



THE OUTSTANDING BUILDING OF THE YEAR (TOBY) 2018 BUILDING INSPECTION FORM



CATEGORY (select):

BUILDING NAME:

ADDRESS:

CITY:

TOUR DATE:

NAME OF JUDGE:

TOUR START TIME:

TOUR END TIME:

REQUIREMENT FOR ENTRY
Energy Star Benchmarking must be performed AND shared with BOMA International.

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
Housekeeping/Maintenance
Aesthetic Appeal
Directory/Signage
Lighting
Lobby Desk/Equipment
Accessibility (ADA) Provisions

<i>interactive fields</i>		<i>comments</i>	
score each item 0 - 4	type "1" if item judged "0" if not	Please Include comments for each category. Ensure all comments are constructive.	
Category Comments			
4	1		
4	1		
	0		
4	1		
4	1		
4	1		
4	1		
Total Points	24	/	63 = (Maximum score is 4)
Category Score	4.00		Decimals allowed for Category Score only

TOUR (continued)

TOUR (continued)

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	Please include comments for each category. Ensure all comments are constructive.	
		Category Comments	
4	1		
4	1		
4	1		
4	1		
Total Points 16	/	4 = (Maximum score is 4)	
Category Score 4.00		Decimals allowed for Category Score only	

Multi-Tenant Corridors

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

		Category Comments	
4	1		
4	1		
4	1		
4	1		
Total Points 16	/	4 = (Maximum score is 4)	
Category Score 4.00		Decimals allowed for Category Score only	

Restrooms

Housekeeping (consider air quality, adequate paper and soap supplies and
Accessibility (ADA) provisions

		Category Comments	
4	1		
4	1		
Total Points 8	/	2 = (Maximum score is 4)	
Category Score 4.00		Decimals allowed for Category Score only	

Stairwells

Clear with No Obstructions (boxes or other objects in way)
Lighting Level Adequate
Signage (Floor and Evacuation Signs)

		Category Comments	
4	1		
4	1		
4	1		
Total Points 12	/	3 = (Maximum score is 4)	
Category Score 4.00		Decimals allowed for Category Score only	

Typical Tenant Suite

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

		Category Comments	
4	1		
4	1		
4	1		
Total Points 12	/	3 = (Maximum score is 4)	
Category Score 4.00		Decimals allowed for Category Score only	

TOUR (continued)

		interactive fields		comments
		score each item 0 - 4	type "1" if item judged "0" if not	Include Category Comments Ensure all comments are constructive.
Central Plant / Engineering Office				
Housekeeping/Maintenance		4	1	
Lighting		4	1	
Safety/Security (consider first aid supplies, signage, HazCom program, product labeling, storage methods, fire extinguishers, etc.)		4	1	
OSHA Compliance/Lockout/Tagout		4	1	
Energy Management System (optimal start, chiller/boiler sequencing, condenser/chilled water reset)		4	1	
Equipment Maintenance Logs (should be current and in an organized, ready-to-use format)		4	1	
Preventive Maintenance Schedule		4	1	
Preventive Maintenance Manual		4	1	
Tenant Request Program/Procedures		4	1	
Level of Physical Organization		4	1	
Inspection Procedures		4	1	
Use of Current Technology		4	1	
		Total Points 48	1	3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4.)
		Category Score 8.00	6	Decimals allowed for Category Score only
Equipment Rooms/Service Areas				
Electrical (cleanlines Electrical (cleanliness, labeled panels, safety)		4	1	
Air Handler (cleanlin Air Handler (cleanliness, filter condition, safety)		4	1	
Telephone (cleanline Telephone (cleanliness)		4	1	
Shop (cleanliness, o Shop (cleanliness, organization, safety)		4	1	
Janitorial closet (cle Janitorial closet (cleanliness, organization, safety)		4	1	
		Total Points 20	1	3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4.)
		Category Score 8.00	3	Decimals allowed for Category Score only
Roof				
Cleanliness		4	1	
Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)		4	1	
		Total Points 8	1	3 = (Maximum score is 4)
		Category Score 4.00	2	Decimals allowed for Category Score only
Parking Facilities (grade only if Owner/Agent Operated)				
Cleanliness/Maintenance/Striping		4	1	
Attractiveness (consider whether or not covered, user-friendliness, signage, etc.)		4	1	
Proximity to Building Security/Safety/Lighting		4	1	
Accessibility (ADA) Provisions		4	1	
		Total Points 16	1	4 = (Maximum score is 4)
		Category Score 4.00	4	Decimals allowed for Category Score only

TOUR (continued)

Landscaping/Grounds

Cleanliness/Maintenance Attractiveness

<i>interactive fields</i>		<i>comments</i>
score each item 0 - 4	type "1" if item judged "0" if not	<i>Include Category Comments</i> <i>Ensure all comments are constructive.</i>
Category Comments		
4	1	
Total Points 4	/	14 = (Maximum score is 4)
Category Score 4.00		Decimals allowed for Category Score only

Refuse Removal and Loading Dock Areas

Cleanliness/Air Quality/Free from Insects Overall Appearance/Maintenance

Recycling Compliance

Category Comments		
4	1	
Total Points 4	/	14 = (Maximum score is 4)
Category Score 4.00		Decimals allowed for Category Score only

Tenant Amenities

Outside Plaza Seating Area

Inside/Atrium Seating Area

Cafeteria (open to all tenants)

Health Club Facilities and Conveniences (Sundry, dry clean, car wash, etc.)

Management Office Implemented Amenities

Category Comments		
4	1	
4	1	
4	1	
4	1	
4	1	
4	1	
Total Points 20	/	57 = (Maximum score is 4)
Category Score 4.00		Decimals allowed for Category Score only

SCORING SUMMARY (formulas for calculations are built in)

<u>TOUR</u>	Category Score	Maximum Allowable Points Decimals Acceptable
Entrance/Main Lobby	4.00	4
Security/Life Safety	4.00	4
Management Office	4.00	4
Elevators	4.00	4
Multi-Tenant Corridors	4.00	4
Restrooms	4.00	4
Stairwells	4.00	4
Typical Tenant Suite	4.00	4
Central Plant / Engineering Office	8.00	8
Equipment Rooms/Service Areas	8.00	8
Roof	4.00	4
Parking Facilities (grade only if Owner/Agent Operated)	4.00	4
Landscaping/Grounds	4.00	4
Refuse Removal and Loading Dock Areas	4.00	4
Tenant Amenities	4.00	4
TOTAL CATEGORY AVERAGES:	68.00	68.00
FINAL SCORE (0% - 100%)		
<i>must achieve 70% or greater to be eligible for award</i>		100.00%

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: _____