



**THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2020 BUILDING INSPECTION FORM**



CATEGORY (select): _____
 BUILDING NAME: _____
 ADDRESS: _____
 CITY: _____

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

REQUIREMENT FOR ENTRY
 Energy Star Benchmarking must be performed AND shared with BOMA International.

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. Formulas will not need to be manipulated if these directions are followed.
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+
TYPE "1" NEXT TO EACH ITEM JUDGED; "0" NEXT TO EACH ITEM NOT JUDGED; IF AN ITEM WAS JUDGED BUT NOT DISCUSSED, TYPE "0" IN SCORE AND "1" IN JUDGE!

TOUR

	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 "0" if not	
Entrance/Main Lobby			Category Comments
Greeting/Helpfulness of Lobby Attendants			
Housekeeping/Maintenance			
Aesthetic Appeal			
Directory/Signage			
Lighting			
Lobby Desk/Equipment			
Accessibility (ADA) Provisions			
Total Points	0 /	0 3 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only	

	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 "0" if not	
Security/Life Safety			Category Comments
Access Control/Lobby			
Professionalism of Staff			
Cameras			
After Hours Access			
Security Manual/Emergency Procedures			
Staff Training and Development			
Access Control/Loading Dock			
Fire and Life Safety Equipment			
Fire Safety Plan			
Emergency Generator (cleanliness, testing procedures, safety)			
Evidence of Evacuation Drills conducted within past 12 months			
Total Points	0 /	0 4 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only	

	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 "0" if not	
Management Office			Category Comments
Housekeeping			
Aesthetic Appeal			
Responsiveness to Tenant Issues			
Policies and Procedures Manual (risk management, contract administration, performance appraisals, insurance certificate administration, tenant manuals)			
Annual Budget/Reporting Procedures			
Regular Financial Reports/Accounting Software			
Operating Expenses (consider what is being done for the amount being spent)			
Appropriateness of Staffing/Level of Professionalism			
Technology (are computers on a network; does the office use e-mail; an interactive Web site; desktop publishing, etc.)			
Staff Training and Development			
SOP Manual/Documentation of Standard Operating Procedures (online or printed)			
Service Call Procedures			
Construction/Floor Plans (current plans should be on site in Property Management Office or in Chief Engineer's Office)			
Construction Administration			
Key and Inventory Control			
COI for Comprehensive and/or Liability Insurance			
Purchase Policies			
Certificate of occupancy or business license for code compliance			
Total Points	0 /	0	
Category Score	0.00		

TOUR (continued)

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	Please Include comments for each category. Ensure all comments are constructive.

Elevators

- Housekeeping/Maintenance
- Aesthetic Appeal
- Operation (consider proper leveling, door timing, response time, etc.)
- Lighting Accessibility (ADA) Provisions

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	
		Category Comments
Total Points	0 / 4 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only

Multi-Tenant Corridors

- Housekeeping/Maintenance
- Aesthetic Appeal
- Signage
- Lighting Accessibility (ADA) Provisions

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	
		Category Comments
Total Points	0 / 4 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only

Restrooms

- Housekeeping (consider air quality, adequate paper and soap supplies and refuse)
- Accessibility (ADA) provisions

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	
		Category Comments
Total Points	0 / 4 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only

Stairwells

- Clear with No Obstructions (boxes or other objects in way)
- Lighting Level Adequate
- Signage (Floor and Evacuation Signs)

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	
		Category Comments
Total Points	0 / 3 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only

Typical Tenant Suite

- Housekeeping/Maintenance
- Aesthetic Appeal (consider quality of standard tenant build-out)
- Comfort (consider lighting, room temperature, etc.)

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	
		Category Comments
Total Points	0 / 3 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	Include Category Comments Ensure all comments are constructive.

Central Plant / Engineering Office

- 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 System (optimal start, chiller/boiler sequencing, condenser/chilled water reset)
- Equipment Maintenance Logs (should be current and in an organized, ready-to-use format)
- Preventive Maintenance Schedule
- Preventive Maintenance Manual
- Tenant Request Program/Procedures
- Level of Physical Organization
- Inspection Procedures
- Use of Current Technology

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	
		Category Comments
Total Points	0 / 8 = (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

Equipment Rooms/Service Areas

- Electrical (cleanlines: Electrical (cleanliness, labeled panels, safety)
- Air Handler (cleanlines: Air Handler (cleanliness, filter condition, safety)
- Telephone (cleanlines: Telephone (cleanliness)
- Shop (cleanliness, or Shop (cleanliness, organization, safety)
- Janitorial closet (cleanlines: Janitorial closet (cleanliness, organization, safety)

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	
		Category Comments
Total Points	0 / 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

Roof

- Cleanliness
- Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)

interactive fields		comments
score each item 0 - 4	type "*" if item judged "0" if not	
		Category Comments
Total Points	0 / 3 = (Maximum score is 4)	
Category Score	0.00	Decimals allowed for Category Score only

Parking Facilities (grade only if Owner/Agent Operated)

Cleanliness/Maintenance/Striping

Attractiveness (consider whether or not covered, user-friendliness, signage, etc.)

Proximity to Building Security/Safety/Lighting

Accessibility (ADA) Provisions

Total Points	0	/	0	4 = (Maximum score is 4)
Category Score	0.00	Decimals allowed for Category Score only		

Category Comments

score each item 0 - 4	type "*" if item judged "0" if not	comments Include Category Comments Ensure all comments are constructive.
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Landscaping/Grounds

Cleanliness/Maintenance Attractiveness

Total Points	0	/	0	4 = (Maximum score is 4)
Category Score	0.00	Decimals allowed for Category Score only		

Category Comments

score each item 0 - 4	type "*" if item judged "0" if not	comments Include Category Comments Ensure all comments are constructive.
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Refuse Removal and Loading Dock Areas

Cleanliness/Air Quality/Free from Insects Overall Appearance/Maintenance

Recycling Compliance

Total Points	0	/	0	4 = (Maximum score is 4)
Category Score	0.00	Decimals allowed for Category Score only		

Category Comments

score each item 0 - 4	type "*" if item judged "0" if not	comments Include Category Comments Ensure all comments are constructive.
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Tenant Amenities

Outside Plaza Seating Area

Inside/Atrium Seating Area

Cafeteria (open to all tenants)

Health Club Facilities and Conveniences (Sundry, dry clean, car wash, etc.)

Management Office Implemented Amenities

Total Points	0	/	0	7 = (Maximum score is 4)
Category Score	0.00	Decimals allowed for Category Score only		

Category Comments

score each item 0 - 4	type "*" if item judged "0" if not	comments Include Category Comments Ensure all comments are constructive.
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SCORING SUMMARY (formulas for calculations are built in)

TOUR	Category Score	Maximum Allowable Points Decimals Acceptable
Entrance/Main Lobby	0.00	4
Security/Life Safety	0.00	4
Management Office	0.00	4
Elevators	0.00	4
Multi-Tenant Corridors	0.00	4
Restrooms	0.00	4
Stairwells	0.00	4
Typical Tenant Suite	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
Tenant Amenities	0.00	4
TOTAL CATEGORY AVERAGES:	0.00	68.00
FINAL SCORE (0% - 100%)		
<i>must achieve 70% or greater to be eligible for award</i>		
0.00%		

Additional Comments/Special Recognition:

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JUDGE'S AFFIDAVIT

As one of 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.



The Official Sponsor of the TOBY® Awards

Name: _____

Title: _____

Company (worked for at time of judging): _____

Signature: _____

Date: _____