

**2018 OFFICE BUILDING OF THE YEAR "TOBY"
(General Building Category)**

BUILDING NAME: _____

CITY: _____

CATEGORY: _____

Comments:

Judge's Affidavit

As one of the judges for the local BOMA Office Building of the Year "TOBY" Awards Program, I have inspected the building named above. The scores reflected by the judging team reflect my opinions for the purpose of judging this entry.

Judge's Name (please print):

Judge's Signature:

Date:

PROPERTY PHYSICAL OPERATIONS AND APPEARANCE

1/3 of TOTAL SCORE.

Score each item between 1 – 5.

- *Consider overall property appearance & cleanliness. Is the property management team doing the best they can with what they've got? Everything should be well maintained. Age of building should not affect the scoring.*

Landscaping/Grounds/Building Exterior

____ Cleanliness/Housekeeping
____ Maintenance/Overall Appearance

Entrance/Main Lobby

____ Cleanliness/Housekeeping
____ Maintenance/Overall Appearance

Elevators

- _____ Cleanliness/Housekeeping
- _____ Overall Appearance/lighting
- _____ Operation/maintenance (*leveling, door timing, response time, phone working*)
- _____ Elevator Machine room (*clean, updated maint log*)

Roof

- _____ Cleanliness
- _____ Maintenance/appearance (*consider water ponding, blisters, bubbles, etc*)
- _____ Inspection Procedures/OSHA compliance (*outside inspection/roof anchor inspection*)

Stairwells

- _____ Cleanliness/Housekeeping
- _____ Overall Appearance/lighting/signage

Typical Tenant Suite

- _____ Cleanliness/Housekeeping
- _____ Maintenance/Overall Appearance

Multi-Tenant Corridors

- _____ Cleanliness/Housekeeping
- _____ Maintenance
- _____ Overall appearance/lighting/signage

Restrooms

- _____ Cleanliness/Housekeeping (*air quality, adequate paper & soap supplies, refuse handling*)
- _____ Maintenance/Overall Appearance

Equipment Rooms/Service closets

- _____ Electrical (*cleanliness, maintenance, labeled panels, safety*)
- _____ Air Handler (*cleanliness, maintenance, filter condition, safety*)
- _____ Telephone (*cleanliness, maintenance, fire stop*)
- _____ Janitorial closet (*cleanliness, maintenance, organization, safety*)

Refuse Removal and Loading Dock Areas

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

Parking Facilities

- _____ Cleanliness/Housekeeping
- _____ Maintenance/Overall Appearance
- _____ Security/Safety/Lighting (*user-friendliness, signage, etc.*)

PROPERTY OPERATIONAL PROCEDURES

1/3 of TOTAL SCORE.

Score each item between 1 – 10

- Do they have policies and procedures in place to insure optimal operations? Can they show you records and inspections? Can they demonstrate energy savings?
- Ask questions. How well informed is the staff about their policies? Can they show examples?
- Ask for dates, ask for audit results. Ask to see certificates and manifests.

HVAC / ENERGY MONITORING / MECHANICAL

- _____ Energy Management System
- _____ Energy Conservation programs (*can they demonstrate savings?*)
- _____ Equipment & system performance monitoring
- _____ Preventive Maintenance programs (show software system or files)
- _____ Inspection Procedures (Plant/Mechanical)
- _____ Level of Physical Organization
- _____ Drawings/Flr Plans/Operation manuals
- _____ Water treatment program
- _____ Use of Current Technology

_____ BONUS: ENERGY STAR performance rating for rating over 75
(Indicate here if they have the bonus rating, but **do not** add to final score for this section)

ENVIRONMENTAL / REGULATORY / SUSTAINABILITY

- _____ Recycling /Waste management
- _____ ADA compliance
- _____ Hazardous waste management/disposal
- _____ Sustainable programs (*green cleaning, integrated pest mgmt, water reduction, purchasing policies*)
- _____ Indoor Air quality/Smoking regs
- _____ Lockout/Tagout/OSHA Compliance
- _____ Safety Training for Staff
- _____ Elev/Bldg Equip inspections/Certificates
- _____ Provide copy of certificate of occupancy or business license
- _____ Provide Certificate of insurance showing comprehensive, and/or liability insurance

EMERGENCY PREPAREDNESS/ SECURITY /LIFE SAFETY

- _____ Emergency Preparedness Plan for Staff
- _____ Fire & Life safety equipment Maint/Inspect
- _____ Fire Drills/Fire Safety Plan (to include evidence of latest drill conducted)
- _____ Fire Panel/Fire Control Room
- _____ Emergency Generator
- _____ Key Control
- _____ Security Staff Training and Development
- _____ Access Control of Entry points
- _____ First Aid supplies/eye wash

TENANT RELATIONS AND PROPERTY PERSONNEL

1/3 of TOTAL SCORE.

Score each item between 1 – 10

- *What has this property team (engineering team) done to make the workplace environment better for their tenants? Are they communicating effectively with the tenants? Keeping tenants informed of business and community information? Do they facilitate a vibrant work environment?*
- *What have they done for the community? How are they good neighbors? What does the building presence contribute to the community (jobs? Amenities, etc)*
- *What does the staff do to keep themselves informed and up to date with the industry? Are they taking advantage of educational opportunities? Are they mentors to other staff members & their peers? Are they active in the market? Are they good financial managers? Do they seek creative cost effective solutions? Do they do the best they can with what they have? Do they manage their vendors and service providers effectively?*

TENANT RELATIONS

- _____ Tenant communications/manual/emergency preparedness
- _____ Tenant relations programs/events
- _____ Measurement of tenant satisfaction (*surveys*)
- _____ Tenant service request program
- _____ Special services/amenities

COMMUNITY IMPACT

- _____ Community involvement / Community recognition awards
- _____ Positive impact / Charity drives
- _____ Amenities to community (*parks, special events, concerts*)
- _____ Economic Impact (*What jobs does the building generate (management staff, vendors), RE taxes generated, any amenity that brings community together for economic benefit.*)

STAFF: CREDENTIALS & TRAINING, MGMT PRACTICES

- _____ Staff Training/Development/Designations (*Professional Designations for Team Members, Engineering Certifications, In House/On Line Training*)
- _____ Professional Affiliation Involvement (*AOBA, IREM, PMA, IFMA, Chamber of Commerce*)
- _____ Operational/Mgmt Awards earned by the Property (*BOMA 360*)
- _____ Property Policies and Procedures (*manuals, documentation*)
- _____ SOP Manual/ Documentation of Standard Operating Procedures (*online or printed*)
- _____ Operating Expenses Control
- _____ Financial reporting (*demonstrate accounting software and provide sample financial report*)
- _____ Use of Technology
- _____ Vendor management effectiveness (*How effective are your vendors in creating value or improving performance of the property-inspection reports/cost savings/recycling/energy savings? How do you evaluate vendor performance?*)

THE PROPERTY TEAM

- _____ Knowledge of building
- _____ Comprehensive history/overview/summary of bldg
- _____ Organization/preparation
- _____ Did they weave a building/team story?

- _____ Are they cohesive/competent/committed?
- _____ Staff introductions
- _____ Overall presentation