



BOMA SEATTLE KING COUNTY
The Office Building of the Year (TOBY) Awards
Local Entry Form



Yes! I want to provide my building with the recognition it deserves.
Please enter my building in the BOMA Seattle King County local TOBY competition.

TOBY CATEGORIES

Choose one of the following categories:

<input type="checkbox"/> Under 100,000 sq. ft.	<input type="checkbox"/> Over 1 Million sq. ft.	<input type="checkbox"/> Medical Office Building	<input type="checkbox"/> Industrial Office Park
<input type="checkbox"/> 100,000-249,999 sq. ft.	<input type="checkbox"/> Renovated Building	<input type="checkbox"/> Government Building	
<input type="checkbox"/> 250,000-499,999 sq. ft.	<input type="checkbox"/> Historical Building	<input type="checkbox"/> Suburban Office Park-Low Rise (2+ bldgs, 1-5 stories)	
<input type="checkbox"/> 500,000-1 million sq. ft.	<input type="checkbox"/> Corporate Facility	<input type="checkbox"/> Suburban Office Park-High Rise (2+ bldgs, 6-10 stories)	

BOMA Member Name: _____ **BOMA Member Number:** _____

Contact Name: _____

Company Name: _____

Phone: _____ **Email:** _____

Building Name: _____

Building Address: _____

City: _____ **State:** _____ **Zip:** _____

Building Owner: _____

Building Architect: _____

Building Management Company: _____

Building Team Members: _____

LOCAL ENTRY INSTRUCTIONS

- Email or mail local entry form with local registration fee to BOMA by November 6, 2009
scole@bomaseattle.org
 BOMA SEATTLE KING COUNTY
 1904 Third Ave. #825
 Seattle, WA 98101
- Submit non-refundable local registration fee of \$150.00 to BOMA Seattle King County for building entry.
 Total Payment to Local: \$ 150.00
 Check* MC VISA AMEX
 Name on Card _____ Signature _____
 Card No _____ Exp. Date _____ Billing Address/Zip Code _____
 *check should be made payable to BOMA Seattle King County (1904 Third Ave. #825 Seattle, WA 98101)
- Email a digital photo of the building entry to BOMA: scole@bomaseattle.org
 Photo requirements: File Type = JPEG; Minimum DPI = 300; Maximum File Size = 2 MB
- Register building entry online with BOMA International at www.boma.org/getinvolved/Awards/Pages/default.aspx and submit the necessary registration fees. (approx. \$25.00) This will ensure you are submitting your entry into the correct building category.
- The Regional/International fee of \$225.00 will be required before final submission on March 5, 2010. A credit card number can be submitted on-line at the time of submission, or a check sent to BOMA International prior to submission. (BOMA Seattle King County is no longer handling the Regional fee.)

GENERAL TOBY INFORMATION

The general information below regarding the competition can be found at:

<http://www.boma.org/getinvolved/Awards/Pages/default.aspx>

- 1.) Description of TOBY Categories
- 2.) TOBY Eligibility
- 3.) Regional and International Entry Fees
- 4.) TOBY Submissions Registration Information and Content
- 5.) TOBY Portfolio Specifications
- 6.) TOBY Judging
- 7.) Regional and International Deadlines

LOCAL COMPETITION INFORMATION

Each entry will receive a full building inspection and will be judged on various criteria by a panel of judges.

- 1.) Building Inspection
 - ◆ Entrance/Main Lobby
 - ◆ Security/Life Safety
 - ◆ Management Office
 - ◆ Elevators
 - ◆ Multi-Tenant Corridors
 - ◆ Restrooms
 - ◆ Stairwells
 - ◆ Typical Tenant Suite
 - ◆ Central Plant/Engineering Office
 - ◆ Equipment Rooms/Service Area
 - ◆ Roof
 - ◆ Parking Facilities
 - ◆ Landscaping/Grounds
 - ◆ Refuse Removal and Loading Dock Areas
 - ◆ Tenant Amenities
- 2.) Other judging criteria (must be presented at the time of the building inspection – refer the general entry requirements):
 - ◆ Community Impact
 - ◆ Tenant Relations
 - ◆ Energy Management Procedures
 - ◆ Environmental and Regulatory
 - ◆ Emergency Preparedness and Security Standards
 - ◆ Building Personnel Training
 - ◆ Physical Attractiveness of Building (only accounts for 0-5 points)

For sample of the building inspection form or the local judging sheet visit:

<http://www.boma.org/getinvolved/Awards/Pages/default.aspx> under 2010 LOCAL PROGRAM MATERIALS.