

BOMA
Wisconsin

TOBY AWARDS

2026 CRITERIA

Applications Due: June 30, 2026



The Office Building of the Year (TOBY) Award is the most prestigious and comprehensive award of its kind in the commercial real estate industry. It recognizes quality buildings and exemplary property managers of office buildings, industrial office parks, and apartment buildings.

Entries should include the enclosed TOBY Award Entry Application stating the following: Category, name of building, city and state, owner, management company, building manager, architect, BOMA member name and member number (if applicable), and the address of the person who will receive all correspondence.

All entrant-created text and summary pages of the portfolio are to be printed on "plain-paper" pages. White or solid-colored paper is acceptable as well as colored ink. Pages must be free of watermarks, shadows, logos, graphics, computer-scanned images, artwork, and designs.

OFFICE BUILDING ENTRY REQUIREMENTS

1. **Building Description** – One paragraph describing building, and one paragraph describing anything special about the property. Must include one exterior photo, one interior photo and a standard floor plan.
2. **Summary of Building** – Two paragraphs - how many floors; size of floor plate; age of building; overall square footage; description of tenant base; description of amenities.
3. **Community Impact** – Bullet points about building management's impact on the community (jobs provided, amenities to the community, recognition from the City. (include one photo or attachment if you wish)
4. **Tenant Relations** – Bullet points of tenant relations efforts or programs (include photo or attachment if you wish)
5. **Energy Management** – Does this building engage any systems or measures taken to conserve energy? If so, please summarize with bullet points.
6. **Environmental and Regulatory** – Does this building have policies and procedures in place for recycling, accessibility for disabled tenants and visitors, lamp disposal, indoor air quality, storage tank precautions? Please confirm in your submission (Yes/No)
7. Does this building engage in **Emergency Preparedness** and or have Security standards. If so, please summarize with bullet points.
8. Does this building have on-going training for **Building Personnel Training**? If so, please summarize with bullet points.
9. **Physical Attributes of the Building** – Will be assessed by Judges on Tour



TOBY AWARDS

Award Requirements & Judging Criteria

OFFICE BUILDING OF THE YEAR AWARDS

ENTRY CATEGORIES

Office Building

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

Earth Building

Industrial Building

Mixed-Use Building

Retail Building

Renovated Building

All entries for the 2026 TOBY Awards must be received by BOMA no later than June 30, 2026.

Be sure to fill out the entry application.

Additional support materials can be made available for review by the judges during the on-site visit.

TOUR OF PROPERTY BY JUDGES

Owners/Managers – TOBY Award judges will contact you in advance to set up a time to tour your property in August.

Judges should tour the lobby, a corridor or two, a typical office, and any other areas you feel the judges might be interested in seeing. This is your half hour to tout the attributes of your property. Please don't be shy! We want you to brag about any-thing you deem to be important, particularly if it visually verifies what you have submitted as called for in the judging criteria.

Any questions please contact:

BOMA-Wisconsin

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BUILDING CLASSIFICATIONS

OFFICE BUILDING

NOTE: All buildings with at least 50% office area are eligible except 1) Life Science which requires 30% lab space and has no minimum office requirement, and 2) Medical which no longer has a minimum office requirement beginning with the 2026 Awards cycle.

**Total Rentable Area of the building as per BOMA Measurement Standards and/or another preapproved standard.*

CORPORATE FACILITY

All buildings must be a single-use facility at least 50% occupied by the corporate entity—including government agencies and private enterprises.

LIFE SCIENCE BUILDING(S)

One or more buildings managed by the same management company. The single building and/or campus must be at least 50% leased and occupied by life science tenants with a minimum of 30% lab rentable square footage area. Life science tenants shall be defined as those tenants specializing in chemistry, biochemistry, pharmacology, cell biology, genetics, immunology, microbiology, molecular biology, and agricultural technology.

HISTORICAL BUILDING

All buildings must be at least 50 years old with original design maintained. This category includes all sizes of buildings meeting the age criterion. The building must retain its historic physical integrity, which means the site must be relatively undisturbed. Renovations to the original framework is acceptable.

MEDICAL BUILDING

All buildings must be at least 75% related to medical use. This includes areas for physicians, their staff, and patient care. Additional uses may include ambulatory surgery centers, clinical labs (such as catheterization labs), imaging, physical therapy, rehabilitation clinics, prosthetics centers, and pharmacies. The building can be located on or off a hospital campus or within a research area. Patient stays must be less than 24 hours (but could occur within any 24-hour period).

