

### WEEKLY ADVICE - PROOF YOUR WORK AFTER EACH SECTION

PLEASE NOTE THAT NO WORD FORMATTING WILL COPY OVER ON-LINE

#### **Week 1: Determine your Category and Eligibility**

- Ensure your building(s) meet all eligibility requirements listed by BOMA International (<https://toby.boma.org/docs.aspx>) and you have completed ENERGY STAR® benchmarking.
- Review each of the possible categories and determine which category best places your building(s) for a win.
- After you have selected the category that best fits your building(s) and you're ready to make a commitment, complete the Entry Intent Form and submit it to the BOMA/Suburban Chicago office, with your local entry fee (entry forms, dates and fees to be forthcoming after mid-July 2020).
- Set up appointment with photographer for Week 5

#### **Week 2: Get Organized/Write a Building Description**

- Create folders on your computer, preferably on a network drive to share with others on your team. Name the folders the same names as the application sections: Building Description, Building Standards, Competition Photographs, Awards Ceremony Photographs, Community Impact, etc. Then save all of your documents, content, etc. in the appropriate folder for later when you'll upload it on the TOBY portal. Create your narrative in Word to begin.
- After receiving confirmation from the BOMA office, you are now ready to begin your application. Start by writing a brief, physical description of the building(s), property, and location.
- Request Training and Education information from staff for Week 15

#### **Week 3: Begin Your Building Standards Section**

- In the Building Standards section, you should provide the reader with an overview of your property since the judging at the Regional and International levels does not include a physical inspection. Be sure to be descriptive and make your property stand out.
- Begin by providing the Building Name(s), number of floors, and required square footages, etc.
- Begin writing the descriptions for the required items, i.e., Lobby/Atrium Standard finishes, restroom standard finishes, elevators, HVAC distribution System, etc.
- At this point, you should be getting other members of your team involved and start delegating some of the assignments. You will want your Property Assistants, Engineers, Security Professionals, vendors, etc. to provide content for your submission. Get the team involved and make it a group effort!

#### **Week 4: Continue Your Building Standards Section**

- Continue writing your building standards descriptions for the required items, i.e., Lobby/Atrium Standard finishes, restroom standard finishes, elevators, HVAC distribution System, etc.
- Gather all of your attachments for the Building Standards section and have them ready to upload to the online TOBY portal.

#### **Week 5: Take Competition and Awards Ceremony Photos**

- Collect and/or take photographs of your building(s) and management team per the specifications of the BOMA International requirements. Have these photos available to upload on the online TOBY portal.
- Remember that there are no physical building inspections at the Regional or International levels, so make sure your photos really highlight your building.

### **Week 6: Report on Community Impact**

- Begin the Community Impact section and describe how the building management team and the building have impacted the community.
- Be sure not to confuse this section with Tenant Relations. Some examples of Community Impact may include your taxes that go toward parks, schools, and libraries, or perhaps you implemented programs that affected local businesses.

### **Week 7: Provide an Overview of Your Tenant Relations**

- Describe the Tenant Relations efforts and programs your building management team has sponsored in the last 12 months, as well as amenities, tenant satisfaction surveys, and other tenant related information.
- Make sure the examples you provide are tenant relations specific to your building and your team, and not a corporate sponsored initiative.
- Gather the required attachment and get it ready for uploading to the online TOBY portal.

### **Week 8: Share Your ENERGY STAR® and Energy Conservation Data**

- Gather a copy of your current ENERGY STAR® Statement of Energy Performance and have it ready to upload to the online TOBY portal.
- Share your ENERGY STAR® data with BOMA International by going to the Facility Summary page on the ENERGY STAR® website. Then click on the facility name on the My Portfolio page. Select “Add user to share this facility” under the Sharing Data section, on the right-hand side of the page, and follow the instructions.
- Describe any programs in place to educate building operations staff and other personnel, such as tenants, about energy conservation.

### **Week 9: Continue to Write Your Energy Conservation Data**

- Describe your building maintenance procedures and how they contribute to energy conservation. Be sure to include all required information.
- Describe the steps you’ve taken to improve the energy performance of your building over the last three years. Be sure to be specific.
- Describe the Energy Management System (EMS) in place in your building and the degree to which you use it to reduce the building’s energy consumption. Be sure to provide measurable results demonstrating a reduction in energy and improved performance.
- Gather all required attachments and keep them ready for uploading to the online TOBY portal.

### **Week 10: Discuss your Environmental & Regulatory Initiatives**

- Write descriptions for the Environmental & Regulatory sections. Be sure to include any policies and procedures, as well as initiatives your team has implemented in this area.
- You are required to provide a minimum of 7 programs, at least 3 of which must be related to Environmental and Regulatory (such as indoor air quality, generator, storage tank, asbestos management).

### **Week 11: Discuss your Sustainability Initiatives**

Write descriptions for the Sustainability sections. Be sure to include any policies and procedures, as well as initiatives your team has implemented in this area.

### **Week 12: Describe Your Waste Management Plan**

- Create the description of your building’s waste reduction plan.
- Contact your Waste Management provider to obtain your building’s waste usage data.
- Collect the required documents and have them ready to upload to the online TOBY portal.

## 16-Week TOBY Road Map to Success

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### **Week 13: Describe Your Emergency Preparedness/Life Safety Procedures**

- Begin writing a summary on the procedures and programs your management team implements for life safety, fire, disaster, and security standards.
- Collect the required attachments and have them ready to upload to the online TOBY portal.

### **Week 14: Describe Your Emergency Preparedness/Life Safety Procedures**

- Continue writing a summary on the procedures and programs your management team implements for life safety, fire, disaster, and security standards.
- Collect the required attachments and have them ready to upload to the online TOBY portal.

### **Week 15: Describe Training for Building Personnel**

- List all of the members on your building management team and list their qualifications, training, certifications, BOMA training, etc.
- Have a copy of the organizational chart of the building management team ready to upload to the TOBY portal.

### **Week 16: Proof All of Your Work & Copy to Online TOBY Portal and Submit**

- Be sure to speak in one voice throughout the submission. Enlist editors and proof both the Word and online versions.
- Review the application to make sure you are providing the information exactly as requested in the order it was requested. Be specific and succinct.
- Copy all of your edited work to the online TOBY Portal. Be sure to proof it again. Be sure to verify character and attachment limits. Check file types allowed in each section as well.
- Submit work once complete. No modifications can be made after the application is submitted.