



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

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**
-

Past BOMA Int. Winners

- RBC Gateway, JLL
 - Northland Center, Cushman and Wakefield
 - Centennial Lakes Office Park, Cushman and Wakefield
 - Xchange Medical, Davis
 - US Bancorp Center, Piedmont Office Realty Trust
 - The Colonnade, CBRE
 - 901 Marquette (AT&T Tower), Ryan Companies
-



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

Section	Max Points
BUILDING OPERATIONS & MANAGEMENT	5
LIFE SAFETY, SECURITY & RISK MANAGEMENT	15
TRAINING & EDUCATION	15
ENERGY	20
ENVIRONMENTAL / SUSTAINABILITY / WELLNESS	15
TENANT / OCCUPANT RELATIONS / COMMUNITY	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/ATRIUM 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).

TOBY Sections (Office)

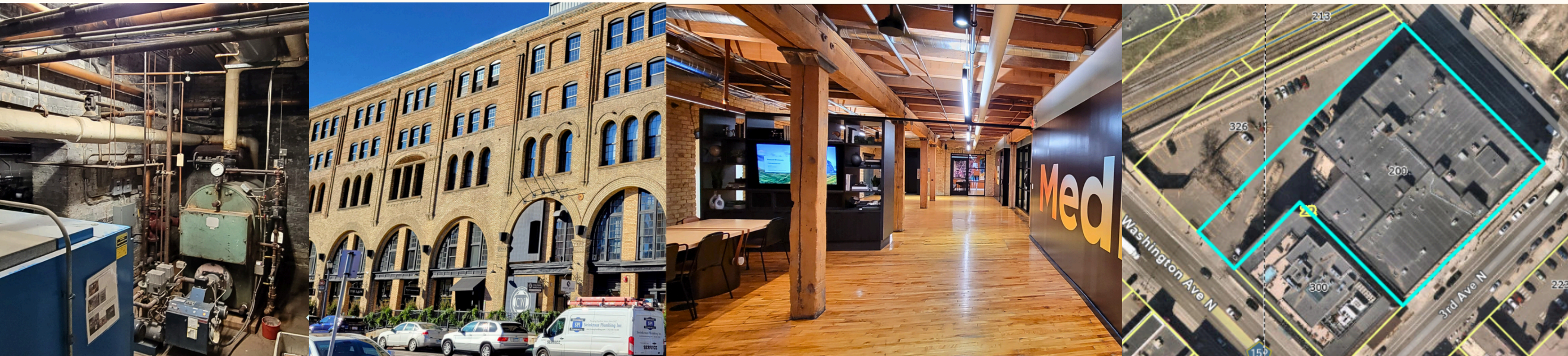
Most categories include a narrative description & multiple attachments

1.1 NARRATIVE EXAMPLE

Building A offers an impressive array of entry options, each designed to provide a unique and luxurious experience. The office lobby features a striking three-story vaulted glass atrium with white marble columns overlooking Nicollet Mall Plaza. Inside, dark grey granite and natural wood paneling wrap around the elevator banks with destination dispatch technology.

Within this bright, open-air lobby stands a captivating sculpture by artist Larry Bell, consisting of two primary-colored laminated glass cubes. The stylish environment features light grey stone terrazzo flooring transitioning...

1.2 ATTACHMENTS EXAMPLE



Narrative Tip: Use AI

AI PROMPT

PLEASE MAKE A 1,000 WORD NARRATIVE SUMMARY OF MY BUILDING FOR THE BOMA INT. TOBY COMPETITION USING THE INFORMATION BELOW:

My building has 3 entrances on the first floor, all ADA, big open doors that enter into a large domed atrium with sculptural installations designed by John Doe. The space is sleek, airy, and contemporary. its supposed to make guests feel fresh and welcome.

The restrooms are located near the check-in desk with 6 large stalls, with a single-stall family restroom.

We have 2 elevator banks each with 4 carts. All need card access. They are from VENDOR G and were installed in 2002 with regular maintenance.

Our suites vary in size and all have striking views of the skyline or city streets. All have modern finishes and we offer tenant buildout options.

