BOMA Manitoba

BOMA CANADA

TOBY Award

2026 CRITERIA

THE OUTSTANDING BUILDING OF THE YEAR® (TOBY) AWARDS

OFFICE

Office by Square Feet
Corporate Facility
Historical
Medical
Life Science
Suburban Office (Low-Rise)
Suburban Office (Mid-Rise)

BOMA TOBY AWARDS

IMPORTANT NOTES FOR CANADIAN TOBY ENTRANTS:

Canadian buildings competing locally and regionally (nationally) in the 2026 calendar year are part of the 2027 BOMA International competition cycle. Buildings that win locally and regionally in 2026 will compete Internationally in 2027 (see timeline)

Access to the 2027 entry requirements and platform opens early February , 2026 for local entries.

Entrants may prep using the previous year's entry requirements with the understanding there may be minor changes once the platform opens and the 2027 cycle begins.

Winners at the local level will receive an invitation to enter the BOMA Canada National Awards along with a registration form, directly from BOMA Canada. Once qualified, national applicants are provided access to their existing local entry to re-submit same for national competition. See below for more information.

- **Updates to local entries are not permitted between local and national competition**, please ensure your local entries have all the necessary information and attachments
- **National entrants must upload their Building Inspection Verification form and pay entry fee on July 15, 2026** (one day only, with no portal updates)
- **BOMA 360 designation is mandatory for National/International competition** (applications for BOMA 360 must be submitted to BOMA International by May 1, 2026)



INTRODUCTION

The TOBY Awards represent the highest standard of excellence in building operations and management across the commercial real estate industry. This document outlines the criteria, eligibility requirements, and submission guidelines for properties competing at the local, regional, and international levels. It is designed to help property teams understand what is required to prepare a competitive entry and achieve recognition for outstanding performance.

Participation in TOBY begins with earning the BOMA 360 designation, which validates that a building meets rigorous benchmarks for operational best practices. By aligning TOBY with BOMA 360, the program provides a streamlined process for showcasing excellence in areas such as sustainability, emergency preparedness, tenant engagement, and overall building performance. This approach ensures that every entry reflects the highest standards of quality and professionalism.

Within this guide, you will find detailed category descriptions, mandatory inspection items, documentation requirements, and key deadlines. These resources are intended to simplify the application process, highlight improvement opportunities, and support property teams in achieving success at every level of competition.

CATEGORY DESCRIPTION – CORPORATE FACILITY

Buildings must be single-use and at least 50% occupied by the corporate entity, which may include government agencies or private enterprises. A minimum of 50% office area is required.

CATEGORY DESCRIPTION – LIFE SCIENCE

One or more buildings managed by the same company must be at least 50% leased and occupied by life science tenants, with a minimum of 30% lab rentable square footage. There is no minimum office space requirement. Life science tenants are defined as those specializing in chemistry, biochemistry, pharmacology, cell biology, genetics, immunology, microbiology, molecular biology, and agricultural technology.

CATEGORY DESCRIPTION – HISTORICAL

Buildings must be at least 50 years old and maintain their original design. All building sizes are eligible. The structure must retain its historic physical integrity, meaning the site remains relatively undisturbed. Renovations to the original framework are acceptable. A minimum of 50% office area is required.

CATEGORY DESCRIPTION – MEDICAL

Buildings must be at least 75% dedicated to medical use, including spaces for physicians, staff, and patient care. Additional uses may include ambulatory surgery centers, clinical labs (e.g., catheterization labs), imaging, physical therapy, rehabilitation clinics, prosthetics centers, and pharmacies. The building may be located on or off a hospital campus or within a research area. Patient stays must be less than 24 hours, though they may occur within any 24-hour period. There is no minimum office space requirement.

CATEGORY DESCRIPTION – SUBURBAN OFFICE PARK (LOW-RISE)

Two or more buildings managed by the same company, with the tallest building no higher than five stories. All buildings must occupy land greater than five acres and be located outside the central business district or downtown core. A minimum of 50% office area is required.

