

Awarding Excellence in Office Building Management

The Office Building of the Year **TOBY Awards**

**2004-2005 Entry
Requirements**



BOMA
International

BARTON
PROTECTIVE SERVICES INC.

Barton Protective Services Inc. . . . the official sponsor of the TOBY Awards

**Note: All additions or changes to the entry requirements for 2004-2005 are indicated by italics.*

CATEGORIES

1. Under 100,000 Square Feet*

Any and all office buildings with *at least 50% office area* are eligible.

2. 100,000 - 249,999 Square Feet*

Any and all office buildings with *at least 50% office area* are eligible.

3. 250,000 – 499,999 Square Feet*

Any and all office buildings with *at least 50% office area* are eligible.

4. 500,000 – 1 Million Square Feet*

Any and all office buildings with *at least 50% office area* are eligible.

5. Over 1 Million Square Feet*

Any and all office buildings with *at least 50% office area* are eligible.

6. Renovated Building

Must be at least 15 years old and have maintained occupancy during the renovation process. Renovation can encompass: rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure), 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 remodeling (changing the plan, form or style of a structure to correct functional or economic deficiencies).

In order to be eligible, a minimum of five of the following work projects must be completed by June 2005:

- New roof
- New boilers/HVAC system
- Cleaning building exterior
- New street level facade
- New electrical system
- New sprinkler system
- Upgrade elevator system components, incl. cabs
- New security systems
- Re-do main lobby
- Re-do toilets to comply with codes

Following substantial completion of the renovation project/s, the building must enter the TOBY program within five years to be eligible for this category.

7. Historical Building

Must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion.

8. Corporate Facility

Must be a single-use facility at least 50% occupied by the corporate entity. Includes government agencies and private enterprises.

9. Medical Office Building

Must be at least 50% medical use, with no overnight patients.

10. Government Building

Must be government-owned and at least 50% occupied by government entities, either local, state, provincial, or federal.

11. Suburban Office Park (Low-Rise)

Two or more buildings, one to five stories in height that occupy a land greater than five acres and are located outside of the CBD.

12. Suburban Office Park (Mid-Rise)

Two or more buildings, six to 10 stories in height, that occupy a land greater than five acres and are located outside of the CBD.

**Note:* If a suburban office park is comprised of both low and mid-rise buildings, the park must enter, as a whole, into the category for which the tallest building qualifies. Example: A park has five 3-story buildings and one 7-story building. The park must enter the mid-rise category.

13. Industrial Office Park

Two or more buildings, comprising a total project, one to two stories in height, with more than 5% and less than 50% office area. Building(s) must have a loading dock, roll-up or sliding rear door(s) for loading, with no common lobby or corridors except for restroom vestibules and utility or fire equipment access.

**Note:* Area will be rentable area of the building using the BOMA/ANSI *Standard Method for Measuring Floor Area in Office Buildings*.

ELIGIBILITY

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International.

**Note:* (Entries At-Large, entries who are either outside the jurisdiction of a local association or are members of a local association who do not conduct a local awards program, submit their portfolio directly to their region for regional judging. At-Large entries win at the local level by default as long as they meet the 70% minimum judging score.)

2. All portfolios must score at least 70% to advance to the next level of competition.

3. The building must be a member, or managed by an entity that is a member, in good standing with both the local BOMA association and BOMA International in order to compete at the regional and/or International levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.

4. The building may not have won in the same category at the International level during the last 5 years. If a building enters a different category, they may compete at the International level after 3 years.

5. The building must be at least 3 years old from the date of occupancy of the first tenant by June 2005.

6. At least 50% of a building's space must be used as office space to be considered for all categories except Industrial which must have more than 5% and less than 50% office area.

7. Each building may enter in only one category.

8. A \$250 entry fee must accompany each notebook submission to enter the regional competition. *Entry fees will be placed in the plastic pocket in the TOBY notebook and must be present to have portfolio judged at the regional competition.*

** Note: A building is a roof and wall structure that shares HVAC systems, walkways and any other building facility systems.*

SUBMISSIONS

The following materials **must** be submitted in the standard entry notebook provided by BOMA International to be considered for both the regional and international competitions. The tabs provided with the notebooks **must** be used as well. Strict adherence to the portfolio specifications listed below is **required**.

