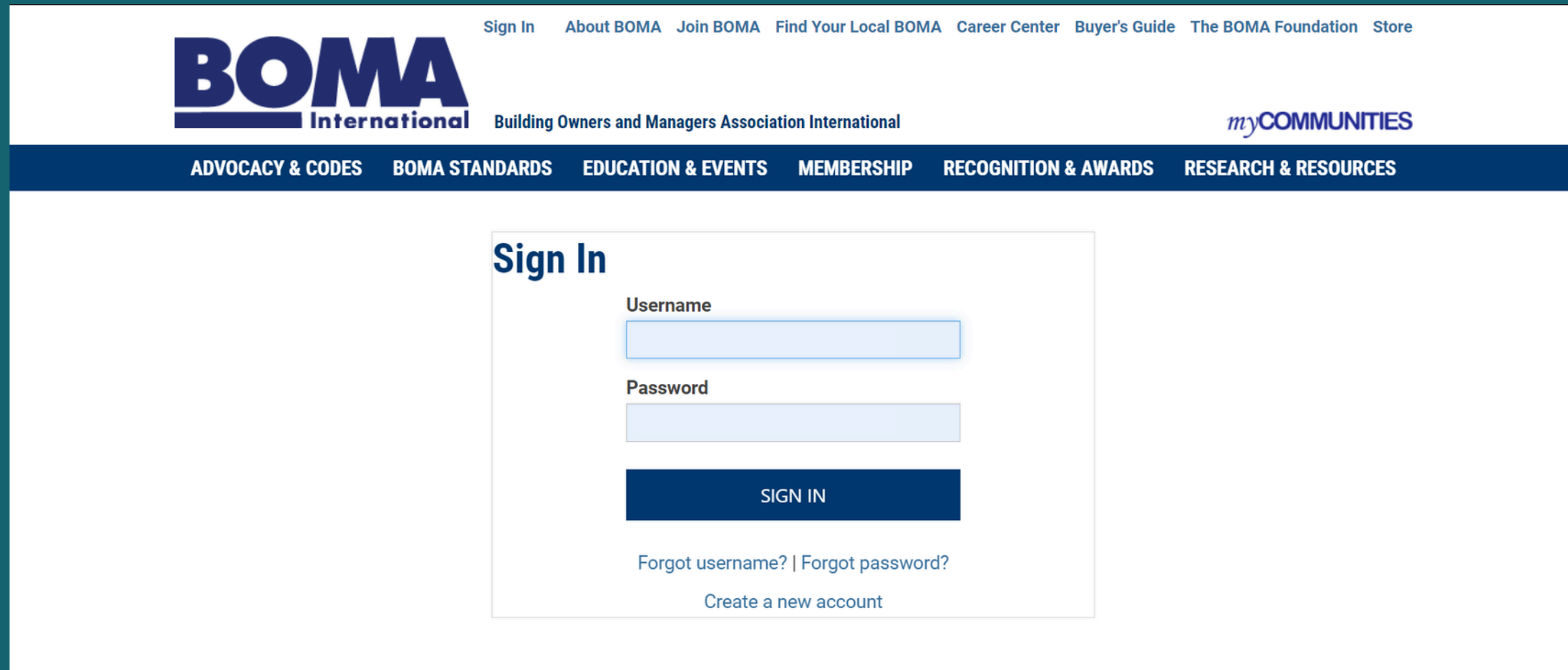
# TOBY Application How To



The screenshot shows the BOMA International website at recognition.boma.org. The browser's address bar and toolbar are visible at the top. The website's header features the BOMA International logo on the left and a 'Sign In' button on the right, which is highlighted with a red arrow. Below the header is a navigation menu with links for Buildings, TOBY, BOMA 360, BOMA BEST, Shop/Plaques, and BOMA Home. A 'Select Language' dropdown menu is also present. The main content area features a large graphic with the BOMA 360 Performance Program and BOMA TOBY Awards logos, and the text: 'THE BOMA 360 PERFORMANCE PROGRAM + THE TOBY AWARDS' and 'Now together in one streamlined application portal, the BOMA 360 Performance Program and the TOBY Awards are just what you need to take your building to the next level.'

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

# TOBY Application How To



The screenshot shows the BOMA International website header with navigation links: Sign In, About BOMA, Join BOMA, Find Your Local BOMA, Career Center, Buyer's Guide, The BOMA Foundation, and Store. The BOMA International logo is on the left, and myCOMMUNITIES is on the right. A dark blue navigation bar contains: ADVOCACY & CODES, BOMA STANDARDS, EDUCATION & EVENTS, MEMBERSHIP, RECOGNITION & AWARDS, and RESEARCH & RESOURCES.

