

**BUILDING INSPECTION FORM**

INDUSTRIAL OFFICE PARK

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

**2009-2010 OFFICE 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	_____	_____
Property/Tenant Directory (if applicable)	_____	_____
<b>Category Total Points/Maximum Points</b>		____/____

<u>Landscaping/Grounds</u>		
Overall Appearance/Curb Appeal	_____	_____
Level of Maintenance	_____	_____
<b>Category Total Points/Maximum Points</b>		____/____

<u>Tenant Areas Refuse Removal/Loading Dock Areas</u>		
Overall Appearance	_____	_____
Cleanliness	_____	_____
Tenant/Building Signage	_____	_____
<b>Category Total Points/Maximum Points</b>		____/____

<b><u>Management Activities</u></b>	<b><u>Points</u></b>	<b><u>Comments</u></b>
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, Insurance Certificates, etc.)	_____	_____
Annual Budget/Reporting Procedures	_____	_____
Long-Range Strategic Plan	_____	_____
Construction/Floor Plans (Current "as built" plans)	_____	_____
Key and Inventory Control	_____	_____
<b>Category Total Points/Maximum Points</b>		<b>____/____</b>

<b><u>Tenant Spaces</u></b>		
Address Numbers	_____	_____
Tenant Signage	_____	_____
Aesthetic Appeal	_____	_____
<b>Category Total Points/Maximum Points</b>		<b>____/____</b>

<b><u>Equipment Rooms/Service Area</u></b>		
Electrical (Cleanliness, Labeled Panels, No Storage)	_____	_____
Telephone (Cleanliness)	_____	_____
<b>Category Total Points/Maximum Points</b>		<b>____/____</b>

<b><u>Buildings</u></b>		
Aesthetic Appeal	_____	_____
Level of Exterior Maintenance	_____	_____
<b>Category Total Points/Maximum Points</b>		<b>____/____</b>

<b><u>Roofs (If Easily Accessible)</u></b>		
Cleanliness (Equipment, Refuse, Debris)	_____	_____
Repair and Maintenance (Water Ponding, Blisters, Other Damage)	_____	_____
<b>Category Total Points/Maximum Points</b>		<b>____/____</b>

<b><u>Tenant Amenities</u></b>		
Outside Seating/Eating Area	_____	_____
Other	_____	_____
<b>Category Total Points/Maximum Points</b>		<b>____/____</b>

**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.

---

---

---

---

---

---

---

---

**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 2009-2010 TOBY Entry Requirements.

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

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

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



Securitas Security Services USA  
The official sponsor of the 2009-2010 TOBY Awards