

2011-2012 TOBY AWARDS PROGRAM



Name of Property Manager: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Building Name/Location: _____

Category: _____

PAYMENT Entry Fee: \$100

Make Payment payable to: **BOMA Birmingham/PO Box 1147/Gardendale, AL 35071**

TOBY Portfolios are now done via online

www.boma.org/toby

For Local competition, binder is necessary.

ONLY hit print for the online registration.

*Do not hit the submit button via online,
otherwise you can not make changes.*

Timeline for Competition:

August 2011 - Announce competition, inform membership of requirements

Friday, December 9, 2011 (all buildings entering the TOBY Awards must register and enter their building online, but should not submit the final entry. For more information visit the TOBY webpage at www.boma.org/toby)

January 16-20, 2012—Building Inspections.

March 2012—**BOMA Birmingham**
Local TOBY Awards



April 12—15, 2012—BOMA Southern Region Conference, Ponte Vedra, FL

June 24-26, 2012 BOMA TOBY International Ceremony—Seattle, WA



Yes, I would like to SPONSOR the
2011-2012 TOBY AWARDS

NAME OF COMPANY: _____

NAME OF BOMA MEMBER: _____

SPONSORSHIP LEVEL

EVENT SPONSOR (\$500.00) _____

SILVER SPONSOR (\$300.00) _____

BRONZE SPONSOR (\$100.00) _____

***PAYMENT MUST BE RECEIVED IN FULL BEFORE
ACKNOWLEDGING THE SPONSOR**

PLEASE BILL ME _____



Birmingham, Alabama



Presents the 2011-2012
TOBY Awards

Sponsorship Opportunities

Event Sponsors \$500

Acknowledged on all TOBY promotions
and on the Awards Event Program
With Large Company Logo

Silver Sponsor \$300

Acknowledged on all TOBY promotions
and on the Awards Event Program
With Medium Company Logo

Bronze Sponsor \$100

Acknowledged on all TOBY promotions
and on the Awards Event Program
With Small Company Logo

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To meet promotional deadlines, all commitments and payments
will be due by

November 1, 2011

Contact TOBY Co-Chairs:

Judy Underhill, junderhill@shopsofgrandriver.com

Andy O'Dell, Andy.O'Dell@protective.com

for Sponsorship Commitment



TOBY “TIPS” 2011-2012 TOBY Competition

General

- Identify your path now. The judges will stay on the path you’ve identified so focus on those areas.
- Tell your story of what’s been done at the property
- Notify your vendors (janitorial, elevator, metal, security, landscaping). Ask for help from them.
- Start tenant events now and record and recall past events. Create scrapbook and take photos to document events, which you may choose to include in your regional/international entry if you decide to go to the next level.
- Take photos of landscaping during summer months when flowers are in bloom, also which you may choose to include in your regional/international entry if you decide to go to the next level.
- Refer to and use the mentor list of past winners to help in advance with ideas and issues.
- Ask a mentor to help you identify your path
- No need to spend time on formal presentation for judges. Just tell your story – anything you don’t cover will be asked by the judges in an informal interview
- Make this a team effort – the judges like to see teamwork and bringing your team together for TOBY is an incredibly rewarding experience, no matter what the outcome is
- Think “budget- neutral” – focus on cleanliness and management excellence
- Non public areas like the mechanical rooms, janitors closets, electrical rooms, should be clean, not necessarily freshly painted

Community

- Seek out unique situations.
- Tenant Involvement in community – Who, what, where, how much raised
- Your Team – individuals, and as a group
- Citywide – your company as a group
- Nationally – your company
- Do community impact volunteer work before judging
- Habitat for Humanity
- Keep Denver Beautiful (trash pick up)

- Letters from kids at schools that you support with school supplies
- Letters from city officials
- Blood drives, book swaps (with leftovers being donated to charity), toy drive, flu shots, concerts, art Show
- Donate lobby flower rotations to small churches

Employee Relations

- Birthdays, anniversaries, first day on the job, Transitioning, Recognition, One-on-One meetings
- Tools to do the job
- Encouragement/recognition (team and individual)

Tenant Relations

- Amenities, anniversaries, cookies, event tickets, advisory groups, 1-on-1 meetings (how often) and do you keep a log, holidays, golf, contests, gifts, surveys, move-in package, newsletters
- Get tenant survey out now and document results
- Tenant Handbook updated

