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2026 CRITERIA THE OUTSTANDING BUILDING OF THE YEAR (TOBY) AWARDS



RENOVATED CATEGORY

Please carefully review the following information before proceeding with your TOBY application.

PROGRAM, CATEGORY, AND COMPETITION INFORMATION

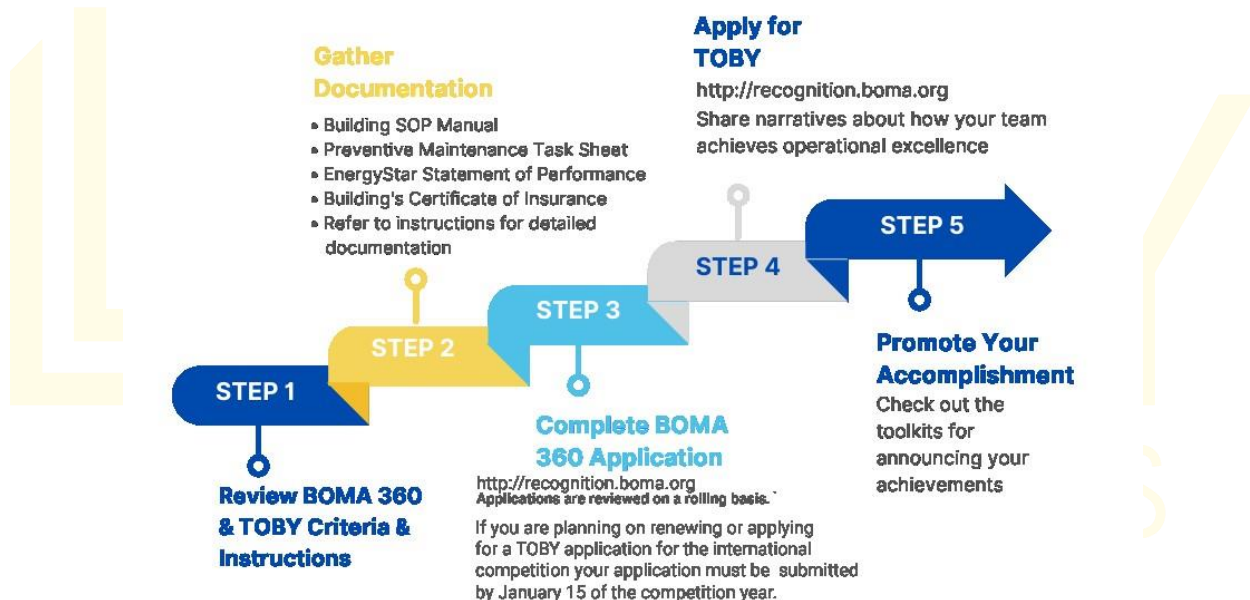
STARTING THE PROCESS

Now it's even easier to ensure your building achieves the ultimate success. The TOBY Awards are only given to properties carrying a BOMA 360 distinction (starting at the regional level) —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.

Achieve the Recognition Your Building Deserves



CATEGORY DESCRIPTIONS – RENOVATED BUILDING(S)

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).

To be eligible, at least five of the following work projects must be completed within five years prior to the local TOBY Awards entry deadline.

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.

ELIGIBILITY REQUIREMENTS

Below outlines the requirements for TOBY participation:

1. Each building(s) competing at the regional level must have an active BOMA 360 designation through June 29th of the international competition year. New BOMA 360 applications must be received by January 15 of the international competition year. Canadian applicants must submit their BOMA 360 applications by May 1, 2025 for the regional deadline of July 15, 2025.
2. The building must win at the local level to advance to the regional level and must win at the regional level to advance to international.
3. All portfolios must have undergone a building inspection and scored at least 70% to be eligible to compete. Each entrant must upload the completed and signed TOBY Building Inspection Verification form to be eligible to compete at the regional and international level (this form is provided by your local BOMA association or international affiliate organization).
4. The building must be a member, or managed by an entity that is a member, in good standing with both their BOMA local association and BOMA international in order to compete at the local, regional and international levels. Specifically, all membership fees, and any other debt, must be paid prior to entry.
5. The building may not have won in the same category at the international level during the last 5 years (i.e. Buildings that win in 2026 are not eligible to compete until 2030 and awarded in 2031). The building may not have won in a different category at the international level during the last 3 years (i.e. Buildings that win in 2026 are not eligible to compete until 2029 and awarded in 2030).
6. The building must be leased and physically occupied for at least one full year from the first day of business for the first tenant by June 15, 2025 with a minimum of 12 months of building operations.

