



## STARTING THE PROCESS

Now it's even easier to ensure your building achieves the ultimate success.

This year, TOBY Awards are only given to properties carrying a BOMA 360 distinction—the most comprehensive and holistic evaluation of operational and management practices.

Now you have two opportunities to highlight overall excellence for community impact, emergency preparedness, sustainability, health and wellness and additional performance metrics for both commercial and industrial buildings.

Before entering the TOBY competition, applying for the BOMA 360 designation serves as the first step in ensuring your building has achieved the minimum level of operational best practices. A new universal recognition platform has been created to simplify the process to help shape high performance buildings by providing an opportunity to educate property management professionals, reinforce team building relationships, and increase asset value and tenant retention on a global basis.

The BOMA 360 and TOBY applications have been consolidated into BOMA International's new 360/TOBY portal where applicants will have access to both applications all in one place.

Applicants will have an opportunity to see areas where they can improve before entering the TOBY competition and have a stronger application.

### **General Steps for Applying for BOMA 360 & TOBY Awards**

- **All other buildings will need to follow steps 1-4 and then proceed with BOMA 360 application.**
- 1. Begin at <https://recognition.boma.org/>
- 2. Login or create new user profile if one doesn't exist (previous users may still need to create new profile).
- 3. Click "My Buildings" under the "Buildings" tab.
- 4. Click "Add New Building" button and complete building information setup (same for new or renewal buildings).
  - a. *All non-industrial buildings should select the "OFFICE" category on the building setup screen and will only report on the office portion of their property.*
  - b. *Additional TOBY Categories will be available to select from on the TOBY entry form.*
- 5. Select "Start 360 Application" from the "Actions" drop-box (seen next to your building name on the "My Buildings" dashboard).
- 6. Once you begin work on your BOMA 360 application, you will be able to upload documentation and save your progress as you go along.
- 7. You may return to your application by selecting "Edit 360 Application" from the "Actions" drop-box.
- 8. Once you have achieved the minimum point requirements for each listed section, a "Submit Application" button

will appear at the top of the application overview screen.

- a. Proceed with payment and complete submission (a confirmation email will be sent).
9. ***Buildings may elect to work on their TOBY submission simultaneous to their BOMA 360 application, but will not be able to submit using the online portal unless first confirmed as a BOMA 360 Building.***
10. To start a TOBY application, select “Create TOBY Entry” from the “Actions” drop-box
11. Setup your TOBY entry & proceed with documentation (submission may only occur when BOMA 360 confirmed)
  - a. You may select “Edit TOBY Entry from same drop-box to return to work on an existing application.

**ONCE YOUR 360 DESIGNATION HAS BEEN COMPLETED, PLEASE CONTACT BOMA EDMONTON AND SO WE CAN ACKNOWLEDGE YOUR ACCOMPLISHMENT AT THE AWARDS EVENT.**

### CURRENT BOMA 360 Buildings Applying for TOBY

**These steps apply only to buildings with existing BOMA 360 designations (valid for 3 years from initial designation date) –MUST be under same managing company listing and a current BOMA member to proceed with TOBY.**

12. Once your building has been added to the portal, ***please email [recognition@boma.org](mailto:recognition@boma.org)*** and inform the team you added your building and are a current BOMA 360 designee looking to submit your TOBY application.
  - a. ***Please provide the building name/address/designation date (this will help speed up confirmation of information in our system.***
13. While awaiting confirmation of BOMA 360 status, applicants may begin work on their TOBY submission by selecting “Create TOBY Entry” from the “Actions” drop-box on their Buildings dashboard.
14. Once buildings have been confirmed as BOMA 360 buildings in the system, they will be able to finalize their TOBY application and submit upon satisfying the criteria.