A sizeable subfloor loading dock is available to all tenants and vendors.

We have a private 7-floor underground parking garage serviced by VENDOR D and are consistintly patrolled and upkeep with over 200 spots available.

We are WELL certified

Narrative Tip: Use AI

AI RESPONSE

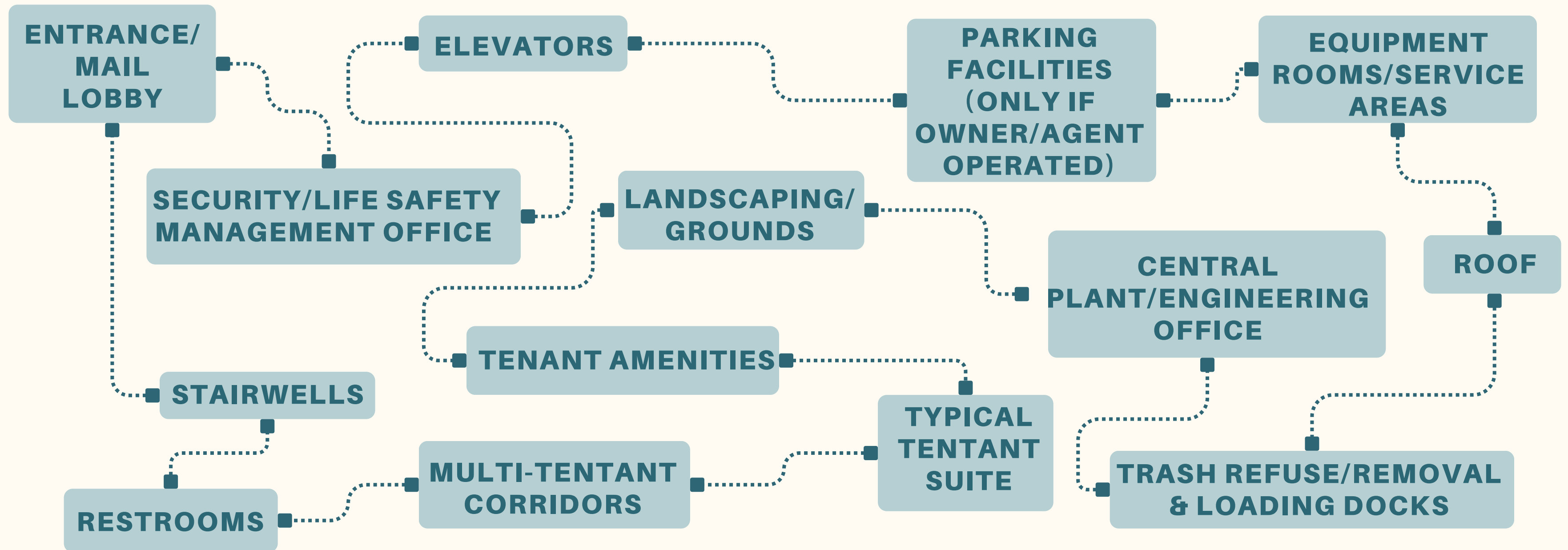
Designed to create an immediate sense of welcome, accessibility, and contemporary sophistication, the building provides an environment that thoughtfully serves tenants, visitors, vendors, and building personnel from arrival through departure. The property combines an impressive architectural presence with practical building systems, tenant-focused amenities, secure access, and well-maintained operational spaces. These elements work together to create a building experience centered on comfort, functionality, accessibility, and long-term performance.

The experience begins at the building's three first-floor entrances. Each entrance is ADA accessible, supporting convenient and equitable access for building occupants and visitors. Large, open entry doors create an inviting transition into the property and lead directly into the building's expansive domed atrium. The atrium serves as both the architectural focal point of the building and the primary introduction to the property.

Sleek, airy, and contemporary in design, the atrium was created to provide a fresh and welcoming atmosphere for those entering the building. Its open configuration and domed architecture create a strong sense of space, while sculptural installations designed by John Doe add visual interest and character to the environment. Together, these elements establish a distinctive sense of place and create an arrival experience that is both professional and memorable. Rather than functioning solely as a point of entry, the atrium sets the tone for the building as a whole and reflects the property's emphasis on providing a thoughtfully designed environment for its occupants.

