



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
- 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 / 4 = (Maximum score is 4)	
<b>Category Score</b>	0.00	Decimals allowed for Category Score only

**Landscaping/Grounds**

- Cleanliness/Maintenance Attractiveness

		Category Comments
<b>Total Points</b>	0 / 4 = (Maximum score is 4)	
<b>Category Score</b>	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  
 Recycling Compliance  
 Tenant/Building Signage

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

**Management Activities**

Staffing/Level of Professionalism  
 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

Category Comments		
<b>Total Points</b>	0 / 0	
<b>Category Score</b>	0.00	

**Environmental Stewardship (if applicable)**

Water Usage Management  
 Electric Consumption/Demand or Load Management  
 Stormwater Management  
 Recycling  
 Local Utility Rebate Program Participation

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

**Tenant Spaces**

Address Numbers  
 Tenant Signage  
 Aesthetic Appeal

Category Comments		
<b>Total Points</b>	0 / 3 = (Maximum score is 4)	
<b>Category Score</b>	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.

**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		
<b>Total Points</b>	0 / 0	<b>3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4 .)</b>
<b>Category Score</b>	0.00	Decimals allowed for Category Score only

**Buildings**

- Aesthetic Appeal
- Level of Exterior Maintenance

Category Comments		
<b>Total Points</b>	0 / 0	<b>3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4 .)</b>
<b>Category Score</b>	0.00	Decimals allowed for Category Score only

**Roofs**

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

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

**Tenant Amenities**

- Outside Plaza Seating Area
- Other

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

**SCORING SUMMARY** (formulas for calculations are built in)

<b>TOUR</b>	<b>Category Score</b>	<b>Maximum Allowable Points Decimals Acceptable</b>
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
<b>TOTAL CATEGORY AVERAGES:</b>	<b>0.00</b>	<b>56.00</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 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:** \_\_\_\_\_