- Any entry that does not include both A and B will not be eligible to compete at the regional and international levels.**

- [illegible]

- [illegible]

10. Your Statement of Energy Performance must be signed and stamped by an engineer to receive points if the score is greater than 75, otherwise your entry will receive the baseline score of 3 points. A SEP for each building entered must be uploaded.
11. An entrant may choose to enter multiple buildings as a single entry only if the buildings are owned by the same company, managed by the same company, managed as a single entity, and are not within a suburban office park (otherwise the buildings must enter into either a Suburban Low-Rise or Suburban Mid-Rise category). All entries must disclose whether their

entry is a single building or multiple buildings under the Building Operations and Management section.

12. For any building that enters the competition at the local and regional level that may encounter a change in management and/or ownership and wins at the international level, the award will be presented to the management company/owner at the time of the original entry.

Additional Requirements for Non-U.S. Entries:

Canadian Entrants are required to obtain a BOMA BEST® Sustainable Buildings certification. Each entrant must provide a copy of the certificate or letter from BOMA Canada attesting certification is valid in the competition year.

International Entries: BOMA requests submission of as much material as possible in English. Otherwise, please email BOMA International at recognition@boma.org in advance of submission for additional information on non-English documentation or regarding any questions on energy performance benchmarking requirements.

MANDATORY ON-SITE BUILDING INSPECTION

In-person building inspections must take place at the local level of competition to ensure the entry meets the eligibility requirements and is registered in the correct category. A minimum score of 70% must be earned to be eligible to compete for a TOBY.

The following mandatory items must be inspected during the building inspection:

1. Entrance/ Lobby	9. Central Plant/Engineering Office
2. Security/Life Safety	10. Equipment Rooms/Service Areas
3. Management Office	11. Roof
4. Elevators	12. Parking Facilities (only if Owner/Agent Controlled)
5. Common Corridors	
6. Restrooms	13. Landscaping/Grounds
7. Stairwells	14. Trash/Refuse Removal and Loading Docks
8. Typical Tenant Suite	15. Tenant Amenities

The following documentation is mandatory where applicable and should be made available during the inspection. On-line versions are acceptable but must be available at time of inspection at the property being inspected. Ease of navigation is essential to ensure that judges can easily and readily review:

1. Evidence of Evacuation Drills conducted within past 12 months. NOTE: Drills can be silent if applicable.
2. Regular Financial Reports/Accounting Software Used.
3. Standard Operating Procedure (SOP) Manual/Documentation of Standard Operating Procedures.
4. Purchase Policies.
5. Preventative Maintenance Manual.
6. BOMA Building Measurement I Summary Sheet as proof of certification (or other pre-approved certification) as provided by a measurement consultant or as identified in a sample lease document.

Entrant should receive signed TOBY Building Inspection Verification form by their local BOMA or affiliated international affiliate organization. Any entry without a signed TOBY Inspection Verification form with their regional submission will be disqualified.

ENTRY FEES

BOMA 360 Performance Building Program Fee

BOMA 360 designation is required for each building entered at the regional and international levels of the TOBY Awards competition and must be valid through June 29 of the year in which they are competing (06/29/26 for 2025). New BOMA 360 applications must be received by January 15 of the international competition year. Canadian applicants must submit their BOMA 360 applications by May 1, 2025 for the regional deadline of July 15, 2025.

TOBY Local Entry Fees

A local competition fee and an additional regional fee may be applicable. Each Entrant should check with their local association concerning fees.

Initial application and renewal of BOMA 360 is **\$995.00** for members and must be renewed every three years.

Regional and International TOBY Entry Fees

An entry fee of \$450 USD will be paid to BOMA International for each submission entering the TOBY regional competition. These fees will be collected once the entry has been completed and the "Submit" button has been pressed. No additional fees are collected for the international competition.

NOTE: All entries must be submitted, and fees received prior to your region's submission deadline to compete. Fees are non-refundable. Regional deadlines will be posted on <https://recognition.boma.org>.