CATEGORY DESCRIPTION – SUBURBAN OFFICE PARK (MID-RISE)

Two or more buildings managed by the same company, with at least one building between six and twelve stories. All buildings must occupy land greater than five acres and be located outside the central business district or downtown core. A minimum of 50% office area is required.

NOTE: Suburban office parks that include both low-rise and mid-rise buildings must submit under the Mid-Rise category.

OFFICE BUILDING SQUARE FOOTAGE CATEGORIES

- Under 100,000 square feet
- 100,000 - 249,999 square feet
- 250,000 - 499,999 square feet
- 500,000 - 1 million square feet
- Over 1 million square feet

ELIGIBILITY REQUIREMENTS

1. Each building competing at the regional and international levels must have an active BOMA 360 designation through June 29 of the international competition year.
    a. New BOMA 360 applications must be submitted by January 15 of the international competition year.
    b. Canadian applicants must submit BOMA 360 applications by May 1 of the Canadian competition year to meet the regional deadline of July 15 of the same competition year.
2. Buildings must win at the local level to advance to the regional level and must win at the regional level to advance to the international level.
3. All portfolios must undergo a building inspection and receive a score of at least 70% to be eligible. Entrants must upload a completed and signed TOBY Building Inspection Verification Form to compete at the regional and international levels. This form is provided by your local BOMA association or international affiliate organization.
4. The building must be a member, or managed by an entity that is a member, in good standing with both their local BOMA association and BOMA International. All membership fees and outstanding debts must be paid prior to entry.
5. Previous Winners Eligibility
    - Buildings that won in the same category at the international level are ineligible to compete again for five years. (e.g., buildings that won in 2026 may not compete again until 2030 and would be awarded in 2031).

- Buildings that won in a different category at the international level are ineligible to compete again for three years. (e.g., buildings that won in 2026 may not compete again until 2029 and would be awarded in 2030)

6. Buildings must be leased and physically occupied for at least one full year by June 15, 2026, starting from the first day of business for the first tenant. A minimum of 12 months of building operations and an average occupancy rate of at least 55% during this period are required. Canadian Entries ONLY: Buildings must be leased and physically occupied for at least one full year by June 15 prior to the Canadian competition year.
7. Each building may be entered in only one category.
8. All entrants are required to provide the following documentation. **Entries that do not include both Section A and Section B will not be eligible to compete at the regional and international levels.**
    a. **Statement of Energy Performance (SEP)** - Provide a copy of the SEP generated from ENERGY STAR® for any 12-month period between June 30, 2024, and March 31, 2027. This is mandatory at both regional and international levels. Uploading an alternate document (e.g., SEP application) or omitting this step may result in disqualification. The property does not need to be ENERGY STAR rated, but the SEP report must be submitted. For scores 70 or above, include the verifying engineer's stamp to receive a representative score.
        i. Life Science ONLY: No verifying engineer's stamp is required for scores under 70.
    b. **TOBY Inspection Verification Form** - Provided by your BOMA Local. Required at regional and international levels. Must be signed by a local judge (electronic signature is acceptable).
9. A signed and stamped SEP by an engineer is required for each building entered. If the ENERGY STAR score is 70 or more, the signed SEP is necessary to receive full points. If not provided, the entry will receive 0 points. A SEP must be uploaded for each building entered.
    a. Life Science ONLY: No verifying engineer's stamp is required for scores under 70.
10. Entrants may submit multiple buildings as a single entry only if the buildings are owned and managed by the same company; they are managed as a single entity and they are not located within a suburban office park (Buildings in suburban office parks must enter under either the Suburban Low-Rise or Suburban Mid-Rise category). All entries must disclose whether the submission is for a single building or multiple buildings under the Building Operations and Management section.
11. If a building experiences a change in management or ownership after entering the local or regional competition and subsequently wins at the international level, the award will be presented to the management company or owner at the time of the original entry.

