



TOBY Award

The Outstanding Building of the Year awards program judges BOMA Ottawa commercial buildings on their management, operations, design, tenant relations and community impact. The recognition and publicity the TOBY Award offers participants has made it the most distinguished competition of its kind.

A TOBY award will increase your building's marketability to both prospective and existing tenants. It will enable you to promote the high standards of your firm's building management expertise that is required to win the prestigious TOBY Award...*and you can showcase your company's service excellence skills that you currently offer existing tenants!*

Winners of the BOMA Ottawa TOBY award are eligible to compete in the BOMA Canada National Awards, and if successful, the BOMA International TOBY competition.

Categories

1. Office Building Categories by Square Feet:

- Under 100,000 sf * (at least 50% office area)
- 100,000 - 249,999 sf * (at least 50% office area)
- 250,000 - 499,999 sf * (at least 50% office area)
- 500,000 - 1 Million sf * (at least 50% office area)
- Over 1 Million sf * (at least 50% office area)

2. Renovated Building

- Must be at least 15 years old, have maintained a minimum of 50% occupancy during the renovation for all buildings, and three or more projects must be completed in each building when submitting multiple buildings. If entry is a single building, a minimum of five projects is necessary.

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. 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).

- A minimum of five of the following work projects must be completed by February 2021 and the building must enter the TOBY program within five years following substantial completion of the last renovation projects:
 - - New roof, re-roof, or green roof;
 - New boilers/HVAC system/Central Plant;
 - Cleaning/Painting/New design of building envelope;
 - New electrical system;
 - New fire panel/sprinkler system;
 - Modernization of elevators which can include mechanicals, code compliance and interior cabs refurbishment;
 - New security systems can include card access, cameras, console, fire panel, etc.;
 - Renovation of main lobby that includes three or more of the following: floors, walls, entry doors, signage, security desk, etc.;
 - Renovation of restrooms that includes four or more of the following: sinks, counter tops, toilets, urinals, floors, walls, lighting, faucets, flushometers, partitions, etc.;
 - Installation of new windows.

3. **Corporate Facility** (Must be single-use facility at least 50% occupied by the corporate entity - includes government agencies and private enterprises).

4. **Historical Building** (Must be at least 50 years old with original design maintained. All sizes of buildings. The building must retain its historical physical integrity, which means the site must be relatively undisturbed. Renovations to the original framework is acceptable)

5. **Medical Office Building** (Must be at least 75% medical use, and at least 50% of the dedicated medical use space must be for private physician or hospital employed physician offices. The building can be located on or off a hospital campus, and its tenancy can be comprised of 50% hospital uses or ancillary services (such as imaging, physical therapy, rehab clinics, prosthetics, pharmacy clinics and the like) provided by the hospital, including employed or aligned physician offices, ambulatory surgery centers, clinical labs (such as catheterization). Patient stays must be less than 24 hours)

6. **Suburban Office Park categories:**

- Low-Rise (Two or more buildings managed by the same management company; the tallest building being no higher than five stories; all buildings must occupy land greater than five acres and are located outside of the central business district or the downtown core area)
- Mid-Rise (Two or more buildings managed by the same management company; with one building that is six to ten stories in height; all buildings must occupy land greater than five acres and are located outside of the central business district or the downtown core area)

Note: If a suburban office park is comprised of both low and mid-rise buildings, the park must enter in the mid-rise category.

7. **Industrial Office Buildings** (All buildings, comprising a total project, to include any single building industrial properties, 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)

8. **Retail Categories:**

- Enclosed Shopping Centre (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 with a minimum of 50% occupancy. The anchor ratio must be at least 25 per cent and the property must contain at least one anchor retailer (grocery, fashion, department store, etc.).

The entry may consist of Neighborhood Centres (30,000-150,000 sf); Community Centres (100,000-400,000 sf); Power Centres (250,000-600,000 sf); Regional Shopping Centres (400,000-800,000 sf); or Super Regional Shopping Centres (800,000 plus sf). No minimum office area is required.

- Retail: Open Air / Strip Mall
- Retail - Enclosed Under 1 million sf.
- Retail - Enclosed Over 1 million sf.

9. **Public Assembly** (All buildings must be publicly accessible and support multiple uses. The multiple use character of these buildings may influence the buildings utility use, opening hours and tenant or occupant relations. These buildings may be part of a larger portfolio. This category includes: stand-alone arenas, amphitheaters, auditoriums, art galleries, churches, hotels, convention centers, exhibit halls, courthouses, stadiums, university building(s) and other buildings that are publicly accessible. This category allows for entry restrictions based on ticketed or multi-tenant/occupant areas)

10. **Mixed Use** (Must have a minimum of 10% office space of total square footage of entire complex. Must have at least three components that are a mix of Retail, Entertainment, Residential, Hotel or Recreation. Transit hubs are acceptable if the property manages it. Each component must be at a minimum of 10% of the total property. The property can be one or more buildings managed by the same company. It is pedestrian-oriented and contains elements of a live-work-play environment. It maximizes space usage, has amenities and architectural features that tends to mitigate traffic and sprawl)