JUDGING / DATA / DEADLINES

1. Judging will occur at local, regional, and international levels. Contact your local association's TOBY administrator for your local cycle start date to submit your entry.
2. Fees are non-refundable, due at time of entry. Entry is automatically disqualified for non-compliance.
3. Each BOMA local association may submit one building in each category to the regional competition.
4. Each BOMA region may submit one building in each category to the international competition.
5. Each regional competition must close no later than **March 31st**.
6. Each region must submit their regional winners to BOMA International by **April 15th**.
7. Judging at the international level will occur in April and May and the TOBY Awards will be presented during the *BOMA International Conference* held in June or July.
8. To be eligible to compete in TOBY, you must submit the BOMA 360 application by January 15 of each year, and BOMA 360 must be active through June 29th of the year you are competing for an international award. Canadian applicants: The BOMA 360 application must be submitted by May 1, 2025.

UNIVERSAL PORTFOLIO REQUIREMENTS

Photograph Requirements

- File Type: Hi-Resolution JPEG compressed.
- Maximum File Size: 2 MB.
- Do not use photograph collages (Only single images).

Supporting Document Requirements

- File Type: PDF, DOC, DOCX, RTF, TXT (**PDF files are preferred**).
- Maximum File Size: 5 MB.

Descriptive/Summary Text Requirements

- Maximum word count is specified for each section.
- Descriptive/summary text must be entered in the text box provided and may not be submitted as an uploaded file.
- Identify what an acronym represents at least once in each document.
- Text within required supporting documents does not count against character limits.

RECOMMENDATION

Text should be created in Word, or another similar program, and then copied and pasted into the text box. Please spell check prior to pasting it into the text box. Also, confirm that the copied text can be fully viewed online. If not, reduce the characters to fit the requirements.

PORTFOLIO SPECIFICATIONS

The following information must be provided electronically using BOMA International's 360/TOBY Portal at <https://recognition.boma.org> to be considered for both the regional and international competitions. Strict adherence to the portfolio specifications listed herein is **required**.

Local entries must check with your BOMA local association for local submission requirements.

NOTE: Each section is limited to a specified number of words. All entrants are encouraged to save and review their entries before submitting to ensure that all text/content is captured in the entry.

SUBMISSION REQUIREMENTS

SECTION	POINTS
SECTION 0: BUILDING INFORMATION	0
Building Details: Enter the following information in the TOBY portal section: <ol style="list-style-type: none"> Number of floors in the building. BOMA Certified Total Building Area Square Footage. BOMA Certified Office Rentable Area Square Footage. Other Certified Rentable Area Square Footage (where applicable) such as lab space, retail space, other mixed or multi-use areas). Year Constructed or Open. 	
0.1 Describe the following: Building Description: Provide a summary of the physical description of the building(s), property, and location. Maximum of 350 words	
Attach the following: 0.2 - TOBY Inspection Verification Form provided by local BOMA association and signed by a local TOBY judge. This is a mandatory requirement, and the applicant will be disqualified if it is not uploaded for the regional competition.	

