





**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.

**Stairwells**

- Housekeeping/Maintenance
- Aesthetic Appeal
- Lighting
- Signage
- Emergency Egress Illumination (emergency lighting or glow strips)

**Category Comments**

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

**Back of House Services Corridor (where applicable)**

- Housekeeping/Maintenance
- Lighting
- Signage
- Safety/Security (free from obstruction, consider first aid supplies, signage, HazCom program, product labeling, storage methods, fire extinguishers, etc.)
- OHS Compliance/Lockout/Tagout
- Energy Management System (optimal start, chiller/boiler sequencing, condenser/chilled water rest)
- Equipment Maintenance Logs (current, organized, ready-to-use format)
- Preventive Maintenance Schedule/Procedures
- Level of Physical Organization
- Inspection Procedures
- Technology
- Electrical
- Air Handler
- Telephone
- Shop
- Janitorial Closet

**Category Comments**

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

**Central Plant / Engineering Office**

- 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

**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
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**Roof (optional – weather permitting)**

- Roof anchor plan posted near exit
- Roof utilization management plan
- Well maintained proper signage
- Safety signage
- Condition/Cleanliness of roof
- Access control of Vendors to service package units (where applicable)
- Green roof/white roof/sustainable (if applicable)

interactive fields		Category Comments
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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)**

- Ease of access from main entrance
- Adequate directional signage
- Zoning/color coding for ease of use
- Cleanliness/Maintenance/Striping
- Attractiveness
- Proximity to Building
- Security/Safety/Lighting
- Parent and child parking spaces
- Accessibility (ADA) Provisions
- Property shopping cart or holding base (if applicable)

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

**Landscaping/Grounds**

- Cleanliness/Maintenance
- Attractiveness
- Lighting
- Seating
- Bicycle racks or parking section
- Electrical charging stations

interactive fields		Category Comments
score each item  0 - 4	type "1" if item judged  "0" if not	
Total Points 0 / 0 4 = (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.

**Waste Management and Loading Areas**

- Cleanliness/Air Quality/Pest Control
- Overall Appearance/Maintenance
- Recycling
- Traffic Control
- Safety Signage
- Dumpster Enclosures

interactive fields		Category Comments
score each item  0 - 4	type "1" if item judged  "0" if not	
Total Points 0 / 0 4 = (Maximum score is 4)		
Category Score 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>
Entrances	0.00	4
Security/Life Safety/Control Center	0.00	4
Management	0.00	4
Elevators/Escalators/Moving Walks/Freight/Lift (if applicable)	0.00	4
Retail Common Areas	0.00	4
Restrooms	0.00	4
Stairwells	0.00	4
Back of House Services Corridor (where applicable)	0.00	4
Central Plant / Engineering Office	0.00	4
Roof (optional – weather permitting)	0.00	4
Parking Facilities (grade only if Owner/Agent Operated)	0.00	4
Landscaping/Grounds	0.00	4
Waste Management and Loading Areas	0.00	4
<b>TOTAL CATEGORY AVERAGES:</b>	<b>0.00</b>	<b>52.00</b>

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