



THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2020 PUBLIC ASSEMBLY BUILDING INSPECTION FORM



CATEGORY: Public Assembly
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+

TOUR

Entrance/Main Lobby
Interactive fields table with columns: score each item 0-4, type '1' if item judged '0' if not, comments. Category Comments section.

Security/Life Safety
Interactive fields table with columns: score each item 0-4, type '1' if item judged '0' if not, comments. Category Comments section.

Management Office
Interactive fields table with columns: score each item 0-4, type '1' if item judged '0' if not, comments. Category Comments section.

Elevators
Interactive fields table with columns: score each item 0-4, type '1' if item judged '0' if not, comments. Category Comments section.

Public Spaces
Interactive fields table with columns: score each item 0-4, type '1' if item judged '0' if not, comments. Category Comments section.

Non-Public Area (where applicable)
Interactive fields table with columns: score each item 0-4, type '1' if item judged '0' if not, comments. Category Comments section.

Restrooms (consider time of day)
Interactive fields table with columns: score each item 0-4, type '1' if item judged '0' if not, comments. Category Comments section.

Stairwells
Interactive fields table with columns: score each item 0-4, type '1' if item judged '0' if not, comments. Category Comments section.

	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 "sp" if not	
<b>Central Plant / Engineering Office</b>	Category Comments		
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, condensate/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	3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 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 "sp" if not	
<b>Equipment Rooms/Service Areas</b>	Category Comments		
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	3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 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 "sp" if not	
<b>Roof</b>	Category Comments		
Cleanliness			
Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)			
<b>Total Points</b>	0	3 = (Maximum score is 4)	
<b>Category Score</b>	0.00	Decimals allowed for Category Score only	

**TOUR (continued)**

	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 "sp" if not	
<b>Parking Facilities (grade only if Owner/Agent Operated)</b>	Category Comments		
Cleanliness/Maintenance/Striping			
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	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 "sp" if not	
<b>Landscaping/Grounds</b>	Category Comments		
Cleanliness/Maintenance Attractiveness			
<b>Total Points</b>	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 "sp" if not	
<b>Refuse Removal and Loading Dock Areas</b>	Category Comments		
Waste Reduction Plan			
Waste Diversion Rate			
Waste collection (organic/waste paper/metal/glass/plastic/cardboard)			
Cleanliness/Air Quality/Free from Insects Overall Appearance			
<b>Total Points</b>	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 "sp" if not	
<b>Publicly Accessible Amenities</b>	Category Comments		
Outside Plaza Seating Area			
Park or Recreational Area			
Paths (Walking, Biking, Running)			
Outdoor/Indoor Food Court			
Inside/Alum 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	3 = (Maximum score is 4)	
<b>Category Score</b>	0.00	Decimals allowed for Category Score only	

**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
Public Spaces	0.00		4
Non-Public Area (where applicable)	0.00		4
Restrooms (consider time of day)	0.00		4
Stairwells	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
Publicly Accessible Amenities	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>		
<i>must achieve 70% or greater to be eligible for award</i>			

**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.



The Official Sponsor of the TOBY® Awards

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

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

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

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

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