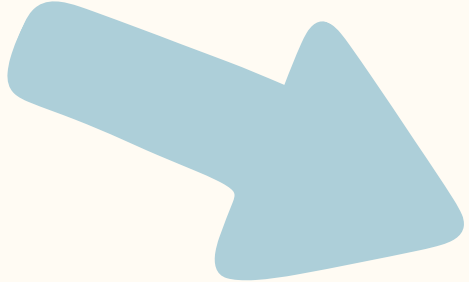
Conveniently located near the building's check-in desk are the first-floor restroom facilities. The primary restroom area includes six large stalls, providing ample capacity for building users and guests. A separate single-stall family restroom provides an additional private and flexible option. The location of these facilities near the check-in area makes them easily accessible to visitors upon arrival while also supporting the day-to-day needs of building occupants...

You chose the route/path of inspection



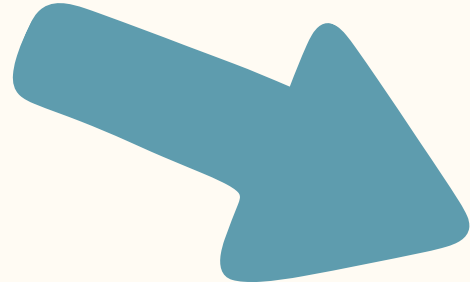
TOBY INSPECTION ITEMS (Office)

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

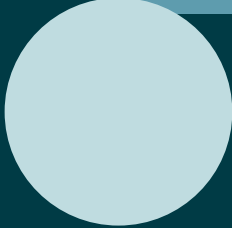
The Awards & Recognition Committee members are here to help! Once we receive your entry form, we will connect you with a committee member mentor to offer guidance on your written submission.



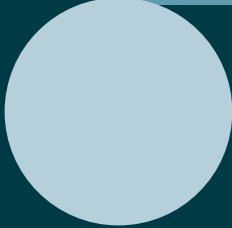
ENTER YOUR SUBMISSION

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.

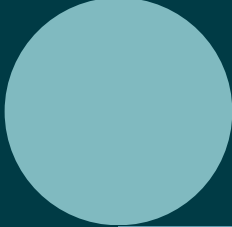
Tips & Tools



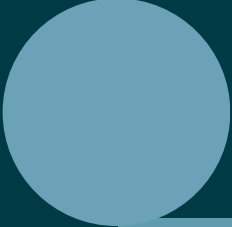
REVIEW THE JUDGES CHECKLIST TO STRATEGIZE



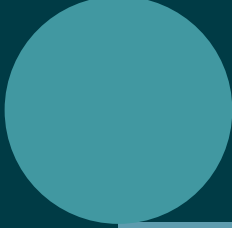
CHOOSE THE BEST CATEGORY FOR YOUR BUILDING!



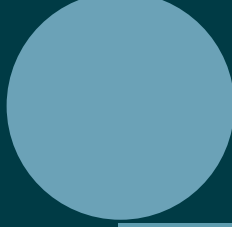
PREPARE YOUR SUBMISSION IN MICROSOFT WORD TO TRACK WORDCOUNT - AI IS YOUR FRIEND!



