

**EARTH BUILDING
INSPECTION FORM**

BUILDING NAME: _____
 CITY: _____
 CATEGORY: _____

**2011-2012 THE OUTSTANDING BUILDING
OF THE YEAR® (TOBY®)**

INSTRUCTION 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/Above 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 CATEGORIES OR ENTIRE CATEGORIES WHICH DO NOT APPLY TO A PARTICULAR PROPERTY, BE SURE THAT THEY ARE NOT INCLUDED WHEN CALCULATING THE OVERALL PERCENTAGE AT THE END OF THE INSPECTION FORM. (*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 or are not judged. Example: If there are 9 items in a category, and all are judged, the maximum possible points = 36. If only 7 are judged, maximum possible points = 28).

Building Environment

	<u>Grade</u>	<u>Comments</u>
Indoor Air Quality Performance	_____	_____
Environmental Smoke Control	_____	_____
Indoor Pollution Control	_____	_____
Cleanliness	_____	_____
Ventilation Systems	_____	_____
Thermal Comfort	_____	_____
Lighting	_____	_____
Category Total Points/Maximum Possible*	_____ / _____*	

Recycling

Storage and Collection of Recyclables	_____	_____
Sustainable Landscape Maintenance	_____	_____
Other (not mentioned above)	_____ / _____	_____
Category Total Points/Maximum Possible		

Energy Conservation

Energy Performance	_____	_____
Building Staff Education Materials	_____	_____
Energy Efficient Features	_____	_____
Building EMS Monitoring	_____ / _____	_____
Category Total Points/Maximum Possible		

Water Conservation

Water Performance	_____	_____
Water Efficient Toilets/Closets	_____	_____
Water Efficient Faucets	_____	_____
Innovative Water Management	_____ / _____	_____
Category Total Points/Maximum Possible		

Interior Finish

Building Common Areas Space	_____	_____
Tenant Space	_____	_____
Local Vendors and Product Lines	_____	_____
Construction Waste Recycling	_____	_____
Category Total Points/Maximum Possible	_____ / _____	



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Occupant Communication/Education

- Promotion of reusable products
- Availability of Green Resources for Tenants
- Visibility of Green Initiative
- Other (not mentioned above)

<u>Grade</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____

Category Total Points/Maximum Possible _____ / _____

Total of All Points/Total Maximum Possible _____ / _____ = _____ %

(Divided by maximum number of points possible. Insert percentage score on line A of local judging sheet)

IF THERE ARE ITEMS WITHIN CATEGORIES OR ENTIRE CATEGORIES WHICH DO NOT APPLY TO A PARTICULAR PROPERTY, BE SURE THAT THEY ARE NOT INCLUDED WHEN CALCULATING THE OVERALL PERCENTAGE AT THE END OF THE INSPECTION FORM.

Additional Comments:

Judge's Affidavit

As one of the judges for the local BOMA TOBY Awards Program I have reviewed the written submission of the above entry on this judging form. The scores shown for each item listed above reflect my opinion 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 2011-2012 TOBY Entry Requirements.

Judge's Name (please print): _____

Judge's Signature: _____

Date: _____



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