Requirements for Non-U.S. Entrants:

Canadian Entrants must obtain a BOMA BEST® Sustainable Buildings certification. A copy of the certificate or a letter from BOMA Canada confirming valid certification for the competition year must be provided.

International Entries: BOMA International requests that all materials be submitted in English whenever possible. If documentation is not in English, entrants must contact BOMA International at recognition@boma.org in advance for guidance on translation and energy performance benchmarking requirements.

MANDATORY ON-SITE BUILDING INSPECTION

In-person building inspections must be conducted at the local level of competition to verify that each entry meets eligibility requirements and is registered in the correct category. To qualify for TOBY consideration, a minimum score of 70% must be achieved during the inspection.

Mandatory Inspection Items:

1. Entrance/Lobby	9. Central Plant/Engineering Office
2. Security/Life Safety	10. Equipment Rooms/Service Areas
3. Management Office	11. Roof
4. Elevators	12. Parking Facilities
5. Multi-Tenant Corridors	13. Landscaping Grounds
6. Restrooms	14. Trash/Refuse Removal, Loading Areas
7. Stairwells	15. Tenant Amenities
8. Typical Tenant Suite	16. Life Science/Medical ONLY: tenant areas, 1-2 lab spaces, patient area (if applicable)

Required Documentation (Where Applicable)

The following documents must be available at the property during the inspection. Online versions are acceptable, but must be easily navigable to ensure judges can efficiently review them:

1. Evidence of evacuation drills conducted within the past 12 months (silent drills are acceptable).
2. Regular financial reports and/or accounting software used.
3. Standard Operating Procedures (SOP) manual or documentation.
4. Purchase Policies.
5. Preventative Maintenance Manual.
6. BOMA Building Measurement Standard Summary Sheet as proof of certification (or other pre-approved certification), provided by a measurement consultant or identified in a sample lease document.

ENTRY FEES

TOBY Local Entry Fees - BOMA Manitoba

TOBY entry fees for BOMA Manitoba are **$150 CAD** for each submission.

Regional and International TOBY Entry Fees

A fee of **$995 CAD** will be paid to BOMA Canada for each submission entering the regional (national) competition at the time of registration with BOMA Canada.

Plus a **$450 USD** entry fee is required for each submission entering the regional competition. This fee is collected by BOMA International once the entry is submitted. No additional fees are required for the international competition.

***NOTE**: All entries must be submitted and fees received prior to your region's submission deadline to be eligible. Fees paid to BOMA International are non-refundable.*

JUDGING PROCESS & KEY DEADLINES

1. Judging occurs at the local, regional, and international levels. **BOMA Manitoba** judging for TOBY will occur **prior to May 30, 2026.**
   DEADLINE for National competition in Canada – July 15, 2026
2. Each BOMA local association may submit one building per category to the regional competition.
3. Each BOMA region may submit one building per category to the international competition.
4. Deadlines (for **2027 BOMA International** Awards):
   - Regional competitions must close no later than March 31.
   - Regional winners must be submitted to BOMA International by April 15.
5. International Judging takes place in April and May.
6. TOBY Awards are presented at the BOMA International Annual Conference held in June or July.

UNIVERSAL PORTFOLIO REQUIREMENTS

Photograph Requirements

- File Type: High-resolution JPEG (compressed)
- Maximum File Size: 2 MB
- Note: Collages are not permitted; only single images may be submitted.

Supporting Document Requirements

- File Type: PDF, DOC, DOCX, RTF, or TXT (PDF recommended)
- Maximum File Size: 5 MB

Descriptive/Summary Text Requirements

- Each section has a specified word limit.
- Text must be entered directly into the provided text box; uploaded files will not be accepted for descriptive content.
- Acronyms must be defined at least once within each document.
- Text within supporting documents does not count toward character limits.

Recommendation
Prepare your text in Word or a similar program, then copy and paste it into the portal's text box. Be sure to spell check and confirm that all content is fully visible online. If the text is cut off, reduce the character count to meet the requirements.