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

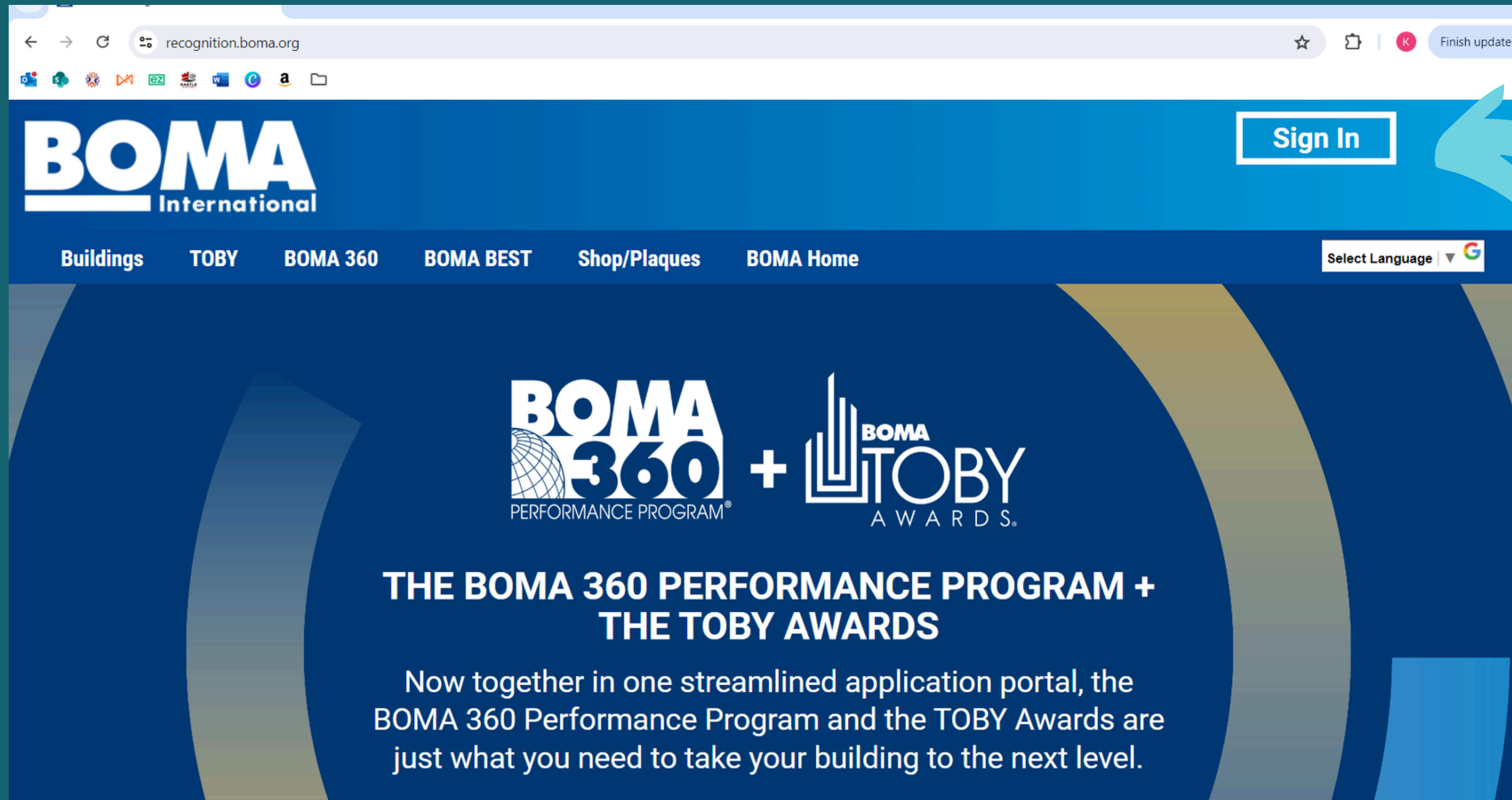
2027 TOBY TIMELINE

LOCAL, REGIONAL & INTERNATIONAL COMPETITION

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

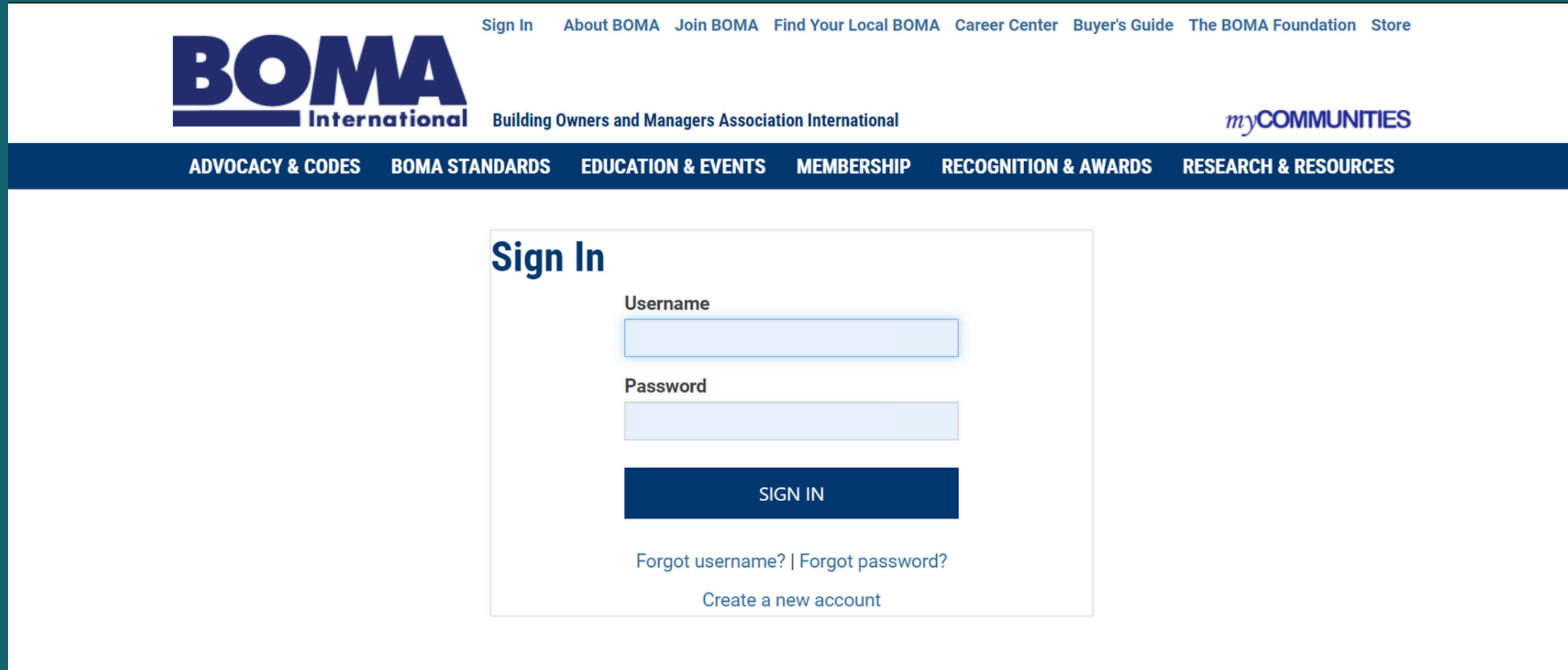
AUG. 6, 2026	TOBY LOCAL ONLINE SUBMISSION PORTAL OPENS
OCT. 11, 2026	LOCAL TOBY ENTRY FORM & FEE DUE (\$125)
NOV. 22, 2026	WRITTEN SUBMISSION DUE
NOV. 30- DEC. 4, 2026	BUILDING TOURS COMMENCE
FEB. 11, 2027	LOCAL WINNERS ANNOUNCED
MAR. 7, 2027	REGIONAL REVISED SUBMISSION DUE
APR. 15, 2027	REGIONAL WINNERS ANNOUNCED
JULY 2027	BOMA INTERNATIONAL TOBY AWARD CEREMONY

TOBY Application How To



Begin on 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 secondary menu with 'ADVOCACY & CODES', 'BOMA STANDARDS', 'EDUCATION & EVENTS', 'MEMBERSHIP', 'RECOGNITION & AWARDS', and 'RESEARCH & RESOURCES'. The sign-in form is titled 'Sign In' and contains 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 as follows:

- Building Name*: SAMPLE Building
- Building Display Name: (empty)
- Country*: UNITED STATES (dropdown menu)
- Address*: 123 Sample St.
- Address 2 (Do not include suite numbers): (empty)
- City*: Minneapolis
- State/Province*: Minnesota (dropdown menu)
- Zip/Postal Code*: 55321

