



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

Category: _____
Building Name: _____
Address | City: _____
Tour Date: _____
Judge's Name: _____

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

	Score each item 1 - 5 0 = N/A
Management Office Management Operations Tenant Relations	
Aesthetic Appeal	
Property Management Specific Agreements	
BOMA Involvement	
Staff Training & Development	
Standard Operating Procedures	
Financial Reporting	
Critical Documents	
Operating Expense Analysis	
Access Key Inventory	
Tenant Issue Resolution	
Pro-Active Tenant Relations	

	Score each item 1 - 5 0 = N/A
Construction Management Project Management	
Building Standard	
Construction Rules & Regulations	
Permitting	
Bid Process	
Construction Contract Implementation	

Notes Comments Suggestions

Score each item
1 - 5
0 = N/A

Creating Value

Long Term Capital

Competition

Lease Management

Financial Analysis

Documentation Management

Environmental | Sustainability | Wellness*

*If bldg. is BOMA 360, automatically give all 5's

Environmental*

Sustainability*

Wellness*

Waste Management

Score each item
1 - 5
0 = N/A

Fire | Life Safety | Security | ADA

Access Control (Business Hours & After Hours)

Staff & Tenant Training and Development

Cameras | Deterrents | Safety Measures

Fire and Life Safety Equipment

Security Manual | Fire Safety Plan | Emergency Procedures | Risk Reduction

Emergency Generator

ADA Compliance

Entrance | Main Lobby

Greeting | Helpfulness of Lobby Attendants

Aesthetic Appeal

Directory | Signage

Lobby Desk | Equipment

Notes | Comments | Suggestions

Score each item
1 - 5
0 = N/A

Parking Facilities | Landscaping | Grounds

Cleanliness of Parking Lots/Garages

Signage

Security | Safety | Lighting

Aesthetic Appeal of Landscaping

Landscape Management

Common Areas | Hallways | Stairwells | Restrooms | T Amenities

Aesthetic Appeal - Common Areas

Aesthetic Appeal - Restrooms

Janitorial Contract

Tenant Amenities

Score each item
1 - 5
0 = N/A

Typical Tenant Suite | Vacant Suite(s)

Aesthetic Appeal

Signage

Marketability | Marketing Process

Equipment Rooms | Service Areas | Central Plant | Engineering Rooms

Aesthetic Appeal (All rooms combined)

Safety | Access

OSHA Compliance

Preventive Maintenance Plan

Physical Organization | Documentation

Equipment/Systems Labeling

Building Automation System | Energy Management System

Notes | Comments | Suggestions

Score each item 1 - 5 0 = N/A	
Elevators	
Aesthetic Appeal	
Operation	
Safety	

Score each item 1 - 5 0 = N/A	
Roof	
Aesthetic Appeal	
Safety	
Equipment	
Capital Requirements	

Notes | Comments | Suggestions

JUDGE'S AFFIDAVIT

As one of 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.
- I am satisfied this building has entered the appropriate category based upon the

3) 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.

Name:

Title:

Company:

Signature:

Date: