



**THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2019 MIXED-USE BUILDING INSPECTION FORM**



CATEGORY: Mixed-Use
 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.

Entrance/Main Lobby

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

Category Comments

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

TOUR (continued)

interactive fields		comments
score each item 0 - 4	type "1" if item judged "0" if not	<i>Please include comments for each category. Ensure all comments are constructive.</i>

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 for each Entity (Hotel: Staff Only)

Category Comments

Total Points 0 / 0 **4 = (Maximum score is 4)**
Category Score 0.00 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

Total Points 0 / 0
Category Score 0.00

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.

Elevators

- Housekeeping/Maintenance
- Aesthetic Appeal
- Operation (consider proper leveling, door timing, response time, etc.)
- Lighting Accessibility (ADA) Provisions

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

Multi-Tenant Corridors

- Housekeeping/Maintenance
- Aesthetic Appeal
- Signage/Wayfinding
- Lighting Accessibility (ADA) Provisions

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

Shared Common Area

- Maintenance Agreements/Procedures
- Cost Sharing
- Responsibility Matrix/Plan
- Shared Budgets (Capital and Reserves)

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

Restrooms (consider time of day)

- Housekeeping (consider air quality, adequate paper and soap supplies and refuse handling) Attractiveness
- Accessibility (ADA) provisions

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

Stairwells

- Housekeeping/Maintenance
- Aesthetic Appeal
- Lighting
- Signage/Wayfinding
- Fire Extinguishers and Hoses (have extinguishers been checked as required by fire code?)

		Category Comments
Total Points	0 / 3 = (Maximum score is 4)	
Category Score	0.00	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.

Roof

Cleanliness
Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)

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

Parking Facilities (grade only if Owner/Agent Operated)

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

Category Comments		
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

Refuse Removal and Loading Dock Areas

Waste Reduction Plan
Waste Diversion Rate
Waste collection(organics/waste paper/metal/glass/plastic/cardboard
Cleanliness/Air Quality/Free from Insects Overall Appearance

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

Tenant Amenities (Do not include those restricted to Hotel Guest or Residential)

Outside Plaza Seating Area
Park or Recreational Area
Paths (Walking, Biking, Running)
Outdoor/Indoor Food Court
Inside/Atrium Seating Area
Cafeteria/Restaurant (open to public)
Health Club Facilities and Conveniences (Sundry, dry clean, car wash, etc.)
Management Office Implemented Amenities

Category Comments		
Total Points	0 / 0	3 = (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
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
Shared Common Area	0.00	4
Restrooms (consider time of day)	0.00	4
Stairwells	0.00	4
Typical Tenant Suite	0.00	4
Central Plant / Engineering Office	0.00	4
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 (Do not include those restricted to Hotel Guest or Residential)	0.00	4
TOTAL CATEGORY AVERAGES:	0.00	68.00
FINAL SCORE (0% - 100%)		
<i>must achieve 70% or greater to be eligible for award</i>		
		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: _____