



**THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2021 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

interactive fields		comments
score each item	type "1" if item judged	Please Include comments for each category. Ensure all comments are constructive.
0 - 4	"0" if not	
		Category Comments
Total Points	0 / 0	3 = (Maximum score is 4)
Category Score	0.00	Decimals allowed for Category Score only

Security/Life Safety

- Access Control/Lobby
- Professionalism of Staff
- Cameras

interactive fields		comments
score each item	type "1" if item judged	Please Include comments for each category. Ensure all comments are constructive.
0 - 4	"0" if not	
		Category Comments

- After Hours Access
- Security Manual/Emergency Procedures
- Staff Training and Development
- Access Control/Loading Dock
- Fire and Life Safety Equipment
- Fire Safety Plan
- Emergency Generator (cleanliness, testing procedures, safety)
- Evidence of Evacuation Drills conducted within past 12 months

Total Points 0 / 0 **4 = (Maximum score is 4)**
Category Score 0.00 Decimals allowed for Category Score only

Management Office

- Housekeeping
- Aesthetic Appeal
- Responsiveness to Tenant Issues
- Policies and Procedures Manual (risk management, contract administration, performance appraisals, insurance certificate)
- Annual Budget/Reporting Procedures
- Regular Financial Reports/Accounting Software
- Operating Expenses (consider what is being done for the amount being spent)
- Appropriateness of Staffing/Level of Professionalism
- Technology (are computers on a network; does the office use e-mail; an interactive Web site; desktop publishing, etc.)
- Staff Training and Development
- SOP Manual/Documentation of Standard Operating Procedures (online or printed)
- Service Call Procedures
- Construction/Floor Plans (current plans should be on site in Property Management Office or in Chief Engineer's Office)
- Construction Administration
- Key and Inventory Control
- COI for Comprehensive and/or Liability Insurance
- Purchase Policies
- Certificate of occupancy or business license for code compliance

Total Points 0 / 0
Category Score 0.00

interactive fields		comments
score each item	type "1" if item judged	Please Include comments for each category. Ensure all comments are constructive.
0 - 4	"0" if not	

Elevators

- Housekeeping/Maintenance
- Aesthetic Appeal
- Operation (consider proper leveling, door timing, response time, etc.)
- Lighting Accessibility (ADA) Provisions

Total Points 0 / 0 **4 = (Maximum score is 4)**
Category Score 0.00 Decimals allowed for Category Score only

Multi-Tenant Corridors

Category Comments

Category Score Decimals allowed for Category Score only

Equipment Rooms/Service Areas

- Electrical (cleanliness, labeled panels, safety)
- Air Handler (cleanliness, filter condition, safety)
- Telephone (cleanliness)
- Shop (cleanliness, organization, safety)
- Janitorial closet (cleanliness, organization, safety)

Category Comments

Total Points / **3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4.)**
 Category Score Decimals allowed for Category Score only

Roof

- Cleanliness
- Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)

Category Comments

Total Points / **3 = (Maximum score is 4)**
 Category Score Decimals allowed for Category Score only

Parking Facilities (grade only if Owner/Agent Operated)

- Cleanliness/Maintenance/Striping
- Attractiveness (consider whether or not covered, user-friendliness, signage, etc.)
- Proximity to Building Security/Safety/Lighting
- Accessibility (ADA) Provisions

Category Comments

Total Points / **4 = (Maximum score is 4)**
 Category Score Decimals allowed for Category Score only

interactive fields		comments
score each item	type "1" if item judged	Include Category Comments Ensure all comments are constructive.
0 - 4	"0" if not	

Landscaping/Grounds

- Cleanliness/Maintenance Attractiveness

Category Comments

Total Points / **4 = (Maximum score is 4)**
 Category Score 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

Total Points / **4 = (Maximum score is 4)**
 Category Score 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 (showery, dry clean, car wash, etc.)
- Management Office Implemented Amenities

Category Comments

Total Points / **7 = (Maximum score is 4)**
 Category Score Decimals allowed for Category Score only



**THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2021 INDUSTRIAL BUILDING INSPECTION FORM**



CATEGORY: Industrial

BUILDING NAME: _____

ADDRESS: _____

CITY: _____

TOUR DATE: _____

NAME OF JUDGE: _____

TOUR START TIME: _____

TOUR END TIME: _____

INSTRUCTIONS FOR JUDGES

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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

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.