A cover sheet stating the following:

Category, name of building, city and state, owner, management company, building manager, BOMA member name, and member number, as well as the name, phone number, and address of the person who will receive all correspondence. A table of contents may also be included. (Insert before first tab.)

***Note:** The coversheet will be utilized in all program materials and with the media.

PORTFOLIO SPECIFICATIONS

Contact your local association to acquire a TOBY notebook. If you are not in the jurisdiction of a local association (Member At-Large), contact BOMA International directly for your TOBY notebook. The cost of the notebook is \$25.

TOBY notebooks will be forwarded to the local associations out on consignment. The local will order a number of TOBY notebooks at the beginning of the awards season and BOMA International will record that number and deliver that amount accordingly. Following the local association's awards judging, the unused notebooks will be returned to BOMA International accompanied with a check for the total number of portfolios not returned, at a cost of \$25 per notebook.

All entrant-created textual and summary pages of the portfolio are to be printed/copied on "**plain-paper**" pages free of watermarks, shadows, logos, photographs, graphics, computer-scanned images, artwork, and designs. White or solid-colored paper is acceptable as well as colored ink. The divided sections of the portfolio should contain the following information:

1. Building Standards:

Doors, light fixtures, carpet, ceiling tile (a work letter is appropriate), and additional information about the building's floors and sizes, elevators (if applicable), electrical, and HVAC systems, etc.

**Special Notes:

- Renovated category: all renovation work should be briefly summarized in the Building Standards section of the TOBY notebook. Entrants may go into greater detail on individual renovation work in applicable sections.
- Industrial Office Park category: entrants should include ceiling height, weight loads, truck/rail access, bay areas, design flexibility, etc.

2. Building Description:

A one-page, double-spaced, physical description of the building.

3. Photographs:

At least one of each of the following: exterior, interior (lobby and hallways), standard tenant area, and mechanical area. Two additional photographs are permitted - subject matter of additional photographs is entrant's choice. **There should be no more than 6 photographs in this section.**

Photographs are permitted only in the Photographs, Community Impact, and Tenant Relations sections. Photographs **cannot** appear anywhere else in the portfolio or on tab pages. Watermarks, shadows,

scanned-in photographs, photocopies of photographs, and/or computer-generated art will be considered photographs, and points will be deducted for extra (more than the photograph allowance) non-compliant photographs. Photographs appearing in newspaper, magazine, or newsletter articles about the building, relevant events, or management company/owner will be allowed only if the full article is included.

** Special Notes

- Industrial Office Park category requires one photograph from the exterior of office, exterior of warehouse, interior of office, and interior of warehouse. The remaining two photographs are the entrant's choice.
- Historical and Renovated categories may provide one "before" and one "after" of the above-indicated areas is permitted, but it is not required. **There should be no more than 12 photographs in the photograph section if this "before and after" option is exercised.**
- In the Community Impact and Tenant Relations sections of the TOBY notebook a **maximum of three "5 x 7" photographs reflecting the events being described are allowed, giving the portfolio a 12 photograph allowance.**

— **Five 35mm slides** of the building's **exterior**, a variety of shots preferred and **five of the same slide photographs in high resolution**, (minimum 300 dpi) electronic format (.jpg, tif, eps) on a CD.

— **One 11" x 14" color photograph** of the building's exterior, and **the same exterior photograph in high resolution**, (minimum 300 dpi) electronic format (.jpg, tif, eps) on a CD.

All photographs and slides should be submitted with the portfolio and labeled clearly on the back. Please use the building entry name and a photograph number as the name of each electronic photograph. For example: ABCBuilding1.jpg; ABCBuilding2.jpg; etc. These photographs, slides and electronic photographs are used for the annual awards program in June and will not be returned.

