

# The Outstanding Building of the Year TOBY Awards

## 2014 Call for Entries

Become part of the most prestigious and comprehensive program of its kind in the real estate industry by entering your building in BOMA NJ's The Outstanding Building of the Year "TOBY" Award. This program recognizes quality in office buildings and awards excellence in building management. Each entrant must fully complete this 3 page entry form and submit it to BOMA Office along with the \$75.00 Entry Fee to be received **by June 20, 2014**.

**\*\*\*Building Judging Tours and Inspections are anticipated to be held between July 14 and August 7 \*\*\***

### Eligibility:

- ✓ You may nominate your own building or any other building in the State of New Jersey.
- ✓ At least 50% of a building's space must be used as office space to be considered except Industrial category.
- ✓ The building must be at least 3 years old from the date of occupancy of the first tenant by June 2012.
- ✓ The building may not have won at the International level during the past 5 years.

### Categories and Entry Requirements:

#### **Under 100,000 Square Feet**

Any single office building with at least 50% office area

#### **100,000 – 249,999 Square Feet**

And single office building with at least 50% office

#### **250,000 – 499,999 Square Feet**

Any single office building with at least 50% office area

#### **500,000 – 1 Million Square Feet**

Any single office building with at least 50% office area

#### **Over 1 Million Square Feet**

Any single office building with at least 50% office area

#### **Renovated Building**

Must be at least 15 years old and have maintained 50% occupancy during the renovation process. A minimum of five (for a single bldg.. entry or a minimum of 3 per bldg..) of the following work projects must be completed by June 2012:

- New roof, re-roof or green roof
- New boiler/HVAC/Central Plant
- Building envelope Cleaning/Painting/New Design
- New electrical system
- New fire panel/sprinkler system
- Modernization of elevators
- New security systems
- Renovation of main lobby
- Renovation of restrooms
- Installation new windows

#### **Historical Building**

Must be at least 50 years old with original design maintained

#### **Corporate Facility**

Must be single-use facility at least 50% occupied by corporate entity

#### **Medical Office Building**

Must be at least 75% medical use and at least 50% of the dedicated medical use space must be for physician offices. Patient stays less than 24 hours.

#### **Government Building**

Must be government-owned and at least 50% occupied by government entities

#### **Suburban Office Park (Low-Rise)**

Two or more buildings, (tallest bldg. not exceeding 5 stories), which occupy a land mass greater than 5 acres and are located outside of the CBD.

#### **Suburban Office Park (Mid-Rise)**

Two or more buildings, (with 1 bldg. that is 6 to 10 stories), which occupy a land mass greater than 5 acres and are located outside of the CBD.

#### **Industrial Office Park**

Two or more buildings, comprising a total project, (1 to 2 stories), with more than 5% and less than 50% office area.

#### **Earth Award**

Any and all buildings where the management team implemented government programs; manages hazardous waste and environmental risks; establishes emergency response; recycling; water, and energy conservation plans; ensures indoor air quality; and implements green purchasing practices.

### **Retail Category:**

A group of retail and other commercial establishments, either enclosed or open air, managed by one company. The entry must be managed as a single property, one to multiple levels in height. The anchor ratio must be at least 40 percent with a minimum of 50 percent occupancy. The property must have a minimum average annual assembly of 5,000 patrons and contain at least one anchor retailers (Sears, JC Penny, Saks, Macy's, etc. ) The entry may consist of neighborhood centers (30,000 - 150,000sq. ft.), community centers (100,000 - 400,000 sq. ft.) power centers (250,000 - 600,000 sq. ft.), regional shopping centers (400,000 - 800,000 sq. ft.) or super regional shopping centers (800,000 plu sq. ft.).

## TOBY – The Outstanding Building of the Year Award Entry Form

<b>Building Nominated by:</b>	
<b>Building Name:</b>	
<b>Physical Address of Property:</b>	
<b>Contact Name:</b>	
<b>Contact Office Phone:</b>	<b>Contact Cell Phone:</b>
<b>TOBY Category:</b>	

Each entrant must fully complete this 3 page entry form. Submit this form along with the \$75.00 Entry Fee to: BOMA New Jersey and mailed to PO Box 7250, No Arlington, NJ 07031

**PLEASE PRINT CLEARLY**

Please note that the onsite judges may ask to review the backup documentation based upon the information provided.

### **Building Description (250 word limit)**

Describe the physical Building Property and Location. Be sure to include the total square footage of the property.


