



**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	
<b>Entrance/Main Lobby</b>			Category Comments
Greeting/Helpfulness of Lobby Attendants			
Housekeeping/Maintenance			
Aesthetic Appeal			
Directory/Signage			
Lighting			
Lobby Desk/Equipment			
Accessibility (ADA) Provisions			
<b>Total Points</b>	0 /	0 3 = (Maximum score is 4)	
<b>Category Score</b>	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	
<b>Security/Life Safety</b>			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			
<b>Total Points</b>	0 /	0 4 = (Maximum score is 4)	
<b>Category Score</b>	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	
<b>Management Office</b>			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			
<b>Total Points</b>	0 /	0	
<b>Category Score</b>	0.00		



**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

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

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

**Landscaping/Grounds**

Cleanliness/Maintenance Attractiveness

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

**Refuse Removal and Loading Dock Areas**

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

Recycling Compliance

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

**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
<b>Total Points</b>	0 / 0	<b>7 = (Maximum score is 4)</b>
<b>Category Score</b>	0.00	<i>Decimals allowed for Category Score only</i>

**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
<b>TOTAL CATEGORY AVERAGES:</b>	<b>0.00</b>	<b>68.00</b>
<b>FINAL SCORE (0% - 100%)</b>		
<i>must achieve 70% or greater to be eligible for award</i>		
		<b>0.00%</b>

**Additional Comments/Special Recognition:**

**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: \_\_\_\_\_