



**THE OUTSTANDING BUILDING OF THE YEAR (TOBY)  
2019 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+

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**

**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

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>
		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

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

	interactive fields		comments
	score each item 0 - 4	type "1" if item judged "0" if not	
<b>Management Office</b>			<b>Category Comments</b>
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		

**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>

**Elevators**

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

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

**Public Spaces**

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

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

**Non-Public Area (where applicable)**

- Housekeeping/Maintenance
- Aesthetic Appeal (consider quality of standard tenant build-out)
- Comfort (consider lighting, room temperature, etc.)
- Signage/Wayfinding
- Accessibility (ADA) provisions

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

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

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>
		<b>Category Comments</b>
<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

**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.
<b>Central Plant / Engineering Office</b>			<b>Category Comments</b>
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, condenser/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	/	<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
<b>Equipment Rooms/Service Areas</b>			<b>Category Comments</b>
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	/	<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
<b>Roof</b>			<b>Category Comments</b>
Cleanliness			
Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)			
<b>Total Points</b>	0	/	<b>3 = (Maximum score is 4)</b>
<b>Category Score</b>	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.

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

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

**Publicly Accessible Amenities**

- 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
<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

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

<b>TOUR</b>	<b>Category Score</b>	<b>Maximum Allowable Points Decimals Acceptable</b>
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> <i>must achieve 70% or greater to be eligible for award</i>		
<span style="background-color: #f08080; padding: 2px;"><b>0.00%</b></span>		

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