### **Building Standards:** (circle one where appropriate)

Do you have a floor plan available for review? \_\_\_\_\_

Do you have a site plan available for review \_\_\_\_\_

Do you have an aerial photo available for review? \_\_\_\_\_

Number of Floors: \_\_\_\_\_

Number of Acres: \_\_\_\_\_

Exterior Finishes: \_\_\_\_\_

Lobby Finishes: \_\_\_\_\_

Corridor Finishes: \_\_\_\_\_

Restroom Finishes: \_\_\_\_\_

Tenant Suite Finishes: \_\_\_\_\_

Utility Distribution: \_\_\_\_\_

Elevators: \_\_\_\_\_

HVAC Distribution System: \_\_\_\_\_

Fire Life Safety Systems: \_\_\_\_\_

Loading Dock & Parking: \_\_\_\_\_

Emergency Generator/Back Up Power: \_\_\_\_\_

**Community Impact:**

Real Estate Taxes: \$ \_\_\_\_\_ # of Jobs as a result of the Building Existence: \_\_\_\_\_

Can you provide copies of community appreciation letter/awards? \_\_\_\_\_

Do you offer transportation alternatives (i.e. carpool; mass transit)? \_\_\_\_\_ Detail: \_\_\_\_\_

LIST top 3 Community Events/Amenities (i.e. Blood drives & # of pints; toy drive &# collected, etc.)? \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**Tenant Relations:**

LIST top 3 Tenant Amenities (i.e. Health facilities; Childcare; Food Service; etc.) \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Do you conduct Tenant Surveys? \_\_\_\_\_

If yes, How Often: \_\_\_\_\_ List the past two scores: \_\_\_\_\_

Do you have a Tenant Manual? \_\_\_\_\_

If Yes, do you provide it in Hardcopy or Electronic Format? \_\_\_\_\_

Do you have Tenant Appreciation Letters dated within the past 12 months? \_\_\_\_\_

LIST top 3 – Tenant Activities held in or at the building (include # of years the activity has taken place) \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**Energy Conservation:**

Is the building Energy Star Benchmarked? \_\_\_\_\_

If Yes, list the past two scores: \_\_\_\_\_

Is the property Energy Star rated? \_\_\_\_\_

Is the information shared with BOMA International? \_\_\_\_\_

Please describe the Energy Conservation training of the building staff \_\_\_\_\_

Has the property received any additional certificated or awards \_\_\_\_\_

**Environmental, Regulatory and Sustainability:**

Is the building ADA compliant? \_\_\_\_\_

Is the building fully compliant with Federal & State Guidelines? \_\_\_\_\_

Is the building a BOMA 360 Property? \_\_\_\_\_

Does the building have IAQ policies? \_\_\_\_\_

Does the building have a hazardous waste management plan? \_\_\_\_\_

Does the building have a lamp/battery recycling program? \_\_\_\_\_

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Does the building have other recycling programs?

If yes, please list

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Does the building have sustainability policies & procedures?

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Does the building have a green purchasing policy?

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What does it include: Cleaning Roof Landscaping Pest Control

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**Emergency Preparedness and Security Standards**

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Does the building have a written Emergency Preparedness Plan?

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Does the building have a written Disaster Plan?

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Does the building conduct fire drills?

If Yes, how often

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Does the building provide tenant training?

If Yes, briefly describe:

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**Training for Building Personnel:**

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Does the building provide building personnel training?

If yes, briefly describe: Online training, webinars; classroom; tuition reimbursement

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Does the building have a documented organization chart?

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List the designations and/or licenses of the building personnel:

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Please visit <http://www.boma.org/Membership/Awards> full category requirements.

**Judging:**

A building tour with a panel of judges will be scheduled for all nominated buildings. Each entrant will be judged on the following criteria: Building Inspection; Building Standards; Community Impact; Tenant/Employee Relations; Energy Conservation; Environmental, Regulatory & Sustainability; Emergency Preparedness & Security Standards and Training for Building Personnel. Each entrant must fully completed this 3 page Entry Form. Submit this form along with the \$75.00 Entry Fee to" BOMA New Jersey and mailed to PO Box 7250, No Arlington, NJ 07031.

**Announcement of Winners:**

The Outstanding Building of the Year Awards will be announced and honored at the BOMA New Jersey Awards Program is scheduled in October 2014. All local winners will then continue to the 2014-2015 Regional Awards competition held in the Spring of 2015.