Energy

- Story to tell? Tell it.
- Chiller retro, flat plate, lighting retrofit, water conservation, EMS
- Gather three years of invoices and log – what do they tell you?
- Green Building efforts – recycling, light disposal
- PM programs – demonstrate
- Utility graphs of KW and KWH (be able to distinguish between the two)

Access or ADA

- Create a simple matrix
- Identify what's been completed and when
- Identify what's planned
- External – Doors, parking, ramps, path to the door
- Internal – Signs, Elevators, Doors and knobs, Restrooms

Evacuation

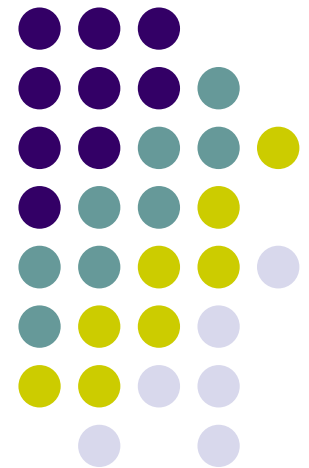
- Plan – approved and stamped by Fire Dept
- 911 improvements/changes to operations
- Evacuation drills
- Tenant Fire Warden Training
- Fire Command Center room in order and manual there?

- Emergency Equipment testing – fire pump, pressurization, generators, elevator recall
- Fire dept relationships
- Quick Ref guide for tenants
- Don't need four color glossy materials & plan; just need a plan in place

Training

- Certifications & Candidates – RPA, SMA, FMA, etc...
- Classes taken
- Licenses held
- Online Training
- Succession training – AA to APM
- Manuals
- Online company tools
- Video training
- Company Training
- Use outside vendors for training (EMS, Insurance, legal, security, janitorial, inspections)
- Team member bios/accomplishments. (personal as well as business).
- In-house training initiatives
- Low cost video- tape training
- List every seminar attended

The Road to Winning an International TOBY Award



History of the TOBY Awards



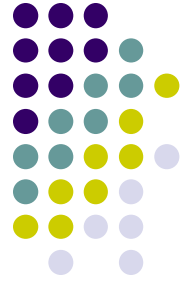
- Formerly called -The Office Building of the Year “TOBY” Awards was created in 1985 by BOMA International to recognize excellence in the office building industry. It has been renamed as The **Outstanding** Building of the Year.
- The first International TOBY competition consisted of 23 regional entries in only four categories.

History of the TOBY Awards



- There are now 14 categories, which includes the Earth Category.
- The June 2011 BOMA International awards ceremony consisted of over 84 entries from all eight regions and international.
- Since its introduction in 1985, involvement in the TOBY Awards Program has more than tripled.
- As of 2011 BOMA Birmingham has had 3 International Recipients in the TOBY Awards

Competition Categories



- Under 100,000 Square Feet
- 100,000 to 249,999 Square Feet
- 250,000 – 499,999 Square Feet
- 500,000 – 1 Million Square Feet
- Over 1,000,000 Square Feet

- Renovated Building
- Historical Building
- Corporate Facility
- Medical Office Building
- Government Building
- Suburban Office Park (Low-Rise)
- Suburban Office Park (Mid-Rise)
- Industrial Office Park
- Earth Category

Eligibility Requirements



The TOBY Awards have very specific entry requirements.

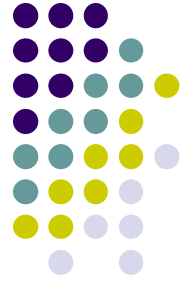
- All portfolios must score at least 70% to advance to next level.
- The building must be a member of BOMA Birmingham.
- The building must be 3 years old from the date of occupancy to the date of the first tenant by June 2012.
- At least 50% of the building's space must be used as office space – with the exception of industrial buildings category.
- Each building may only enter in one category.
- All entries must be ENERGY STAR rated and must have elected to share their data with BOMA.
- Please see the entry requirements for more specific information.