<p>0.3 Attach the following photographs of your building(s): Upload and save each photo separately.) No collages or text allowed.</p> <ul style="list-style-type: none"> a. 2 Exterior with one showing surrounding grounds and one showing the entire building. b. 1 Interior (lobby and hallways). c. 1 Standard tenant area. d. 1 Central plant or main mechanical room (chiller, fire pump or boiler room). e. 2 Additional photographs, the subject matter of which is the entrant's choice. f. 12 Additional photographs displaying building features "before and after" renovation is permitted. One "before" photo for every "after" photo of the exact same location is necessary. Add "before" and "after" when labeling photos uploaded (example: Restroom-Before, Restroom-After). <p>0.4 - Attach the following Awards Ceremony Photographs:</p> <ul style="list-style-type: none"> a. In addition to the competition photos, all regional and international entrants must upload one high-resolution (minimum 300 dpi, 1,500 pixels wide or larger) color JPEG (JPG) of the building's exterior for display at the awards ceremonies. b. Also, a photograph (JPEG) of the management team (minimum 300 dpi, 750 pixels wide or larger) responsible for daily management of the building(s) is required. <p>Total of 16-21 attachments required</p>	
<p>SECTION 1: BUILDING OPERATIONS & MANAGEMENT</p>	<p>5</p>
<p>Describe the following:</p> <p>1.1 – Provide a summary explaining the renovation work completed. It must include a description of each project, the date of completion of each project and which of the three renovation types were utilized (rehabilitation, modernization and/or remodeling).</p> <ul style="list-style-type: none"> a. Description of any specific certifications and/or awards that have been achieved (Optional). b. Occupancy during time of renovations. <p>Maximum of 2,000 words</p>	
<p>1.2 Attach the following:</p> <ul style="list-style-type: none"> a. Floor plans of your building showing the main lobby and two additional floors. b. Site plan or an aerial photograph. Aerial photograph should show the building(s) and property/boundary lines. c. Description and copies of any specific certifications and/or awards that have been achieved. (Optional). <p>Note: Please combine multiple documents into a single attachment if necessary.</p> <p>Total of 2 attachments required (Up to 3 attachments allowed)</p>	
<p>SECTION 2: LIFE SAFETY/SECURITY/RISK MANAGEMENT</p>	<p>15</p>
<p>Describe the following:</p> <p>2.1 - Life Safety</p> <ul style="list-style-type: none"> • Procedures and programs in place for fire/life safety and disaster preparedness. • Training for property management, staff, and tenants, for each life safety policy. • If you work with local first responders and conduct live training, explain how this is accomplished. 	

<ul style="list-style-type: none"> • Types of drills conducted (fire, active shooter, etc.), how they are documented and communicated. • Summarize your business continuity plan, including recovery procedures. <p>2.2 – Security</p> <ul style="list-style-type: none"> • Security standards, policies and procedures. • Training for property management, staff, and tenants. <p>2.3 – Risk Management</p> <ul style="list-style-type: none"> • Monitoring and controlling activities in common areas. • Building access and entry control, especially during non-business/non-peak hours. • Other risk management programs. <p>NOTE - Life Science Entrants: Describe procedures for insuring tenant compliance with chemical control areas and hazardous waste reporting.</p> <p><i>Maximum of 2,000 words</i></p>	
<p>SECTION 3: TRAINING AND EDUCATION</p>	<p>15</p>
<p>Describe the following for EACH management team member:</p> <p>3.1 – Training</p> <ul style="list-style-type: none"> • On-going training programs including seminars and in-house training. • Prior year and current year training and any future training plans or goals. • Training for both on-site and off-site team members dedicated to the property. <p>3.2 – Education and BOMA Participation</p> <ul style="list-style-type: none"> • Management team participation in BOMA-sponsored (local, regional, or international) educational events or international affiliate-sponsored events within the last 12 months (if applicable). • Designations, certifications, participation in professional organizations, awards and recognitions received. • Continuing Education: BOMA designations continuing education completed, real estate licensing continuing education completed, etc. (include courses and hours completed). <p>3.3 – Team Building</p> <ul style="list-style-type: none"> • Describe team-building activities which may include staff meetings, joint education, BOMA events, other events, etc. <p><i>Maximum of 1,800 words</i></p>	
<p>Attach the following:</p> <p>3.6 - Organization Chart of property personnel. Total of 1 attachment required</p>	
<p>SECTION 4: ENERGY</p> <p>IMPORTANT: All Entrants from all countries (where applicable) are required to utilize the ENERGY STAR Portfolio Manager to measure their current rating in ENERGY STAR and provide the Statement of Energy Performance report generated from ENERGY STAR® covering any 12-month period between June 30, 2023 and March 31, 2026 (stamped by a verifying engineer IF THE SCORE IS 75 OR GREATER.to receive representative points).</p>	<p>20</p>

Entrants that do not complete this step will not be eligible to compete at the regional or international level.

Canadian Entrants must also provide the BOMA BEST certificate or letter.

Complete the following:

4.1. Benchmarking and Performance Rating (6 Points)

ENERGY STAR Score

Entrants will be scored based on their ENERGY STAR SEP score generated within the last 12 months:

- Score < 70: 0 Points
- Score 70-74: 1 Point
- Score 75-79: 2 Points
- Score 80-85: 3 Points
- Score 85-89: 4 Points
- Score 90-94: 5 Points
- Score > 95: 6 Points

* For multiple buildings, use weighted average by square footage and provide analysis for the score.

