



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

CATEGORY: Retail
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:

Management Office Management Operations Tenant Relations			comments
	Score each item 1 - 5 0 = N/A	Max Points	Please Include comments for each category. Ensure all comments are constructive.
			Category Comments
Aesthetic Appeal		5	
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	Please Include comments for each category. Ensure all comments are constructive.
			Category Comments
Building Standard		5	
Construction Rules & Regulations		5	
Permitting		5	
Bid Process		5	
Construction Contract Implementation		5	
Total Points	0	25	
Category Score	0%		

Creating Value			comments
	Score each item 1 - 5 0 = N/A	Max Points	Please Include comments for each category. Ensure all comments are constructive.
			Category Comments
Long Term Capital		5	
Competition		5	
Lease Management		5	
Financial Analysis		5	
Documentation Management		5	
Total Points	0	/ 25	
Category Score	0%		

Environmental Sustainability Wellness*			comments
	Score each item 1 - 5 0 = N/A	Max Points	Please Include comments for each category. Ensure all comments are constructive.
			Category Comments
<i>*If bldg. is BOMA 360, automatically give all 5's</i>			
Environmental*		5	
Sustainability*		5	
Wellness*		5	
Waste Management		5	
Total Points	0	/ 20	
Category Score	0%		

Fire Life Safety Security ADA			comments
	Score each item 1 - 5 0 = N/A	Max Points	Please Include comments for each category. Ensure all comments are constructive.
			Category Comments
Access Control (Business Hours & After Hours)		5	
Staff & Tenant Training and Development		5	
Cameras Deterrents Safety Measures		5	
Fire and Life Safety Equipment		5	
Security Manual Fire Safety Plan Emergency Procedures Risk Reduction		5	
Emergency Generator		5	
ADA Compliance		5	
Total Points	0	/ 35	
Category Score	0%		

Parking Facilities Landscaping Grounds			comments
	Score each item 1 - 5 0 = N/A	Max Points	Please Include comments for each category. Ensure all comments are constructive.
			Category Comments
Cleanliness of Parking Lots/Garages		5	

Signage		5	
Security Safety Lighting		5	
Aesthetic Appeal of Landscaping		5	
Landscape Management		5	
Total Points	0	/	25
Category Score	0%		

Common Areas Hallways Stairwells Restrooms T Amenities	interactive fields		comments
	Score each item 1 - 5 0 = N/A	Max Points	Please Include comments for each cagteory. Ensure all comments are constructive.
			Category Comments
Aesthetic Appeal - Common Areas		5	
Aesthetic Appeal - Restrooms		5	
Directory Signage		5	
Janitorial Contract		5	
Tenant Amenities		5	
Total Points	0	/	25
Category Score	0%		Maximum score is 4

Typical Tenant Suite Vacant Suite(s)	interactive fields		comments
	Score each item 1 - 5 0 = N/A	Max Points	Please Include comments for each cagteory. Ensure all comments are constructive.
			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		comments
	Score each item 1 - 5 0 = N/A	Max Points	Please Include comments for each cagteory. Ensure all comments are constructive.
			Category Comments
Aesthetic Appeal (All rooms combined)		5	
Safety Access		5	
OSHA Compliance		5	
Preventive Maintenance Plan		5	
Physical Organization Documentation		5	
Equipment/Systems Labeling		5	
Building Automation System Energy Management System		5	
Total Points	0	/	35
Category Score	0%		

Elevators Escalators Moving Walkways Freight	interactive fields		comments
	Score each item 1 - 5 0 = N/A	Max Points	Please Include comments for each category. Ensure all comments are constructive.
Category Comments			
Aesthetic Appeal		5	
Operation		5	
Safety		5	
Total Points	0	/	15
Category Score	0%		

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