Parking Facilities (grade only if Owner/Agent Operated)

- Cleanliness/Maintenance/Striping
- Attractiveness (consider whether or not covered, user-friendly signage, etc.)
- Proximity to Building Security/Safety/Lighting
- Accessibility (ADA) Provisions

Total Points	0	/	0	4 = (Maximum score is 4)
Category Score	0.00			Decimals allowed for Category Score only

Landscaping/Grounds

- Cleanliness/Maintenance Attractiveness

Total Points	0	/	0	4 = (Maximum score is 4)
Category Score	0.00			Decimals allowed for Category Score only

TOUR

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.

Tenant Areas Refuse Removal/Loading Dock Areas

- Cleanliness/Air Quality/Free from Insects Overall
- Appearance/Maintenance Recycling Compliance
- Tenant/Building Signage

Total Points	0	/	0	4 = (Maximum score is 4)
Category Score	0.00			Decimals allowed for Category Score only

Management Activities

- Staffing/Level of Professionalism
- Service Call Procedures
- Administrative Staff Training/Development
- Technology (Computers Networked/Tenant E-Mail/Desktop Publishing, etc.)
- Policy & Procedures Manual (Risk Management, Contract Administration, Performance Reviews, Tenant Manuals, Annual Budget/Reporting Procedures)
- Long-Range Strategic Plan
- Construction/Floor Plans (Current "as built" plans)
- Key and Inventory Control

Total Points	0	/	0	
Category Score	0.00			

Environmental Stewardship (if applicable)

- Water Usage Management
- Electric Consumption/Demand or Load Management
- Stormwater Management
- Recycling
- Local Utility Rebate Program Participation

Total Points	0	/	0	3 = (Maximum score is 4)
Category Score	0.00			Decimals allowed for Category Score only

Tenant Spaces

Address Numbers
 Tenant Signage
 Aesthetic Appeal

		Category Comments	
Total Points	0	/	0 3 = (Maximum score is 4)
Category Score	0.00		Decimals allowed for Category Score only

TOUR

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.

Equipment Rooms/Service Areas

Electrical (cleanliness, labeled panels, safety)
 Air Handler (cleanliness, filter condition, safety)
 Telephone (cleanliness)
 Shop (cleanliness, organization, safety)
 Janitorial closet (cleanliness, organization, safety)

		Category Comments	
Total Points	0	/	0 3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4.)
Category Score	0.00		Decimals allowed for Category Score only

Buildings

Aesthetic Appeal
 Level of Exterior Maintenance

		Category Comments	
Total Points	0	/	0 3 = (Maximum score is 8 - While maximum score in section is 8, only score each area from 1 to 4.)
Category Score	0.00		Decimals allowed for Category Score only

Roofs

Cleanliness (Equipment, Refuse, Debris)
 repair and maintenance (water ponding, blisters, other
 Damage)

		Category Comments	
Total Points	0	/	0 3 = (Maximum score is 4)
Category Score	0.00		Decimals allowed for Category Score only

Tenant Amenities

Outside Plaza Seating Area
 Other

		Category Comments	
Total Points	0	/	0 7 = (Maximum score is 4)
Category Score	0.00		Decimals allowed for Category Score only

SCORING SUMMARY (formulas for calculations are built in)

TOUR	Category Score	Maximum Allowable Points
	Score	Decimals Acceptable
Parking Facilities (grade only if Owner/Agent Operated)	0.00	4
Landscaping/Grounds	0.00	4
Tenant Areas Refuse Removal/Loading Dock Areas	0.00	4
Management Activities	0.00	4
Environmental Stewardship (if applicable)	0.00	4
Tenant Spaces	0.00	4
Roofs	0.00	4
Tenant Spaces	0.00	4
Equipment Rooms/Service Areas	0.00	8
Buildings	0.00	8
Roofs	0.00	4
Tenant Amenities	0.00	4
TOTAL CATEGORY AVERAGES:	0.00	56.00
FINAL SCORE (0% - 100%)		
must achieve 70% or greater to be eligible for award 0.00%		

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: _____

CATEGORY: Earth
 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

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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

PRESENTATION

	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.
Building Environment/Indoor Air Quality			Category Comments
Indoor Air Quality Performance			
Environmental Smoke Control			
Indoor Pollution Control			
Cleanliness			
Ventilation Systems			
Thermal Comfort			
Lighting			
Total Points	0	0	
Category Score	0.00		Decimals allowed for Category Score only

