

**BUILDING INSPECTION FORM**

INDUSTRIAL OFFICE BUILDING(S)

BUILDING NAME: \_\_\_\_\_  
 CITY: \_\_\_\_\_

2014 - 2015 THE OUTSTANDING BUILDING  
 OF THE YEAR® (TOBY®)

**Instructions for the Judges:** This inspection is organized geographically within the building to ensure efficient inspection. Please grade each item listed on a scale of 0 to 4 using the following guidelines:

- |                       |                          |
|-----------------------|--------------------------|
| 0 = Poor/Unacceptable | 1 = Below Average        |
| 2 = Fair/Average      | 3 = Good/Average Average |
| 4 = Excellent         |                          |

Add up the values for each item to arrive at the category total. Divide the category total by the number of questions answered to derive an average rating for each category. If there are items within a category or entire category, which do not apply to a particular property, be sure that they are NOT included in ALL buildings when calculating the overall percentage at the end of the inspection form. Use N/A and not a number for scoring that item.

When calculating maximum possible points, multiply the number of items judged in the category by 4, the highest score. Do not include items that are not applicable (NA) since they are not judged. For example: If there are 9 item in a category and all items are judged, the maximum possible points = 36 (9 x 4). If only 7 are judged, maximum possible points = 28 (7x4).

<u>Parking Facilities (Grade Only If Owner/Agent Operated)</u>	<u>Points</u>	<u>Comments</u>
Cleanliness/Maintenance/Striping	_____	_____
Security/Safety/Lighting	_____	_____
Provisions for ADA Accessibility	_____	_____
_____	_____	_____
<b>Category Total Points/Maximum Points</b>		____/____

<u>Landscaping/Grounds</u>		
Overall Appearance/Curb Appeal	_____	_____
Level of Maintenance	_____	_____
Property/Tenant Directory (if applicable)	_____	_____
<b>Category Total Points/Maximum Points</b>		____/____

<u>Tenant Areas Refuse Removal/Loading Dock Areas</u>		
Overall Appearance	_____	_____
Cleanliness	_____	_____
Tenant/Building Signage	_____	_____

Category Total Points/Maximum Points      /     

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

Category Total Points/Maximum Points      /     

**Environmental Stewardship (if applicable?)**

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

Category Total Points/Maximum Points      /     

**Tenant Spaces**

Address Numbers	<u>                    </u>	<u>                    </u>
Tenant Signage	<u>                    </u>	<u>                    </u>
Aesthetic Appeal	<u>                    </u>	<u>                    </u>

Category Total Points/Maximum Points      /     

**Equipment Rooms/Service Area**

Electrical (Cleanliness, Labeled Panels, No Storage)	<u>                    </u>	<u>                    </u>
Telephone (Cleanliness)	<u>                    </u>	<u>                    </u>
Fire/Life Safety (if applicable)	<u>                    </u>	<u>                    </u>

Category Total Points/Maximum Points      /

INDUSTRIAL OFFICE BUILDING(S)

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**Buildings**

Aesthetic Appeal \_\_\_\_\_  
 Level of Exterior Maintenance \_\_\_\_\_

**Category Total Points/Maximum Points**      \_\_\_\_/\_\_\_\_

**Roofs (If Easily Accessible)**

Cleanliness (Equipment, Refuse, Debris) \_\_\_\_\_  
 Repair and Maintenance (Water Ponding,  
 Blisters, Other Damage) \_\_\_\_\_

**Category Total Points/Maximum Points**      \_\_\_\_/\_\_\_\_

**Tenant Amenities (if applicable)**

Outside Seating/Eating Area \_\_\_\_\_  
 Other \_\_\_\_\_

**Category Total Points/Maximum Points**      \_\_\_\_/\_\_\_\_

**Total of All Points**      \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_ %

*Divide the total points awarded by the total possible and multiply by 100 to calculate percentage. Insert the percentage score on line A of the local judging sheet.*

**Judges Additional Comments:** Please provide constructive recommendations on why the entry was given a particular rating as well as ways for improvements and/or special acknowledgments on why their management is exceptional.

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**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 on Page 1 of this judging form. The scores shown for each item listed on Pages 1 through 3 reflect my opinions for the purpose of judging this entry. In addition, I have reviewed the category definition for which this building has entered and I am satisfied that this building has entered the appropriate category based on the 2014-2015 TOBY Entry Requirements.

Judge's Name (please print): \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Kimberly-Clark Professional

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