



**THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2018 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 JUDGED

TOUR

Entrance/Main Lobby

- Greeting/Helpfulness of Lobby Attendants
- Housekeeping/Maintenance
- Aesthetic Appeal
- Directory/Signage
- Lighting
- Lobby Desk/Equipment
- Accessibility (ADA) Provisions

	interactive fields		comments
	score each item 0 - 4	type "1" if item judged "0" if not	
			Category Comments Please Include comments for each category. Ensure all comments are constructive.
	4	1	
	4	1	
	0	0	
	4	1	
	4	1	
	4	1	
	4	1	
	4	1	
	4	1	
Total Points	24	6	3 = (Maximum score is 4)
Category Score	4.00		Decimals allowed for Category Score only

TOUR (continued)

interactive fields		comments
score each item 0 - 4	type "1" if item judged "0" if not	Please Include comments for each category. Ensure all comments are constructive.

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

		Category Comments
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
Total Points	44 / 11	4 = (Maximum score is 4)
Category Score	4.00	Decimals allowed for Category Score only

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

		Category Comments
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
Total Points	72 / 18	
Category Score	4.00	

TOUR (continued)

	interactive fields		comments
	score each item 0 - 4	type "1" if item judged "0" if not	
Elevators			Category Comments
Housekeeping/Maintenance	4	1	
Aesthetic Appeal	4	1	
Operation (consider proper leveling, door timing, response time, etc.)	4	1	
Lighting Accessibility (ADA) Provisions	4	1	
Total Points	16	4	4 = (Maximum score is 4)
Category Score	4.00		Decimals allowed for Category Score only
Multi-Tenant Corridors			Category Comments
Housekeeping/Maintenance	4	1	
Aesthetic Appeal	4	1	
Signage	4	1	
Lighting Accessibility (ADA) Provisions	4	1	
Total Points	16	4	4 = (Maximum score is 4)
Category Score	4.00		Decimals allowed for Category Score only
Restrooms			Category Comments
Housekeeping (consider air quality, adequate paper and soap supplies and	4	1	
Accessibility (ADA) provisions	4	1	
Total Points	8	2	4 = (Maximum score is 4)
Category Score	4.00		Decimals allowed for Category Score only
Stairwells			Category Comments
Clear with No Obstructions (boxes or other objects in way)	4	1	
Lighting Level Adequate	4	1	
Signage (Floor and Evacuation Signs)	4	1	
Total Points	12	3	3 = (Maximum score is 4)
Category Score	4.00		Decimals allowed for Category Score only
Typical Tenant Suite			Category Comments
Housekeeping/Maintenance	4	1	
Aesthetic Appeal (consider quality of standard tenant build-out)	4	1	
Comfort (consider lighting, room temperature, etc.)	4	1	
Total Points	12	3	3 = (Maximum score is 4)
Category Score	4.00		Decimals allowed for Category Score only

TOUR (continued)

interactive fields		comments
score each item 0 - 4	type "1" if item judged "0" if not	Include Category Comments Ensure all comments are constructive.

Central Plant / Engineering Office

	score	type	Category Comments
Housekeeping/Maintenance	4	1	
Lighting	4	1	
Safety/Security (consider first aid supplies, signage, HazCom program, product labeling, storage methods, fire extinguishers, etc.)	4	1	
OSHA Compliance/Lockout/Tagout	4	1	
Energy Management System (optimal start, chiller/boiler sequencing, condenser/chilled water reset)	4	1	
Equipment Maintenance Logs (should be current and in an organized, ready-to-use format)	4	1	
Preventive Maintenance Schedule	4	1	
Preventive Maintenance Manual	4	1	
Tenant Request Program/Procedures	4	1	
Level of Physical Organization	4	1	
Inspection Procedures	4	1	
Use of Current Technology	4	1	
Total Points	48	6	3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4.)
Category Score	8.00		Decimals allowed for Category Score only

Equipment Rooms/Service Areas

	score	type	Category Comments
Electrical (cleanliness, labeled panels, safety)	4	1	
Air Handler (cleanliness, filter condition, safety)	4	1	
Telephone (cleanliness)	4	1	
Shop (cleanliness, organization, safety)	4	1	
Janitorial closet (cleanliness, organization, safety)	4	1	
Total Points	20	3	3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4.)
Category Score	8.00		Decimals allowed for Category Score only

Roof

	score	type	Category Comments
Cleanliness	4	1	
Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)	4	1	
Total Points	8	2	3 = (Maximum score is 4)
Category Score	4.00		Decimals allowed for Category Score only

Parking Facilities (grade only if Owner/Agent Operated)

	score	type	Category Comments
Cleanliness/Maintenance/Striping	4	1	
Attractiveness (consider whether or not covered, user-friendliness, signage, etc.)	4	1	
Proximity to Building Security/Safety/Lighting	4	1	
Accessibility (ADA) Provisions	4	1	
Total Points	16	4	4 = (Maximum score is 4)
Category Score	4.00		Decimals allowed for Category Score only

TOUR (continued)

interactive fields		comments
score each item 0 - 4	type "1" if item judged "0" if not	Include Category Comments Ensure all comments are constructive.

Landscaping/Grounds

Cleanliness/Maintenance Attractiveness

		Category Comments
4	1	
Total Points 4	/ 1	4 = (Maximum score is 4)
Category Score 4.00		Decimals allowed for Category Score only

Refuse Removal and Loading Dock Areas

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

		Category Comments
4	1	
Total Points 4	/ 1	4 = (Maximum score is 4)
Category Score 4.00		Decimals allowed for Category Score only

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

		Category Comments
4	1	
4	1	
4	1	
4	1	
4	1	
Total Points 20	/ 5	7 = (Maximum score is 4)
Category Score 4.00		Decimals allowed for Category Score only

SCORING SUMMARY (formulas for calculations are built in)

<u>TOUR</u>	Category Score	Maximum Allowable Points Decimals Acceptable
Entrance/Main Lobby	4.00	4
Security/Life Safety	4.00	4
Management Office	4.00	4
Elevators	4.00	4
Multi-Tenant Corridors	4.00	4
Restrooms	4.00	4
Stairwells	4.00	4
Typical Tenant Suite	4.00	4
Central Plant / Engineering Office	8.00	8
Equipment Rooms/Service Areas	8.00	8
Roof	4.00	4
Parking Facilities (grade only if Owner/Agent Operated)	4.00	4
Landscaping/Grounds	4.00	4
Refuse Removal and Loading Dock Areas	4.00	4
Tenant Amenities	4.00	4
TOTAL CATEGORY AVERAGES:	68.00	68.00

FINAL SCORE (0% - 100%)
must achieve 70% or greater to be eligible for award **100.00%**

Additional Comments/Special Recognition:

JUDGE'S AFFIDAVIT

As on eof 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: _____