NOTE: Verifying engineer's signature and stamp is required for scores 75 or greater. SEPs without stamps will receive 1 point regardless of score shown on SEP.

Describe the following:

4.2 - Describe ENERGY STAR score and efforts to increase the score, both historic and future. (3 Points)

4.3 - Building Staff/Tenant Education (2 Points)

- a. Describe any programs in place to educate building operations staff, property managers, engineers, leasing agents, and other personnel such as tenants about the importance of and methods for conservation. Building staff/tenant education can be conducted virtually via online courses or by in-house training, classroom training, or staff meetings. This may include encouraging or requiring participation in the BOMA Energy Efficiency Program, ENERGY STAR training sessions, BOMA BEST Practices, pursuing industry certification and professional development programs.

4.4 - Building Operations and Maintenance (3 Points)

- a. Describe your building maintenance procedures and how they contribute to energy conservation. This should include the following as well as any additional procedures followed:
 - i. Preventative maintenance programs.
 - ii. System documentation including reporting, annual testing results, etc.
 - iii. Equipment and system performance monitoring.
 - iv. Sensor and control calibration.

4.5 - Energy Performance Results (3 Points)

- a. Describe the steps taken to improve the energy performance of your building over the last three years.

4.6 - Building EMS Monitoring (3 Points)

<p>a. 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. Provide measurable results demonstrating reduction in energy and improved performance.</p> <p>Maximum of 2,000 words</p>	
<p>4.7 Attach the following:</p> <p>a. 1 ENERGY STAR Statement of Energy Performance (SEP) – Must be an official ENERGY STAR SEP: failure to provide will result in disqualification at the regional and international levels. THE SEP must be stamped by an engineer if the score is greater than 75 to receive representative points.</p> <p>b. Canadian Entrants must also provide the BOMA BEST certificate or letter.</p> <p>c. Charts or graphs outlining results. (Optional).</p> <p>1 attachment required; 2 attachments required for Canadian Entrants; 1 Optional attachment</p>	
<p>SECTION 5: ENVIRONMENTAL/SUSTAINABILITY/HEALTH & WELLNESS</p>	<p>15</p>
<p>Describe the following:</p> <p>5.1 Environmental (4 Points)</p> <p>a. Describe the policies and procedures in place at the building. This may include accessibility for people with disabilities, indoor air quality management and testing, storage tank management, generator testing and management, hazardous waste management, asbestos management, refrigerant management and legionella testing and management, emergency clean up, blood-borne pathogen program, pandemic preparedness, and tenant environmental management and compliance.</p> <p>b. Provide the building's exterior maintenance plan, including recaulking, window washing, pressure washing, etc., green programs affecting IAQ and/or any other environmental management programs.</p> <p>c. Please include any additional environmental and regulatory policies and procedures not mentioned above that are being followed.</p> <p>d. Life Science and Medical Buildings: Describe systems and procedures required by the lab environment and how they are monitored and/or controlled by building management including air quality, hazardous waste removal, chemical storage, and water requirements.</p> <p>5.2 Sustainability (3 Points)</p> <p>a. Describe the policies and procedures in place at the building. This may include storm water management, green friendly landscape management, integrated pest control management, green cleaning, green purchasing policy, lamp disposal, water reduction and management and traffic reduction initiatives. Please include any additional sustainable policies and procedures not mentioned above that are being followed.</p> <p>5.3 Waste (4 Points)</p> <p>a. Describe your building's waste reduction management work plan and source separation program.</p> <p>b. When applicable include:</p> <ol style="list-style-type: none"> Collection of organic waste. Collection of recycled paper, metal cans, glass, plastic containers, and cardboard, lamp recycling, plus any other recyclables. Facilities diversion or capture rate. Educational training for occupants, custodians, and general public. Organizational statement for continuous improvement in the reduction and diversion of waste streams. 	