	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.
Recycling			Category Comments
Storage and Collection of Recyclables			
Sustainable Landscape Maintenance			
Other (not mentioned above)			
Total Points	0	0	3 = (Maximum score is 4)
Category Score	0.00		Decimals allowed for Category Score only

	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.
Energy Conservation			Category Comments
Energy Performance			
Building Staff Education Materials			
Energy Efficient Features			
Building EMS Monitoring			
Total Points	0	0	4 = (Maximum score is 4)
Category Score	0.00		Decimals allowed for Category Score only

	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.
Water Conservation			Category Comments

Water Performance			
Water Efficient Toilets/Closets			
Water Efficient Faucets			
Innovative Water Management			
Total Points	0	0	
Category Score	0.00		Decimals allowed for Category Score only

Interior Finish			Category Comments
Building Common Areas Space			
Tenant Space			
Local Vendors and Product Lines			
Construction Waste Recycling			
Total Points	0	0	
Category Score	0.00		Decimals allowed for Category Score only

Occupant Communication/Education			Category Comments
Promotion of reusable products			
Availability of Green Resources for Tenants			
Visibility of Green Initiative			
Other (not mentioned above)			
Total Points	0	0	
Category Score	0.00		Decimals allowed for Category Score only

SCORING SUMMARY (formulas for calculations are built in)

PRESENTATION	Category Score	Maximum Allowable Points
	Score	Decimals Acceptable
Building Environment/Indoor Air Quality	0.00	4
Recycling	0.00	4
Energy Conservation	0.00	4
Water Conservation	0.00	4
Interior Finish	0.00	4
Occupant Communication/Education	0.00	4
TOTAL CATEGORY AVERAGES (excluding Presentation)	0.00	24.00
FINAL SCORE (0% - 100%)		
achieve 70% or greater to be eligible for award	0.00%	

Additional Comments/Special Recognition:

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The Official Sponsor of the TOBY® Awards

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 Company (worked for at time of judging): _____
 Signature: _____
 Date: _____



**THE OUTSTANDING BUILDING OF THE YEAR (TOBY)
2021 PUBLIC ASSEMBLY BUILDING INSPECTION FORM**



CATEGORY: Public Assembly	TOUR DATE:
BUILDING NAME:	NAME OF JUDGE:
ADDRESS:	TOUR START TIME:
CITY:	TOUR END TIME:

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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

	interactive fields		comments
	score each item 0 - 4	type "1" if item judged "0" if not	
Entrance/Main Lobby			Please Include comments for each category. Ensure all comments are constructive. Category Comments
Greeting/Helpfulness of Lobby Attendants			
Appearance of Concierges staff/desk			
Housekeeping/Maintenance			
Aesthetic Appeal			
Directory/Signage/Wayfinding			
Lighting			
Lobby Desk/Equipment			
Accessibility (ADA) Provisions			
Total Points	0	0	
Category Score	0.00		3 = (Maximum score is 4) Decimals allowed for Category Score only

	interactive fields		comments
	score each item 0 - 4	type "1" if item judged "0" if not	
Security/Life Safety			Please Include comments for each category. Ensure all comments are constructive. Category Comments
Access Control/Lobby			
Professionalism of Staff			
Cameras			
After Hours Access			
Security Manual/Emergency Procedures			
Staff Training and Development			
Access Control/Loading Dock			
Fire and Life Safety Equipment			
Fire Safety Plan			
Emergency Generator (cleanliness, testing procedures, safety)			
Evidence of Evacuation Drills conducted within past 12 months for each Entity (Hotel: Staff Only)			
Total Points	0	0	
Category Score	0.00		4 = (Maximum score is 4) Decimals allowed for Category Score only

	interactive fields	comments	
	score each item 0 - 4	type "1" if item judged "0" if not	
Management Office			Category Comments
Housekeeping			
Aesthetic Appeal			
Responsiveness to Tenant Issues			
Policies and Procedures Manual (risk management, contract administration, performance appraisals, insurance certificate)			
Annual Budget/Reporting Procedures			
Regular Financial Reports/Accounting Software			
Operating Expenses (consider what is being done for the amount being spent)			
Appropriateness of Staffing/Level of Professionalism			
Technology (are computers on a network; does the office use e-mail; an interactive Web site; desktop publishing, etc.)			
Staff Training and Development			
SOP Manual/Documentation of Standard Operating Procedures (online or printed)			

- Service Call Procedures
- Construction/Floor Plans (current plans should be on site in Property Management Office or in Chief Engineer's Office)
- Construction Administration
- Key and Inventory Control
- COI for Comprehensive and/or Liability Insurance
- Purchase Policies
- Certificate of occupancy or business license for code compliance

Total Points 0 / 0
 Category Score 0.00

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.