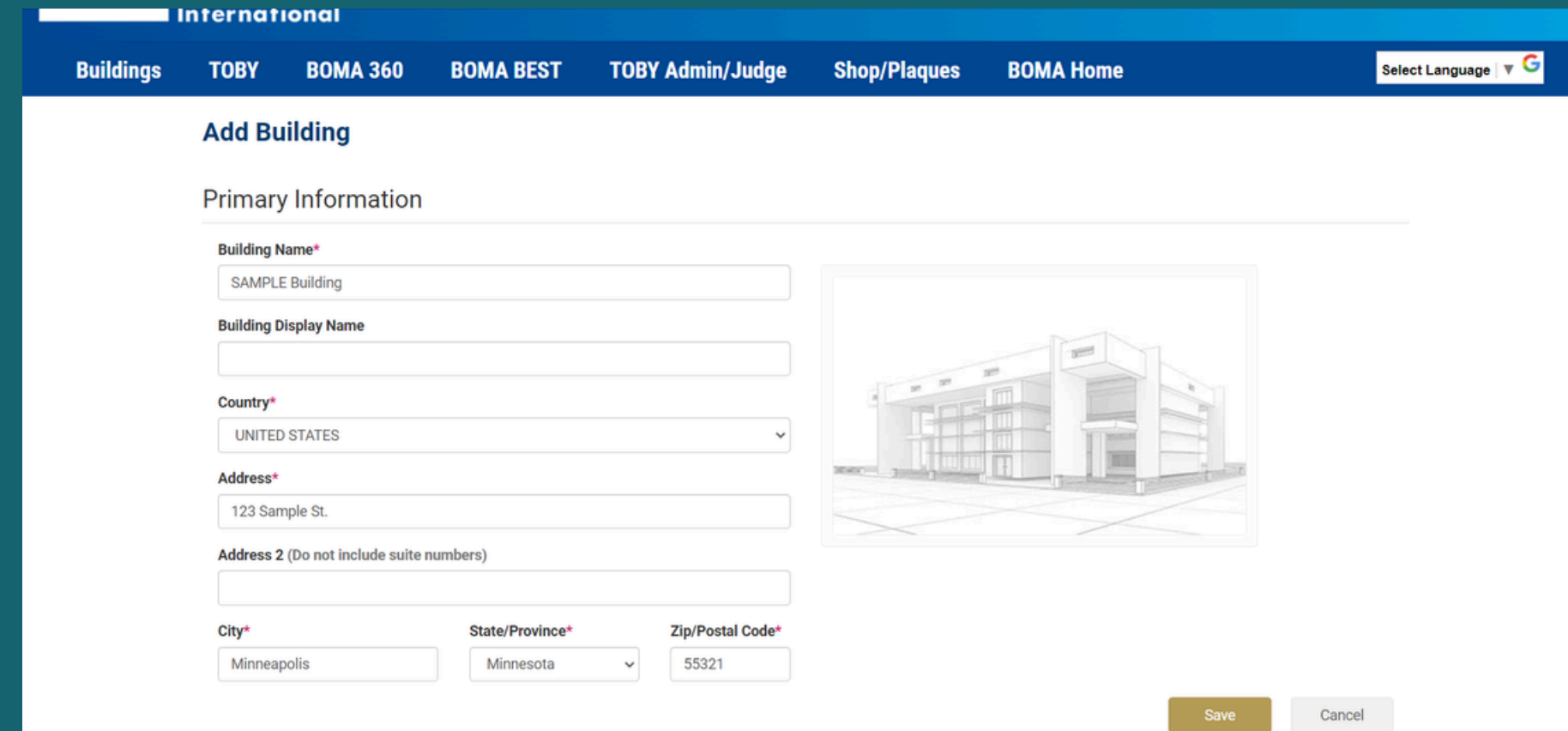
The main content area features a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Username** (Label) with an input field
- Password** (Label) with an input field
- SIGN IN** (Dark blue button)
- [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...*



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

# TOBY Application How To

The screenshot shows the BOMA International user interface. At the top, the BOMA International logo is on the left, and the user's name 'Hello, Katrina' and 'Logout' link are on the right. Below the logo is a navigation bar with the following items: Buildings, TOBY, BOMA 360, BOMA BEST, TOBY Admin/Judge, Shop/Plaques, and BOMA Home. A 'Select Language' dropdown is also present. The main content area is titled 'My Buildings' and contains a search bar, a filter dropdown, and buttons for 'Go', 'Clear filter', 'Export', and 'Add New Building'. A table lists building entries with columns for Building Name, Building Complete, Date Created, Date Modified, Active 360s, Complete TOBYs, and Actions. The first entry is 'SAMPLE Building' with a status of 'Complete', created on 8/6/2024 by Katrina Thinesen. The 'Actions' dropdown for this entry is open, showing options: --Select Action--, Edit Building Info, View 360 Applications, View Toby Entries (highlighted), and Remove From My List. A pagination bar at the bottom shows '1 item(s) found' and navigation controls.

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

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--  [Clear filter](#)

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

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

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: "2027 BOMA Greater Minneapolis Local TOBY Awards"
- Then click "create TOBY entry" at the bottom of the page

# TOBY Application How To

**International**

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

### TOBY Building Section Overview

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

COMPLETE PARTIALLY COMPLETED NOT COMPLETED

#### BUILDING INFORMATION

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

#### BUILDING OPERATIONS & MANAGEMENT

- Descriptions
- File Uploads

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

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

# TOBY Application How To

Cycle Entry ID: 3725

Criteria Set: 2024 TOBY Office

## Building Information

## Building Details

Please provide the following information:

Number of floors in this building:

BOMA Certified Total Building Rentable Area Square Footage

BOMA Certified Office Rentable Area Square Footage

Other Certified Rentable Area Square Footage (where applicable)

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

# TOBY Application How To

## Awards Ceremony Photographs

Provide the following photograph of your building(s):

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

0 files of 1 uploaded.

 No file chosen 

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

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

0 files of 1 uploaded.

 No file chosen 

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



# Thank you for your time!

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

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

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

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