PORTFOLIO SPECIFICATIONS

All required information must be submitted electronically via BOMA International's Recognition Portal at https://recognition.boma.org to be considered for both regional and international competitions. Strict adherence to the portfolio specifications outlined in the submission guidelines is required. Local entrants should consult their BOMA local association for specific local submission requirements.

***NOTE**: Each section of the entry is limited to a specified word count. Entrants are strongly encouraged to save and review their submissions before finalizing to ensure all content is properly captured.*

*****SUBMISSION REQUIREMENTS*****

SECTION 0: BUILDING INFORMATION
(POINTS: 0)

0.1 Building Details:
NOTE: Enter N/A in "Other Certified Rentable Area Square Footage" if not applicable.

a. Number of floors in the building.
b. BOMA Certified Total Building Area Square Footage.
c. BOMA Certified Office Rentable Area Square Footage.
d. Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas.
e. Year Constructed or Open.

0.2 Building Description
(Maximum of 350 words)

Provide a summary of the physical description of the building(s), property, and location.

Attachments:

0.3 TOBY Inspection Verification Form - Provided by the local BOMA association and signed by a local TOBY judge. This mandatory form must be uploaded for the regional competition or the applicant will be disqualified.

0.4 Building Photographs
Attach the following photographs of your building(s). Upload and save each photo separately. No collages or text allowed.

a. 2 exterior photos: one showing the surrounding grounds and one showing the entire building.
b. 2 interior photos: lobby and hallways.
c. 2 standard tenant area photos.
d. 1 photo of the central plant or main mechanical room (e.g., chiller, fire pump, or boiler room).
e. 3 additional photographs of the entrant's choice.

0.5 Awards Ceremony Photographs
For display at the awards ceremonies. High-resolution color JPEG (minimum 300 dpi, 1,500 pixels wide or larger).

a. Building Exterior.
b. Management team responsible for daily building operations.

SECTION 1: BUILDING OPERATIONS & MANAGEMENT
(POINTS: 5)

This section provides an overview of the building(s) and property. Since judging at the regional and international levels does not include a physical inspection, this summary helps convey the quality and features of the property.

1.1 Narrative - Describe the following:
(Maximum of 2,000 words)

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
***NOTE**: Combine multiple documents into a single attachment if needed.*

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*).

SECTION 2: LIFE SAFETY, SECURITY & RISK MANAGEMENT
(POINTS: 15)

2.1 Narrative - Describe the following:
(Maximum of 2,000 words)

Life Safety

a. Procedures and programs for fire, life safety and disaster preparedness.
b. Training for property management, staff, and tenants for each life safety policy.
c. Collaboration with local first responders and any live training conducted.
d. Types of drills (e.g., fire, active shooter), including documentation and communication methods.
e. Summary of the business continuity plan, including recovery procedures.

Security

a. Security standards, policies and procedures.
b. Training for property management, staff, and tenants.

Risk Management

a. Monitoring and controlling activities in common areas.
b. Building access and entry control, especially during non-business/non-peak hours.
c. Other risk management programs.
d. Life Science/Medical ONLY: Procedures for ensuring tenant compliance with chemical control areas and hazardous waste reporting.

SECTION 3: TRAINING & EDUCATION
(POINTS: 15)

3.1 Narrative - Describe the following for EACH management team member:
(Maximum of 1,800 words)

***NOTE**: Training for building personnel can be in person or virtually. Delivery options include face-to-face, virtual online courses, in-house training, classroom instruction, or staff meetings. Participation in BOMA-sponsored training (in-person and virtual can also be considered).*

Training

a. Ongoing training programs, including seminars and in-house sessions.
b. Training completed in the prior year and current year, plus future training plans and goals.
c. Training for both on-site and off-site team members dedicated to the property.

