



THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2019 INDUSTRIAL BUILDING INSPECTION FORM



CATEGORY: Industrial
 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 "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

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.
Parking Facilities (grade only if Owner/Agent Operated)		
Cleanliness/Maintenance/Striping		Category Comments
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	
Landscaping/Grounds		
Cleanliness/Maintenance Attractiveness		Category Comments
Total Points 0 / 0	4 = (Maximum score is 4)	
Category Score 0.00	Decimals allowed for Category Score only	

TOUR

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.
Tenant Areas Refuse Removal/Loading Dock Areas		
Cleanliness/Air Quality/Free from Insects Overall Appearance/Maintenance		Category Comments
Recycling Compliance		
Tenant/Building Signage		
Total Points 0 / 0	4 = (Maximum score is 4)	
Category Score 0.00	Decimals allowed for Category Score only	
Management Activities		
Staffing/Level of Professionalism		Category Comments
Service Call Procedures		
Administrative Staff Training/Development		
Technology (Computers Networked/Tenant E-Mail/Desktop Publishing, etc.)		
Policy & Procedures Manual (Risk Management, Contract Administration, Annual Budget/Reporting Procedures)		
Long-Range Strategic Plan		
Construction/Floor Plans (Current "as built" plans)		
Key and Inventory Control		
Total Points 0 / 0	4 = (Maximum score is 4)	
Category Score 0.00	Decimals allowed for Category Score only	
Environmental Stewardship (if applicable)		
Water Usage Management		Category Comments
Electric Consumption/Demand or Load Management		
Stormwater Management		
Recycling		
Local Utility Rebate Program Participation		
Total Points 0 / 0	3 = (Maximum score is 4)	
Category Score 0.00	Decimals allowed for Category Score only	
Tenant Spaces		
Address Numbers		Category Comments
Tenant Signage		
Aesthetic Appeal		
Total Points 0 / 0	3 = (Maximum score is 4)	

Category Score

Decimals allowed for Category Score only

TOUR

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.

Equipment Rooms/Service Areas

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

		Category Comments
Total Points	0 / 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

Buildings

Aesthetic Appeal
Level of Exterior Maintenance

		Category Comments
Total Points	0 / 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

Roofs

Cleanliness (Equipment, Refuse, Debris)
Repair and Maintenance (Water Ponding, Blisters, Other Damage)

		Category Comments
Total Points	0 / 0	3 = (Maximum score is 4)
Category Score	0.00	Decimals allowed for Category Score only

Tenant Amenities

Outside Plaza Seating Area
Other

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

SCORING SUMMARY (formulas for calculations are built in)

TOUR	Category Score	Maximum Allowable Points	Decimals Acceptable
Parking Facilities (grade only if Owner/Agent Operated)	0.00	4	
Landscaping/Grounds	0.00	4	
Tenant Areas Refuse Removal/Loading Dock Areas	0.00	4	
Management Activities	0.00	4	
Environmental Stewardship (if applicable)	0.00	4	
Tenant Spaces	0.00	4	
Roofs	0.00	4	
Tenant Spaces	0.00	4	
Equipment Rooms/Service Areas	0.00	8	
Buildings	0.00	8	
Roofs	0.00	4	
Tenant Amenities	0.00	4	
TOTAL CATEGORY AVERAGES:	0.00	56.00	
FINAL SCORE (0% - 100%)			
must achieve 70% or greater to be eligible for award		0.00%	

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: _____