SUBURBAN OFFICE PARK (LOW-RISE)

Two or more buildings managed by the same management company with the tallest building being no higher than 5 stories; all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

SUBURBAN OFFICE PARK (MID-RISE)

Two or more buildings managed by the same management company with 1 building that is 6 to 12 stories in height, all buildings must occupy land greater than 5 acres and are located outside of the central business district or the downtown core area.

NOTE: Suburban Office Parks comprised of low 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

BUILDING CLASSIFICATIONS

EARTH BUILDING

All Office buildings where the building ownership and building management team preserve and enhance the internal and external environment through green and sustainable programs.

Office buildings present a significant impact on the environment and the many convergent communities inside and outside the space. This award is given to those office buildings that best demonstrate successful application of a wide range of environmental sustainability and ESG (Environmental, Social, and Corporate Governance) practices and policies that identify, measure, mitigate and, communicate these impacts.

INDUSTRIAL BUILDING

All buildings, comprising a total project, to include any single building industrial properties, one to two stories in height, more than 5% and less than 50% office area. Building(s) must have a loading dock, roll-up or sliding door(s) for loading, with no common lobby or corridors and utility or fire equipment access.

MIXED-USE BUILDING

All properties will have minimum of 10% Office in a planned integration of at least three components that are a mix of Retail, Entertainment, Residential, Hotel, Recreation or Other Functions. Other function examples are areas available to tenants and the public alike such as event or venue space (wedding, school dance, market space). Other functional space can also be considered a conference center that is available to tenants and public for meetings including outdoor areas available to the public and tenants such as a basketball court, pickleball court, volleyball court or similar. Each component will 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.

RETAIL CATEGORIES

- Enclosed Mall Under 1 Million Square Feet
- Enclosed Mall Over 1 Million Square Feet
- Open Air/Strip Mall

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. The entry can be one level or multiple levels in height with a minimum of 50 percent occupancy. The anchor ratio must be at least 25 percent of the total property size and the property must contain at least one anchor retailer (Grocery, Fashion, Department Store, etc.). The entry may consist of neighborhood centers (30,000 – 150,000 sq. 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 plus sq. ft.). No minimum office area is required.

BUILDING CLASSIFICATIONS

RENOVATED BUILDING

All Building(s) must be at least 15 years old, have maintained a minimum of 50% occupancy (physical occupancy) during the renovation process for all building(s) and 3 or more projects must be completed in each building when submitting multiple buildings. If entry is a single building, a minimum of 5 projects are necessary. Renovation can encompass: (1) Rehabilitation (the restoration of a property to satisfactory condition without changing the plan, form, or style of a structure); (2) Modernization (taking corrective measures to bring a property into conformity with changes in style, whether exterior or interior. It requires replacing parts of the structure or mechanical equipment with modern replacements of the same kind but not including capital additions); and (3) Remodeling (changing the plan, form, or style of a structure to correct functional or economic deficiencies).

In order to be eligible, a minimum of five of the following work projects must be completed prior to the local TOBY Awards entry deadline and the building must enter the TOBY program within 5 years following substantial completion of the last renovation projects to be eligible for this category.

1. New roof, re-roof or green roof
2. New boilers/HVAC/Central Plant
3. Cleaning/Painting/New design of existing building envelope
4. New electrical system: HVAC, Lighting, mechanical room upgrades/updates, generator etc.
5. New fire panel/sprinkler system
6. Modernization of elevators which can include mechanicals, accessibility compliance and interior cabs refurbishment
7. New security systems can include card access, cameras, console, fire panel etc.
8. Renovation of main lobby that includes 3 or more of the following items:
floors, walls, entry doors, signage, security desk etc.
9. Renovation of restrooms that includes 4 or more of the following items: sinks, counter tops, toilet, urinals, floors, walls, lighting, faucets, flushometers, stale partitions etc.
10. Installation of new windows
11. New, or renovation of, amenity spaces such as fitness center, tenant lounge, conference rooms, roof decks, etc.

***Be sure to fill out the entry application.
Additional support materials can be made available for review by the judges during the on-site visit.***

Effective 2023, the TOBY Awards are only given to properties carrying a BOMA 360 distinction (starting at the **Regional level**) — If you win a TOBY award at the local level, you will need to renew your BOMA 360 distinction. 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