Education and BOMA Participation

a. Participation in BOMA-sponsored educational events (local, regional, or international) or international affiliate events within the last 12 months.
b. Professional designations, memberships in industry organizations, awards, and recognitions.
c. Continuing education completed (e.g., BOMA designation requirements, real estate licensing courses), including courses and hours.

Team Building

a. Team-building activities such as staff meetings, joint education sessions, BOMA events, or other collaborative initiatives.

3.2 Attachments

a. Organization Chart for property personnel.

SECTION 4: ENERGY
(POINTS: 20)

IMPORTANT: All entrants (where applicable) must use ENERGY STAR Portfolio Manager to measure their current ENERGY STAR rating and provide a Statement of Energy Performance (SEP) covering any 12-month period between June 30, 2024 and March 31, 2027.

- If the ENERGY STAR score is 70 or more, the SEP must be stamped by a verifying engineer to receive representative points.
- SEPs without a stamp will receive 0 points, regardless of the score.
- Entrants who do not complete this step will not be eligible to compete at the regional or international level.
- Canadian entrants must also provide a BOMA BEST certificate or letter.
- For multiple buildings, use a weighted average by square footage and provide analysis.
- Life Science ONLY: Life Science buildings will receive a score of 3 points for benchmarking and uploading the Energy Star SEP.

4.1 Benchmarking & Performance Scoring (6 Points)

a. ENERGY STAR® Score (based on SEP generated within the last 12 months):
   - Less than 70: 0 Points
   - 70-74: 1 Point
   - 75-79: 2 Points
   - 80-84: 3 Points
   - 85-89: 4 Points
   - 90-94: 5 Points
   - 95 or more: 6 Points

4.2 Narrative - Describe the following:
(Maximum of 2,000 words)

ENERGY STAR® Score & Improvement Efforts (3 Points)

a. Current score and efforts to increase it (past, present & future).
b. Life Science ONLY: describe energy benchmarking utilized and efforts to reduce energy consumption, both historic and future, utilizing the energy use intensity (kBtu/ft² or ekWh/ft²) on the SEP to benchmark against industry standards and monitor improvements.

Building Staff & Tenant Education (2 Points)

a. Programs to educate staff, property managers, engineers, leasing agents, and tenants on energy conservation.
b. Include virtual or in-person training, participation in programs such as BOMA Energy Efficiency Program, ENERGY STAR® training, BOMA BEST® practices, and industry certifications.

Building Operations & Maintenance (3 Points)

a. Maintenance procedures that support energy conservation, including:
   i. Preventive maintenance programs

ii. System documentation and reporting
iii. Annual testing results
iv. Equipment and system performance monitoring
v. Sensor and control calibration

Energy Performance Results (3 Points)

a. Steps taken to improve energy performance over the last three years.

Building EMS Monitoring (3 Points)

a. Energy Management System (EMS) in place and how it is used to reduce energy consumption.
b. Provide measurable results demonstrating energy reduction and improved performance.

4.3 Attachments

a. ENERGY STAR® Statement of Energy Performance (Stamped by an engineer if score 70 or more).
b. Canadian Entrants: BOMA BEST® certificate or letter.
c. Charts or graphs outlining results (*optional*).

SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS *(POINTS: 15)*

5.1 Narrative - Describe the following:
(Maximum of 3,000 words)

Environmental (4 Points)

a. Environmental policies and procedures including but not limited to:
    i. Accessibility for individuals with disabilities
    ii. Indoor air quality (IAQ) management and testing
    iii. Storage tank management
    iv. Generator testing and management
    v. Hazardous waste management
    vi. Asbestos management
    vii. Refrigerant management
    viii. Legionella testing and management
    ix. Emergency clean up
    x. Blood-borne pathogen program
    xi. Pandemic preparedness
    xii. Tenant environmental management and compliance.
b. Exterior maintenance plan including:
    i. Recaulking
    ii. Window washing
    iii. Pressure washing
    iv. Green programs that impact IAQ or broader environmental goals.
c. Additional environmental or regulatory policies and procedures not listed above.

