



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



Form fields for CATEGORY, 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. 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 "Y" NEXT TO EACH ITEM JUDGED, "N" NEXT TO EACH ITEM NOT JUDGED; IF AN ITEM WAS JUDGED BUT NOT DISCUSSED, TYPE "N" IN SCORE AND "Y" IN JUDGED

TOUR header table with columns for score, comments, and checkboxes for Y/N.

Entrances category form with checklist items like Ease of access for pedestrians, Helpfulness of Staff/Greeters, and Total Points/Category Score summary.

Security/Life Safety/Control Center category form with checklist items like Access Control, Security staff, Cameras, and Total Points/Category Score summary.

Interactive fields header table for Management category.

Management category form with checklist items like Office management office proximity, Directional signage, and Total Points/Category Score summary.

Elevators/Escalators/Moving Walks/Freight Lift (if applicable) category form with checklist items like Housekeeping, Aesthetic Appeal, and Total Points/Category Score summary.

Retail Common Areas category form with checklist items like Housekeeping, Aesthetic Appeal, Signage, and Total Points/Category Score summary.

Restrooms category form with checklist items like Housekeeping, Attractiveness, Family restroom facilities, and Total Points/Category Score summary.

Interactive fields header table for Stairwells category.

Stairwells category form with checklist items like Housekeeping, Aesthetic Appeal, Lighting, and Total Points/Category Score summary.

Back of House Services Corridor (where applicable) category form with checklist items like Housekeeping, Signage, Safety/Security, and Total Points/Category Score summary.

TOUR (continued)

Category	Score	Comments
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 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		
Total Points	0 / 4	0.0 = (Maximum score is 4)
Category Score	0.00	<small>Decimals allowed for Category Score only</small>

score	type "Y" if item judged	comments
0 - 4	"N" if not	Please include comments for each category. Errors of comments are constructive.

Category	Score	Comments
Roof (optional - weather permitting)		
Roof anchor plan posted near exit		
Roof utilization management plan		
Well maintained proper signage		
Safety signage		
Condition/Cleanliness of roof		
Access control of Vendors to service package units (where applicable)		
Green roof/white roof/sustainable (if applicable)		
Total Points	0 / 4	0.0 = (Maximum score is 4)
Category Score	0.00	<small>Decimals allowed for Category Score only</small>

Category	Score	Comments
Parking Facilities (grade only if Owner/Agent Operated)		
Ease of access from main entrance		
Adequate directional signage		
Zoning/color coding for ease of use		
Cleanliness/Maintenance/Striping		
Attractiveness		
Proximity to Building		
Security/Safety/Lighting		
Parent and child parking spaces		
Accessibility (ADA) Provisions		
Property shopping cart or holding base (if applicable)		
Total Points	0 / 4	0.0 = (Maximum score is 4)
Category Score	0.00	<small>Decimals allowed for Category Score only</small>

Category	Score	Comments
Landscaping/Grounds		
Cleanliness/Maintenance		
Attractiveness		
Lighting		
Seating		
Bicycle racks or parking section		
Electrical charging stations		
Total Points	0 / 4	0.0 = (Maximum score is 4)
Category Score	0.00	<small>Decimals allowed for Category Score only</small>

score	type "Y" if item judged	comments
0 - 4	"N" if not	Please include comments for each category. Errors of comments are constructive.

Category	Score	Comments
Waste Management and Loading Areas		
Cleanliness/Air Quality/Pest Control		
Overall Appearance/Maintenance		
Recycling		
Traffic Control		
Safety Signage		
Dumpster Enclosures		
Total Points	0 / 4	0.0 = (Maximum score is 4)
Category Score	0.00	<small>Decimals allowed for Category Score only</small>

SCORING SUMMARY (formulas for calculations are built in)

TOUR	Category Score	Maximum Allowable Points
Entrances	0.00	4
Security/Life Safety/Control Center	0.00	4
Management	0.00	4
Elevators/Escalators/Moving Walks/Freight/Lift (if applicable)	0.00	4
Retail Common Areas	0.00	4
Restrooms	0.00	4
Stairwells	0.00	4
Back of House Services/Conitor (where applicable)	0.00	4
Central Plant / Engineering Office	0.00	4
Roof (optional - weather permitting)	0.00	4
Parking Facilities (grade only if Owner/Agent Operated)	0.00	4
Landscaping/Grounds	0.00	4
Waste Management and Loading Areas	0.00	4
TOTAL CATEGORY AVERAGES:	0.00	52.00
FINAL SCORE (9% - 100%)	0.00%	
<small>must achieve 75% or greater to be eligible for award</small>		

Additional Comments/Special Recognition:

JUDGE'S AFFIDAVIT

As an 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.



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Name: _____
 Title: _____
 Company (worked for at time of judging): _____
 Signature: _____
 Date: _____