There is a placeholder image of a building on the right side of the form. 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 View Toby Entries 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	Cycle Name	Cycle Year	Created	Actions
	Date Submitted		Cycle End Date	Created By	

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

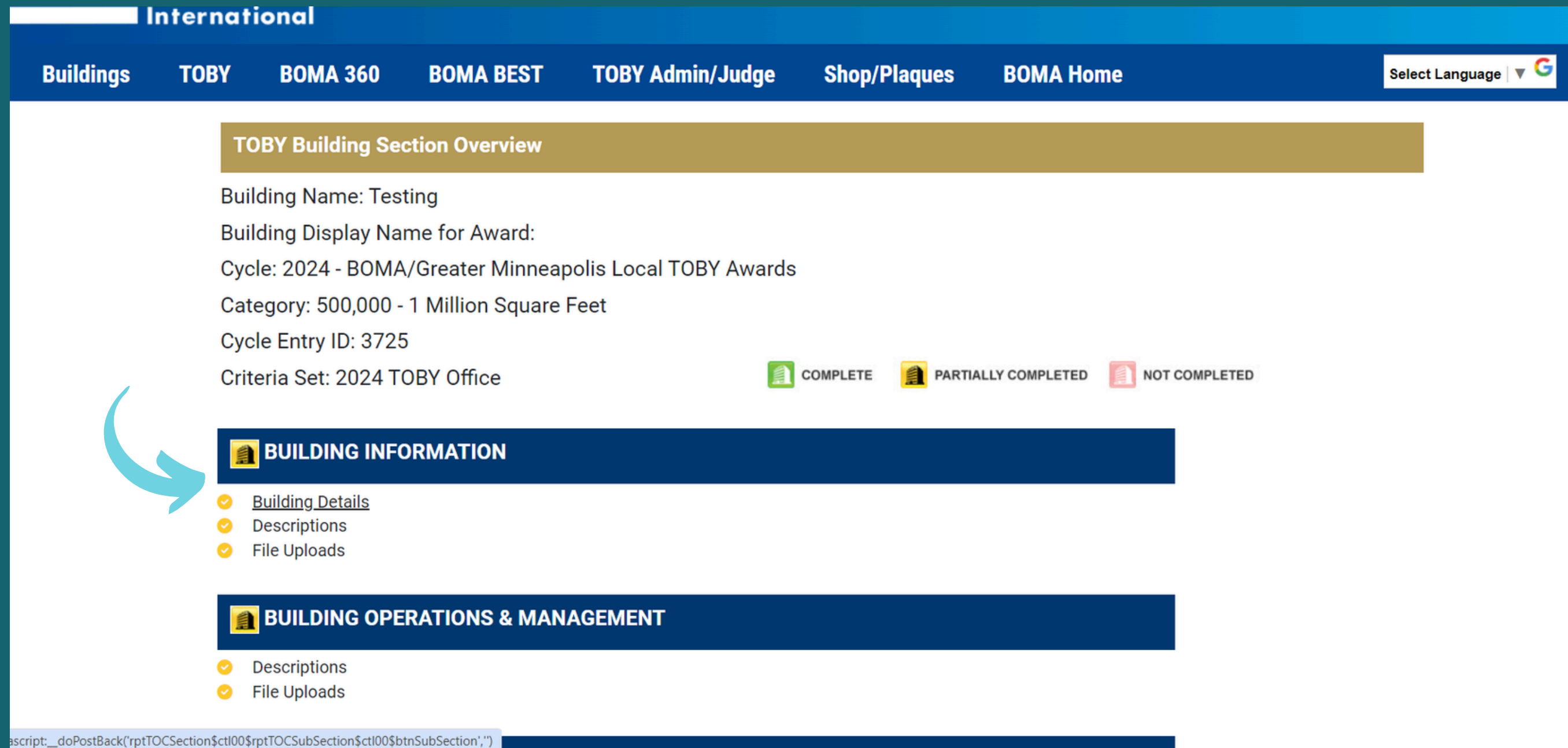
3. Has this building won the category in which it is being entered at the National/International level within the past five years?*

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



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

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