d. Life Science/Medical ONLY: Systems and procedures specific to laboratory environment and how they are monitored and managed by building operations including:
    i. Air quality
    ii. Hazardous waste removal
    iii. Chemical storage
    iv. Water requirements

Sustainability (3 Points)

a. Sustainability policies and procedures including but not limited to:
    i. Storm water management
    ii. Green friendly landscape management
    iii. Integrated pest control management
    iv. Green cleaning
    v. Green purchasing policy
    vi. Exterior building maintenance management
    vii. Lamp disposal
    viii. Water reduction and management
    ix. Traffic reduction initiatives
    x. Additional sustainable policies and procedures not listed above.

Waste (4 Points)

a. Waste reduction management work plan and source separation program including when applicable:
    i. Collection of organic waste.
    ii. Collection of recycled materials including paper, metal cans, glass, plastic containers, cardboard, and lamps.
    iii. Facilities diversion or capture rate.
    iv. Educational training for occupants, custodians and the general public.
    v. Organizational statement for continuous improvement in the reduction and diversion of waste streams.
    vi. Prevention, diversion, and management of solid waste generated from both day-to-day activities and infrequent events.
    vii. Future plans to increase recycling levels, including organics composting to reduce overall waste generation.

Health & Wellness (4 Points)

a. Policies implemented to create healthy work environments for employees and tenants, and to promote health in the community.
b. Wellness amenities available to one or more stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, farmers markets, and shared gardens.

c. Building features that support health and wellbeing, including daylight levels, biophilic design elements, lighting and glare controls, user comfort controls, smoking policy, and acoustic conditions.
d. Pandemic plan, including enhanced cleaning, disinfecting and maintenance protocols, PPE guidelines, employee training, escalation procedures, and communication strategies.

SECTION 6: TENANT/OCCUPANT RELATIONS & COMMUNITY INVOLVEMENT *(POINTS: 30)*

6.1 Narrative - Describe the following:
(Maximum of 4,000 words)

Tenant and Occupant Relations (15 Points)

a. Tenant relations efforts and programs sponsored by building management within the past 12 months.
b. Work management system used to respond to tenant or occupant maintenance issues, along with any ongoing communication initiatives that keep tenants or occupants informed about building operations.
c. Amenities available at the property. (Examples: health facilities, childcare services, food service options, seating areas, EV chargers, or child play areas).
d. Tenant or occupant satisfaction surveys, including frequency, date of the most recent survey, major findings, and actions taken by management to share results, resolve concerns, reinforce successful practices, and maintain popular programs or services.

Community Involvement (15 Points)

a. Impact of building management on the surrounding community, including jobs created as a direct result of the property, public amenities (such as parks, blood drives, and special events), health and wellness initiatives, tax contributions or special assessments for infrastructure improvements, and community recognition awards or letters of acknowledgment.
b. Quantifiable benefits such as additional income, charitable contributions, or cost savings; include the duration and history of current programs and events.
c. Efforts by building management that have made the property a benefit to the local community; corporate donations or activities may be included only if the onsite management team personally participated or the activity directly affected the property.
d. Participation in advocacy days, meetings, or correspondence with elected officials or regulatory agencies on matters of industry importance (must be within the past 12 months; include date of activity).
e. Building-sponsored forums or town hall-style meetings held within the past 12 months, or at least one planned or unplanned event coordinated with municipal departments such as police, fire, public works, or special improvement districts (include date of activity).

6.2 Attachments

a. 3 appreciation letters or emails from tenants or the public.
b. 1 newsletter or other communication (including screenshots from property apps) listing tenant/community events and building news.
c. 1 copy of the tenant/occupant survey (if applicable).
d. 1 example of tenant communication from the property management team.
e. 3 photographs of tenant events referenced in the submission.
f. Table of contents from the tenant manual (do not include the full manual or photo collages; only single images).
g. 3 attachments related to community events (Example: posters, flyers, newsletters, or charity acknowledgment letters).
