

CATEGORY: Industrial
 BUILDING NAME: _____
 ADDRESS: _____
 CITY: _____

TOUR DATE: _____
 NAME OF JUDGE: _____

INSTRUCTIONS FOR JUDGES

This Judging Sheet Workbook is interactive and has formulas built in for scoring. Fields you need to complete are in column D; no other fields should be altered or changed.

SCORE EACH ITEM ON A SCALE FROM 1 - 5. Decimals are acceptable. If an item is N/A, score it as a 0

USE THE FOLLOWING GUIDELINES:

0 = Not Applicable; 1 = Poor/Unacceptable; 2 = Below Average; 3 = Fair/Average; 4 = Good/Above Average; 5 = Excellent

Management Office Management Operations Tenant Relations			comments
	Score each item 1 - 5 0 = N/A	Max Points	<i>Please Include comments for each category. Ensure all comments are constructive.</i>
Aesthetic Appeal		5	Category Comments
Property Management Specific Agreements		5	
BOMA Involvement		5	
Staff Training & Development		5	
Standard Operating Procedures		5	
Financial Reporting		5	
Critical Documents		5	
Operating Expense Analysis		5	
Access Key Inventory		5	
Tenant Issue Resolution		5	
Pro-Active Tenant Relations		5	
	Total Points 0	/ 55	
	Category Score 0%		

Construction Management Project Management			comments
	Score each item 1 - 5 0 = N/A	Max Points	<i>Please Include comments for each category. Ensure all comments are constructive.</i>
Construction Rules & Regulations		5	Category Comments
Permitting		5	
Bid Process		5	
Construction Contract Implementation		5	
	Total Points 0	/ 20	
	Category Score 0%		

				comments
Creating Value		<i>Score each item 1 - 5 0 = N/A</i>	<i>Max Points</i>	<i>Please Include comments for each category. Ensure all comments are constructive.</i>
		Category Comments		
Long Term Capital		5		
Competition		5		
Lease Management		5		
Financial Analysis		5		
Documentation Management		5		
		Total Points 0	/ 25	
		Category Score 0%		
				comments
Environmental Sustainability Wellness*		<i>Score each item 1 - 5 0 = N/A</i>	<i>Max Points</i>	<i>Please Include comments for each category. Ensure all comments are constructive.</i>
		Category Comments		
Environmental*		5		
Sustainability*		5		
Wellness*		5		
Waste Management		5		
		Total Points 0	/ 20	
		Category Score 0%		
				comments
Fire Life Safety Security ADA		<i>Score each item 1 - 5 0 = N/A</i>	<i>Max Points</i>	<i>Please Include comments for each category. Ensure all comments are constructive.</i>
		Category Comments		
Cameras Deterrents Safety Measures		5		
Fire and Life Safety Equipment		5		
Security Manual Fire Safety Plan Emergency Procedures Risk Reduction		5		
<i>Emergency Generator</i>		5		
ADA Compliance		5		
		Total Points 0	/ 25	
		Category Score 0%		
				comments
Parking Facilities Landscaping Grounds		<i>Score each item 1 - 5 0 = N/A</i>	<i>Max Points</i>	<i>Please Include comments for each category. Ensure all comments are constructive.</i>
		Category Comments		
Cleanliness of Parking Lots		5		
Signage		5		
Security Safety Lighting		5		
Aesthetic Appeal of Landscaping		5		
Landscape Management		5		

Total Points	0	/	25
Category Score	0%		

Typical Tenant Suite Vacant Suite(s)	interactive fields		Please Include comments for each category. Ensure all comments are constructive.
	Score each item 1 - 5 0 = N/A	Max Points	
	Category Comments		
Aesthetic Appeal		5	
Signage		5	
Marketability Marketing Process		5	
	Total Points 0	/ 15	
	Category Score 0%		

Equipment Rooms Service Areas Central Plant Engineering Rooms	interactive fields		Please Include comments for each category. Ensure all comments are constructive.
	Score each item 1 - 5 0 = N/A	Max Points	
	Category Comments		
Aesthetic Appeal		5	
Safety Access		5	
OSHA Compliance		5	
Preventive Maintenance Plan		5	
Physical Organization Documentation		5	
Equipment/Systems Labeling		5	
	Total Points 0	/ 30	
	Category Score 0%		

Roof	interactive fields		Please Include comments for each category. Ensure all comments are constructive.
	Score each item 1 - 5 0 = N/A	Max Points	
	Category Comments		
Aesthetic Appeal		5	
Safety		5	
Equipment		5	
Capital Requirements		5	
	Total Points 0	/ 20	
	Category Score 0%		