Entry Fees



- Local entry fees are \$100.
- There is a \$25 initial charge to submit data online.
- If buildings move on to the regional and international competition, hit the final submit button and pay an additional \$275. Members should NOT submit before BOMA Birmingham instructs to do so.
- Total fees past the local competition: \$300 plus Regional Fees

Deadlines/Timelines

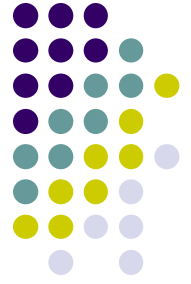


All Local, Regional and International submissions must be registered electronically using the BOMA International Web site at www.boma.org/toby BOMA MAC review process will take place with hard copies before doing your online submission.

- BOMA Birmingham Deadline – **Friday, December 9, 2011** (all buildings entering the TOBY Awards must register and enter their building online, but should not submit the final entry. For more information visit the TOBY webpage at www.boma.org/toby)
- Judging – **Monday, January 16 through Friday, January 20, 2012.**
- BOMA Final Southern Region Online Submission Deadline – **TBD**
- BOMA Southern Region On-Line Judging – **TBD**
- BOMA Birmingham Local TOBY Awards – **March 2012**
- BOMA Southern Region Awards Ceremony – Amelia Island, May 24, **2012** Washington, DC
- BOMA International Submission Deadline – **TBD**
- BOMA TOBY International Ceremony – **June 24-26, 2012 in Seattle, WA** at the Washington State Convention Center



Judging



- Judging will occur at the local, regional and international levels.
- Local judging occurs from January 5th – 25th 2012. Please be flexible with your judges.
- Building inspections take place ONLY at the local level.
- BOMA Birmingham may submit only one entry in each category for the regional competition and each region may submit only one entry for each category for the international competition.
- Judging at the international level will occur in May 2012.

Getting Started with the TOBY Entry



- Visit www.bomabirmingham.org for the Call for Entries, then visit www.boma.org/toby
- Complete the information to enter a new building.
- You will need your BOMA International ID to register.
- In order to obtain your BOMA International ID, you can login to BOMA International with your email address and your last name. This will give your BOMA ID.
- Once you've registered, you can begin entering your building information. You can save the information and return to it at any time. We require all local submissions to register their entries online, but you will not be judged online. You do not need to complete the online form.
- Please save your entry in word/.pdf documents along the way since this is how you will be judged.
- Please use the “binder tabs” that will be available for download on the BOMA Birmingham TOBY website.

Judging Criteria & Point Value

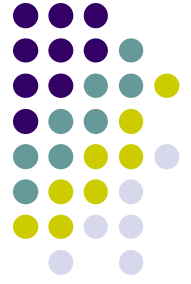


7 Sections – 100 Total Points

- **Physical Attractiveness of Building** – 5 Points (Building Description, Building Standards, Photographs, Floor Plan and Site Plan)
- **Community Impact** – 15 Points
- **Tenant Relations** – 15 Points
- **Energy Conservation** – 20 Points (***Bonus Points for ENERGY STAR performance rating***)
- **Environmental, Regulatory and Sustainability** – 15 Points
- **Emergency Preparedness and Security Standards** – 15 Points
- **Building Personnel Training** – 15 Points

Physical Attractiveness of Building

5 Points



- **Building Description – maximum 1625 characters (approx. 250 words) – orient the judge to the building**
 - Urban/suburban
 - Acreage
 - Materials used in construction– granite, precast - glass, multiple buildings, square footage, LEED Certified, landscaping.
- **Building Standards – the regional and international judging process does not include a physical inspection of the building/property. Overview the building so the judges can understand the overall quality/standards in the building/property.**
 - Describe the lobby/atrium
 - Artwork
 - Standard finish package in common areas and tenant suites
 - Restroom finishes
 - Redundancy in electricity
 - Elevators – finishes, number of cabs
 - Loading dock, parking.
- **Photographs** – need to be high quality and must adhere to the BOMA International specifications.
- **Typical Floor Plan and Site Plan** – this helps orient the judge to the property.

Community Impact

15 Points

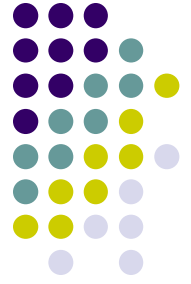


Summarize building management's impact on the community

- How many jobs were created with the construction of this building.
- Tax Impact
- Were any surplus construction tools/supplies donated to perhaps the local Habitat for Humanity chapter?
- Any infrastructure projects – highways, traffic lights
- List all the charities supported by the building – United Way, Big Brothers/Sisters, Jimmy Fund, mentoring of children, work with the local animal shelters. Be specific - \$ amount donated, number of years of participation, etc.

