



THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2020 MIXED-USE BUILDING INSPECTION FORM



CATEGORY: Mixed-Use
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+
TYPE "Y" NEXT TO EACH ITEM JUDGED; "N" NEXT TO EACH ITEM NOT JUDGED; IF AN ITEM WAS JUDGED BUT NOT DISCUSSED, TYPE "Y" IN SCORE AND "N" IN JUDGE

TOUR

Entrance/Main Lobby
Greeting/Helpfulness of Lobby Attendants
Appearance of Concierges staff/desk
Housekeeping/Maintenance
Aesthetic Appeal
Directory/Signage/Wayfinding
Lighting
Lobby Desk/Equipment
Accessibility (ADA) Provisions
Total Points
Category Score

Security/Life Safety
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 for each Entity (Hotel: Staff Only)
Total Points
Category Score

Management Office
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
Category Score

Elevators
Housekeeping/Maintenance
Aesthetic Appeal
Operation (consider proper leveling, door timing, response time, etc.)
Lighting Accessibility (ADA) Provisions
Total Points
Category Score

Multi-Tenant Corridors
Housekeeping/Maintenance
Aesthetic Appeal
Signage/Wayfinding
Lighting Accessibility (ADA) Provisions
Total Points
Category Score

Shared Common Area
Maintenance Agreements/Procedures
Cost Sharing
Responsibility Matrix/Plan
Shared Budgets (Capital and Reserves)
Total Points
Category Score

Restrooms (consider time of day)
Housekeeping (consider air quality, adequate paper and soap supplies and refuse handling) Attractiveness
Accessibility (ADA) provisions
Total Points
Category Score

Stairwells
Housekeeping/Maintenance
Aesthetic Appeal
Lighting
Signage/Wayfinding
Fire Extinguishers and Hoses (have extinguishers been checked as required by fire code?)
Total Points
Category Score

Interactive fields
score each item 0-4
type "Y" if item judged "N" if not
Please include comments for each category. Ensure all comments are constructive.

**TOUR (continued)**

Category	Score	Decimals	Comments
<b>Typical Tenant Suite</b>			
Housekeeping/Maintenance			
Guest Suite at Hotel (not Residential)			
Aesthetic Appeal (consider quality of standard tenant build-out)			
Comfort (consider lighting, room temperature, etc.)			
<b>Total Points</b>	0	0.00	0.0 = (Maximum score is 4)
<b>Category Score</b>			Decimals allowed for Category Score only

Category	Score	Decimals	Comments
<b>Central Plant / Engineering Office</b>			
Housekeeping/Maintenance			
Lighting			
Safety/Security (consider first aid supplies, signage, HazCom program, product labeling, storage methods, fire extinguishers, etc.)			
OSHA Compliance/Loadout/Tagout			
Energy Management Plan & 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			
Indoor Air Quality Monitoring Plan			
Preventive Maintenance Manual			
Tenant Request Program/Procedures			
Level of Physical Organization			
Inspection Procedures			
Use of Current Technology			
<b>Total Points</b>	0	0.00	0.0 = (Maximum score is 4)
<b>Category Score</b>			Decimals allowed for Category Score only

Category	Score	Decimals	Comments
<b>Equipment Rooms/Service Areas</b>			
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)			
<b>Total Points</b>	0	0.00	0.0 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4.)
<b>Category Score</b>			Decimals allowed for Category Score only

score each item 0-4	type "1" if item judged "or # best"	comments
		Please include comments for each category. Ensure all comments are constructive.

Category	Score	Decimals	Comments
<b>Roof</b>			
Cleanliness			
Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)			
<b>Total Points</b>	0	0.00	0.0 = (Maximum score is 4)
<b>Category Score</b>			Decimals allowed for Category Score only

Category	Score	Decimals	Comments
<b>Parking Facilities (grade only if Owner/Agent Operated)</b>			
Cleanliness/Maintenance/Stripping			
Attractiveness (consider whether or not covered, user-friendliness, signage, etc.)			
Signage - Way Finding			
Proximity to Building Security/Safety/Lighting			
Accessibility (ADA) Provisions			
<b>Total Points</b>	0	0.00	0.0 = (Maximum score is 4)
<b>Category Score</b>			Decimals allowed for Category Score only

Category	Score	Decimals	Comments
<b>Landscaping/Grounds</b>			
Cleanliness/Maintenance Attractiveness			
<b>Total Points</b>	0	0.00	0.0 = (Maximum score is 4)
<b>Category Score</b>			Decimals allowed for Category Score only

Category	Score	Decimals	Comments
<b>Refuse Removal and Loading Dock Areas</b>			
Waste Reduction Plan			
Waste Diversion Rate			
Waste collection/organics/waste paper/metal/glass/plastic/cardboard			
Cleanliness/Air Quality/Free from Insects Overall Appearance			
<b>Total Points</b>	0	0.00	0.0 = (Maximum score is 4)
<b>Category Score</b>			Decimals allowed for Category Score only

Category	Score	Decimals	Comments
<b>Tenant Amenities (Do not include those restricted to Hotel Guest or Residential)</b>			
Outside Plaza Seating Area			
Park or Recreational Area			
Paths (Walking, Biking, Running)			
Outdoor/Indoor Food Court			
Inside/Atrium Seating Area			
Cafeteria/Restaurant (open to public)			
Health Club Facilities and Conveniences (Sundry, dry clean, car wash, etc.)			
Management Office Implemented Amenities			
<b>Total Points</b>	0	0.00	0.0 = (Maximum score is 4)
<b>Category Score</b>			Decimals allowed for Category Score only

**SCORING SUMMARY (formulas for calculations are built in)**

TOUR	Category Score	Maximum Allowable Points	Decimals Acceptable
Entrance/Man 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	
Shared Common Area	0.00	4	
Restrooms (consider time of day)	0.00	4	
Stairwells	0.00	4	
Typical Tenant Suite	0.00	4	
Central Plant / Engineering Office	0.00	4	
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 (Do not include those restricted to Hotel Guest or Residential)	0.00	4	
<b>TOTAL CATEGORY AVERAGES:</b>	<b>0.00</b>	<b>68.00</b>	
<b>FINAL SCORE (0% - 100%)</b>	<b>0.00%</b>		
must achieve 70% or greater to be eligible for award			

**Additional Comments/Special Recognition:**

**JUDGE'S AFFIDAVIT**

As an oof 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.



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Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company (worked for at time of judging): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_