



THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2020 PUBLIC ASSEMBLY BUILDING INSPECTION FORM



CATEGORY: Public Assembly
BUILDING NAME:
ADDRESS:
CITY:

TOUR DATE:
NAME OF JUDGE:
TOUR START TIME:
TOUR END TIME:

INSTRUCTIONS FOR JUDGES
This Judging Sheet Workbook is interactive and has formulas built in for scoring. Fields you need to complete are highlighted in yellow; no other fields should be altered or changed.

SCORE EACH ITEM ON A SCALE FROM 0-4 - no decimals or fractions.

USE THE FOLLOWING GUIDELINES:

0 = Poor/Unacceptable, 1 = Below Average, 2 = Fair/Average, 3 = Good/Above Average, 4 = Excellent

For Energy Star provide the following points: 1 = 74 and below; 2 = 75 to 84; 3 = 85 to 94; 4 = 95+

THE 10 ITEMS TO EACH ITEM SHOULD BE MARKED TO EACH ITEM NOT SCORED IN AN ITEM MARK SHOULD NOT BE MARKED TO THE OTHER SCORE MARKED TO THE OTHER

TOUR

Table for Entrance/Main Lobby category with columns for score, type, item judged, and comments. Includes sub-items like Appearance of Concierges staff/desk and Housekeeping/Maintenance.

Table for Security/Life Safety category with columns for score, type, item judged, and comments. Includes sub-items like Access Control/Lobby and Professionalism of Staff.

Table for Management Office category with columns for score, type, item judged, and comments. Includes sub-items like Housekeeping and Aesthetic Appeal.

Table for Elevators category with columns for score, type, item judged, and comments. Includes sub-items like Housekeeping/Maintenance and Operation.

Table for Public Spaces category with columns for score, type, item judged, and comments. Includes sub-items like Housekeeping/Maintenance and Signage/Wayfinding.

Table for Non-Public Area (where applicable) category with columns for score, type, item judged, and comments. Includes sub-items like Housekeeping/Maintenance and Comfort.

Table for Restrooms (consider time of day) category with columns for score, type, item judged, and comments. Includes sub-items like Housekeeping and Attractiveness.

Table for Stairwells category with columns for score, type, item judged, and comments. Includes sub-items like Housekeeping/Maintenance and Fire Extinguishers and Hoses.

	Interactive fields		comments <i>Please include comments for each category. Ensure all comments are constructive.</i>
	score each item 0-4	type "1" if item judged "sp" if not	
Central Plant / Engineering Office	Category Comments		
Housekeeping/Maintenance			
Lighting			
Safety/Security (consider first aid supplies, signage, HazCom program, product labeling, storage methods, fire extinguishers, etc.)			
OSHA Compliance/Lockout/Tagout			
Energy Management Plan & System (optimal start, chiller/boiler sequencing, condensate/chilled water reset)			
Equipment Maintenance Logs (should be current and in an organized, ready-to-use format)			
Preventive Maintenance Schedule			
Indoor Air Quality Monitoring Plan			
Preventive Maintenance Manual			
Tenant Request Program/Procedures			
Level of Physical Organization			
Inspection Procedures			
Use of Current Technology			
Total Points	0 / 8	3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4.)	
Category Score	0.00	Decimals allowed for Category Score only	

TOUR (continued)

	Interactive fields		comments <i>Please include comments for each category. Ensure all comments are constructive.</i>
	score each item 0-4	type "1" if item judged "sp" if not	
Equipment Rooms/Service Areas	Category Comments		
Electrical (cleanliness, labeled panels, safety)			
Air Handler (cleanliness, filter condition, safety)			
Laundry Room (Hotel)			
Telephone (cleanliness)			
Shop (cleanliness, organization, safety)			
Janitorial closet (cleanliness, organization, safety)			
Total Points	0 / 6	3 = (Maximum score is 6 - While maximum score in section is 6, only score each area from 1 to 4.)	
Category Score	0.00	Decimals allowed for Category Score only	
Roof	Category Comments		
Cleanliness			
Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)			
Total Points	0 / 4	3 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only	
Parking Facilities (grade only if Owner/Agent Operated)	Category Comments		
Cleanliness/Maintenance/Striping			
Attractiveness (consider whether or not covered, user-friendliness, signage, etc.)			
Signage - Way Finding			
Proximity to Building Security/Safety/Lighting			
Accessibility (ADA) Provisions			
Total Points	0 / 4	4 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only	
Landscaping/Grounds	Category Comments		
Cleanliness/Maintenance Attractiveness			
Total Points	0 / 4	4 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only	
Refuse Removal and Loading Dock Areas	Category Comments		
Waste Reduction Plan			
Waste Diversion Rate			
Waste collection (organic/waste paper/metal/glass/plastic/cardboard)			
Cleanliness/Air Quality/Free from Insects Overall Appearance			
Total Points	0 / 4	4 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only	
Publicly Accessible Amenities	Category Comments		
Outside Plaza Seating Area			
Park or Recreational Area			
Paths (Walking, Biking, Running)			
Outdoor/Indoor Food Court			
Inside/Alum Seating Area			
Cafeteria/Restaurant (open to public)			
Health Club Facilities and Conveniences (Sundry, dry clean, car wash, etc.)			
Management Office Implemented Amenities			
Total Points	0 / 3	3 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only	

SCORING SUMMARY (formulas for calculations are built in)

TOUR	Category	Maximum Allowable Points
	Score	Decimals Acceptable
Entrance/Main Lobby	0.00	4
Security/Life Safety	0.00	4
Management Office	0.00	4
Elevators	0.00	4
Public Spaces	0.00	4
Non-Public Area (where applicable)	0.00	4
Restrooms (consider time of day)	0.00	4
Stairwells	0.00	4
Central Plant / Engineering Office	0.00	8
Equipment Rooms/Service Areas	0.00	8
Roof	0.00	4
Parking Facilities (grade only if Owner/Agent Operated)	0.00	4
Landscaping/Grounds	0.00	4
Refuse Removal and Loading Dock Areas	0.00	4
Publicly Accessible Amenities	0.00	4
TOTAL CATEGORY AVERAGES:	0.00	68.00
FINAL SCORE (0% - 100%)	0.00%	
<i>must achieve 70% or greater to be eligible for award</i>		

Additional Comments/Special Recognition:

JUDGE'S AFFIDAVIT

As an eef the judges for the local BOMA TOBY Awards Program:

- 1) I have no conflicts of interest that prohibit me from judging this building entry and the category in which it is entered.
- 2) I have reviewed the category definition for this building entry and
- 3) I am satisfied this building has entered the appropriate category based upon the available BOMA International current TOBY entry requirements in which this building has entered the BOMA local competition.
- 4) I have recorded scores that reflect my opinion for the purposes of judging this building entry.
- 5) I have personally entered and reviewed scoring for each item.



Name: _____

Title: _____

Company (worked for at time of judging): _____

Signature: _____

Date: _____