

BUILDING INSPECTION FORM

INDUSTRIAL OFFICE PARK

BUILDING NAME: _____

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

CITY: _____

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)	_____	_____
Category Total Points/Maximum Points		____/____

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

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

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<u>Management Activities</u>	<u>Points</u>	<u>Comments</u>
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	_____	_____
Category Total Points/Maximum Points		____/____

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

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

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

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

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Tenant Amenities

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.

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 2011-2012 TOBY Entry Requirements.

Judge's Name (please print): _____

Judge's Signature: _____

Date: _____



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