Elevators

- Housekeeping/Maintenance
- Aesthetic Appeal
- Operation (consider proper leveling, door timing, response time, etc.)
- Lighting Accessibility (ADA) Provisions

Total Points 0 / 0
 Category Score 0.00

4 = (Maximum score is 4)
 Decimals allowed for Category Score only

interactive fields		Category Comments
score each item 0 - 4	type "1" if item judged "0" if not	

Public Spaces

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

Total Points 0 / 0
 Category Score 0.00

4 = (Maximum score is 4)
 Decimals allowed for Category Score only

interactive fields		Category Comments
score each item 0 - 4	type "1" if item judged "0" if not	

Non-Public Area (where applicable)

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

Total Points 0 / 0
 Category Score 0.00

4 = (Maximum score is 4)
 Decimals allowed for Category Score only

interactive fields		Category Comments
score each item 0 - 4	type "1" if item judged "0" if not	

Restrooms (consider time of day)

- Housekeeping (consider all quality, adequate paper and soap supplies and refuse handling) Attractiveness
- Accessibility (ADA) provisions

Total Points 0 / 0
 Category Score 0.00

4 = (Maximum score is 4)
 Decimals allowed for Category Score only

interactive fields		Category Comments
score each item 0 - 4	type "1" if item judged "0" if not	

Stairwells

- Housekeeping/Maintenance
- Aesthetic Appeal
- Lighting
- Signage/Wayfinding
- Fire Extinguishers and hoses (have extinguishers been checked as required by fire code?)

Total Points 0 / 0
 Category Score 0.00

3 = (Maximum score is 4)
 Decimals allowed for Category Score only

interactive fields		Category Comments
score each item 0 - 4	type "1" if item judged "0" if not	

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.

Central Plant / Engineering Office

- Housekeeping/Maintenance
- Lighting
- Safety/Security (consider first aid supplies, signage, hazcom program, product labeling, storage methods, fire extinguishers, etc.)
- OSHA Compliance/Lockout/Tagout
- Energy management Plan & System (optimal start, chiller/boiler equipment, maintenance/bills, etc.)
- Current and in an organized, ready-to-use format
- Preventive Maintenance Schedule
- Indoor Air Quality Monitoring Plan
- Preventive Maintenance Manual
- Tenant Request Program/Procedures
- Level of Physical Organization
- Inspection Procedures
- Use of Current Technology

Total Points 0 / 0
 Category Score 0.00

interactive fields		Category Comments
score each item 0 - 4	type "1" if item judged "0" if not	

Public Spaces	0.00	4
Non-Public Area (where applicable)	0.00	4
Restrooms (consider time of day)	0.00	4
Stairwells	0.00	4
Central Plant / Engineering Office	0.00	8
Equipment Rooms/Service Areas	0.00	8
Roof	0.00	4
Parking Facilities (grade only if Owner/Agent Operated)	0.00	4
Landscaping/Grounds	0.00	4
Refuse Removal and Loading Dock Areas	0.00	4
Publicly Accessible Amenities	0.00	4
TOTAL CATEGORY AVERAGES:	0.00	68.00
FINAL SCORE (0% - 100%)		
<i>must achieve 70% or greater to be eligible for award</i>		
0.00%		

Additional Comments/Special Recognition:

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The Official Sponsor of the TOBY® Awards

Name: _____
Title: _____
Company (worked for at time of judging): _____
Signature: _____
Date: _____

Shared Common Area	0.00	4
Restrooms (consider time of day)	0.00	4
Stairwells	0.00	4
Typical Tenant Suite	0.00	4
Central Plant / Engineering Office	0.00	4
Equipment Rooms/Service Areas	0.00	8
Roof	0.00	4
Parking Facilities (grade only if Owner/Agent Operated)	0.00	4
Landscaping/Grounds	0.00	4
Refuse Removal and Loading Dock Areas	0.00	4
Tenant Amenities (Do not include those restricted to Hotel Guest or Residential)	0.00	4
TOTAL CATEGORY AVERAGES:	0.00	68.00
FINAL SCORE (0% - 100%)		
<i>must achieve 70% or greater to be eligible for award</i>		
		0.00%

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