<ul style="list-style-type: none"> vi. Address the prevention, diversion, and management of solid waste generated as a result of day-to-day activities and infrequent events. vii. Future plans to increase recycling levels, including organics composting to reduce the waste generated. <p>5.4 Health & Wellness (4 Points)</p> <ul style="list-style-type: none"> a. Describe policies implemented to create healthy work environments for employees and tenants and to promote health in the community. b. Describe wellness amenities available to one or all the stakeholders, such as rest areas, access to outdoor spaces, drinking water provisions, walking trails, fitness areas, immunization clinics, access to farmers markets, shared gardens, etc. c. Describe building features that address the health and wellbeing of the stakeholders such as daylight levels, biophilic design features, lighting controls, glare controls, user comfort controls, smoking policy, acoustic conditions, etc. d. Describe your pandemic plan. Examples enhanced cleaning, disinfecting and maintenance protocol, PPE Guidelines, employee training, escalation protocols, communication of plan etc. <p>Maximum of 3,000 words</p>	
<p>SECTION 6: TENANT/OCCUPANT RELATIONS & COMMUNITY INVOLVEMENT</p> <p><i>NOTE: Entrants should focus on amenities made available to the community as a result of the property and describe amenities open to the public to utilize. Demonstrate the building management or staff participation in community involvement and enrichment.</i></p>	
<p>Describe the following:</p> <p>6.1 Tenant and Occupant Relations (15 Points)</p> <ul style="list-style-type: none"> a. Tenant Relations efforts and/or programs sponsored by building management within the last 12 months. b. The building's work management system for responding to tenant maintenance issues, as well as any ongoing programs for informing tenants of building operation problems. c. Tenant amenities available such as health facilities, childcare, and food service. d. Indicate if tenant satisfaction surveys were conducted including the frequency and the date the last survey was last completed and actions management took to share results and alleviate concerns and/or problems. <p>6.2 Community Involvement (15 Points)</p> <ul style="list-style-type: none"> a. The building management's impact on the community. For example, jobs provided (as a direct result of the building's existence), amenities to the community or the corporate environment (parks, blood drives, special events, etc.), health and wellness initiatives, tax impact (provide special assessments for roads, sewers other transportation improvements, etc.), community recognition awards, and acknowledgement letters. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe. When describing the current year's events, please note programs and how long they have been in place. b. Describe how the building management's efforts in this area have helped make the property a benefit to the local community. Only include corporate donations/activities if the entrant can describe how the onsite management team personally participated or how it affected the property. c. Describe activity such as participation in advocacy days, and/or meetings or correspondence with elected officials and/or regulatory agencies on matters of 	

<p>industry importance. Activities must be within the past 12 months. Include the date of the activity.</p> <p>d. Describe building-sponsored issues forum or town-hall-type meetings at the property within the past 12 months OR at least one (1) planned or unplanned event in cooperation with municipal departments, such as the police department, fire department, special improvement districts, and public works. Include the date of the activity.</p> <p>Maximum of 4,000 words</p>	
<p>6.3 Attach the following:</p> <p>a. 3 Appreciation letters or e-mail communication from the tenant or public.</p> <p>b. 1 Newsletter or other communication, including screen shots of information posted on a property app, outlining list of tenant and community events and building-specific news.</p> <p>c. 1 Copy of tenant/occupant survey <i>(if applicable)</i>.</p> <p>d. 1 Tenant communications example from the property management team.</p> <p>e. 3 Photographs reflecting the tenant events being described.</p> <p>f. 1 Table of contents from the tenant manual. <i>(Do not include the entire manual or photograph collages—only single images)</i>.</p> <p>g. 3 Attachments reflecting the community events being described such as posters, flyers, newsletters, and charity acknowledgement letters.</p> <p>Total of 13 attachments required - TOTAL 13 attachments</p>	

***** END OF APPLICATION *****

SUBMITTED CONTENT

Building Registration Information and the Building Description may be used in Awards Program materials and with the media. Photographs may be used, with attribution, in Awards Program materials, with the media and in other BOMA International materials. All other content may be used by BOMA International in the creation of new industry materials. BOMA International will not include identifying information, such as building name, owner, etc., in these materials without the entrant's consent.

Building Owners and Managers Association (BOMA) International

The Building Owners and Managers Association (BOMA) International is a federation of U.S. associations and international affiliates. Founded in 1907, BOMA represents the owners and managers of all commercial property types including nearly 10 billion square feet of U.S. office space that supports 3.7 million jobs and contributes \$205 billion to the U.S. GDP. Its mission is to advance the interests of the entire commercial real estate industry through advocacy, education, research, standards and information. Find BOMA online at www.boma.org.

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For information, questions, clarifications or if you require additional assistance, please email recognition@boma.org.