4. Owner's Goals and Objectives (5% of Total Score)

Please provide a one to two page summary of the owner's financial and/or operational goals and objectives and describe how the building's performance has achieved these goals and objectives

5. Typical Floor Plan and Site Plan.

6. Community Impact (15% of Total Score):

Written description of the building management's impact on the community. For example: jobs provided (as a direct result of the building's existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), tax impact (provide special assessments for roads, sewers, etc.), recognition from the city (awards, letters received from local government, etc.), hazardous waste management, and environmental issues. In addition, please describe how the building management's efforts in this area have helped to achieve the owner's previously stated goals and objectives. **A maximum of three 5" x 7" photographs reflecting the events being described are allowed.**

***Note:** This area may be confused with Tenant Relations. Please indicate services that relate to the community and not to the tenants.

**** Special Note:** Industrial Office Park category entrants can also include the building's compatibility with neighboring properties and how the building affects traffic.

7. Tenant Relations (20%):

Summary of Tenant relations efforts and/or programs sponsored by the building management within the last 12 months. Include all proactive efforts on the part of management working with tenants, as well as a summary of Tenant amenities (health facilities, child care, special events, food service, etc.). Indicate if tenant satisfaction surveys were conducted (include the frequency with which they are conducted and the date a survey was last completed) by the building management team. Explain major findings and the action/s management took to share results, alleviate concerns and/or problems, and/or ensure that acceptable and "popular" procedures and activities were maintained. In addition, please describe how the building management's efforts in this area have helped to achieve the owner's previously stated goals and objectives. **A maximum of three 5" x 7" photographs reflecting the events being described are allowed.**

**** Special Note:** In the Corporate Facility category, be mindful that employees are considered tenants. (You may include a tenant information manual or guidebook in addition to summary.)

8. Energy Management Systems and Procedures (15%):

Description of programs and measures taken to conserve energy throughout the life of the building, such as computerized and automated control of equipment running energy management programs (optimal start/stop, duty cycling, demand limiting, condenser or chilled water reset, etc.) that will optimize efficiency and reduce energy consumption. This would also include policies, procedures and training programs for employees and contractors to ensure that lights, equipment, etc. are turned off when appropriate. Graphs are acceptable. In addition, please describe how the building management's efforts in this area have helped to achieve the owner's previously stated goals and objectives. (Do not include a manual.)

9. Environmental and Regulatory (10%):

Describe policies and procedures for recycling, accessibility for disabled tenants and visitors, lamp disposal, indoor air quality, storage tank precautions, indoor air quality, etc. Compliance with applicable accessibility requirements must be determined at the local level during the building inspections.

10. Emergency Preparedness and Security Standards (15%):

A summary of procedures/programs for fire/life safety and security standards for occupants. (You may include a manual in addition to the summary.)

11. Training for Building Personnel (15%):

List of qualifications for building staff together with a description of on-going training programs for personnel (seminars, continuing education, professional organizations, team building, and designations). Provide a building organizational chart.

**** Special Note:** Industrial Office Park entrants should include training for personnel with both on-site and off-site responsibility for the building.

The remaining 5% of the total score is allocated to the physical attributes of the building with internal and external maintenance, landscaping and architectural design all taken into consideration based on the building standards, building description and photographs provided in the portfolio. Point allocations may differ at the local level.

JUDGING

1. Judging will occur at local, regional, and international levels.
2. Building inspections must take place at the local level of competition.
3. Each local BOMA association may submit one building in each category to the regional panel of judges.
4. Each regional panel of judges may submit one building in each category to the international panel of judges.

Judging at the International level will occur in Washington, D.C. in May 2005. Competition results and awards for the International winners will be presented at BOMA International's Annual Convention in Anaheim, California, June 25-28, 2005.

**** Special Note:** All TOBY trophies (local trophies and local, regional, and international trophy duplicates) must be paid for prior to delivery of merchandise.

DEADLINES

1. Contact your local BOMA association for the local deadline.
2. Regional judging will take place *the discretion of each region*. Contact the regional awards chair *or regional contact* for exact dates.
3. Regional winners must be submitted to BOMA International in the standard entry notebook by April 30, 2005. Send entry and payment to: **BOMA International, c/o Awards Program, 1201 New York Avenue, NW, Suite 300, Washington, D.C. 20005**

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