Tenant Relations

15 Points



Summarize Tenant Relations efforts and/or programs

- Tenant newsletters
- Tenant amenities – health facilities, child care, food service
- Tenant Satisfaction Surveys – frequency of survey, major findings, action/s.
- *Do not* include a Tenant Manual

Energy Conservation

20 Points



Describe the programs and measures taken to conserve energy at the building.

This category is very competitive – at a minimum a building must be participating in the BOMA Energy Efficiency Programs or ENERGY STAR. LEED buildings will score the highest in this category.

- Describe energy management software
- Energy conserving light fixtures
- Silver coating on roof
- Thermal storage
- Variable drives
- Chiller refrigerant change out and heat reclamation
- Charts, graphs, dashboards are a must
- Quantify the savings to the owner and to the tenants
- NO MANUALS

*Bonus points for ENERGY STAR rated buildings
and sharing data with BOMA*

Environmental, Regulatory and Sustainability 15 Points



**Show how your building minimizes adverse impact
to air, water and land**

- Recycling program – how many tons of waste have been diverted from landfills. Everyone recycles – be very specific – what is recycled and use statistical information
- Green cleaning in building?
- Air quality measures – vans from train stations, car pooling programs
- Lamp disposal program
- Safety and/or spill kits on property?
- Indoor air quality tests – frequency
- Emergency generator – double-lined tank, above ground, spill procedures in place
- Water management – retention ponds, etc.

Emergency Preparedness and Security Standards

15 Points

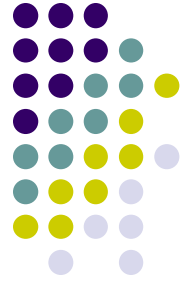


Summary of procedures and programs for Life Safety, Fire, Disaster and Security standards

- Include table of contents of emergency preparedness and security manual
- Perimeter and interior security – personnel, hardware
- Description of fire and evacuation drills – how often, procedures – chiefs, floor wardens, etc.
- Training for building staff, tenants and local first responders
- Summarize BCP – Business Continuity Plan

Training for Building Personnel

15 Points



Include an organization chart and a photo of the building staff

- On-going training programs
- Seminars
- Lunch and learns
- Webinars
- Customer Service Workshops

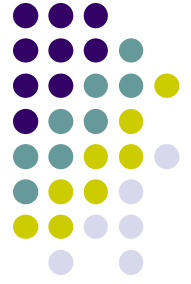
Earth Category



The Earth Category has different specifications than the TOBY Awards. Below is an overview of the specs:

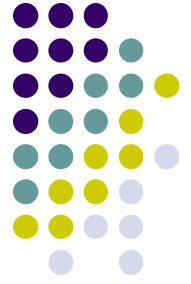
- Reduction of Environmental Risk (15 points)
- Indoor Air Quality/Green Cleaning (15 points)
- Recycling (15 points)
- Energy Conservation (25 points)
- Water Conservation (10 points)
- Interior Finish (10 points)
- Green Purchasing Policy (5 points)
- Occupant Communication/Education (10 points)
- Case Study (5 points)

Yes, you can participate in the TOBY Awards Program

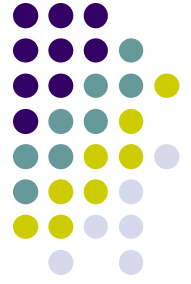


- It is not time consuming – many of the evaluated components are already in place in a property annual report or budget.
- It is not expensive. No special graphics or printers necessary.
- We all have a “story to tell.”
- No company is “too small” to participate.
- There are many benefits to the owner and management company of participation – tenant retention, owner recognition, reinforcement of service provider partnerships, property benchmarking.

Benefits of Participating in the TOBY Awards



- Local recognition in the Birmingham Business Journal.
 - Your tenants, colleagues and business associates will see your name and building in print
- Being able to display the TOBY Winner logo on letterhead and your website
- TOBY Magazine recognition at the annual TOBY Dinner, which is also mailed out to over 17,000 BOMA International members.
- Being recognized as a leader in building operations



TOBY Awards

GOOD LUCK!

For more information, please contact
BOMA Birmingham TOBY Co-Chairs:
Judy Underhill | junderhill@shopsograndriver.com

Or

Andy O'Dell | Andy.O'Dell@protective.com

