

2009 OFFICE BUILDING OF THE YEAR “TOBY”
(Suburban Office Park Category)

BUILDING NAME: _____

CITY: _____

CATEGORY: Suburban Office Park

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 1 to 5 using the following guidelines:

1 = Poor/Unacceptable 2 = Below Average 3 = Fair/Average
4 = Good/Above Average 5 = Excellent

All items must be given a score between 1-5. IF THERE ARE ITEMS WITHIN CATEGORIES OR ENTIRE CATEGORIES WHICH DO NOT APPLY TO A PARTICULAR PROPERTY, BE SURE THAT THE ENTIRE JUDGING TEAM AGREES AND EVERYONE PUTS A “N/A” (Non-Applicable), AND EXPLAINS WHY THE ITEM IS NOT BEING JUDGED. *ARBITRARY N/A’s WILL NOT BE ACCEPTED.*

Do not calculate the scores for the building you are inspecting. This will be done by AOBA staff.

Additional Comments:

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 the pages which follow reflect my opinions for the purpose of judging this entry.

Judge’s Name (please print):

Judge’s Signature:

Date:

SECTION I: COMMON ELEMENTS
SERVING ENTIRE OFFICE PARK

Entrance to Park

(score each between 1 – 5)

Monument Sign	_____
Landscaping	_____
Curb Appeal	_____
Lighting	_____
Maintenance of Entrance	_____
Overall aesthetic appeal of the Office Park	_____

Landscaping/Grounds

(score each between 1 – 5)

Cleanliness/Maintenance	_____
Attractiveness	_____

Parking Facilities

(score each between 1 – 5)

Cleanliness/Maintenance/Striping	_____	
Overall Appearance	_____	(consider whether or not covered, user-friendliness, signage, etc.)
Professionalism of Staff	_____	
Security/Safety/Lighting	_____	
Accessibility (ADA) Provisions	_____	

Management Office

(score each between 1 – 5)

Housekeeping	_____	
Overall Appearance	_____	
Policies and Procedures Manual	_____	(risk mgmt, contract admin, performance appraisals, insurance certificate administration, tenant manuals)
Annual Budget/Reporting Procedures	_____	
Operating Expenses	_____	(consider what is being done for the amount being spent)
Technology	_____	(are computers on a network; does the office use e-mail; an interactive Web site; desktop publishing, etc.)
Construction/Floor Plans	_____	(current plans should be on site in Property Management Office or in Chief Engineer's Office)
Key and Inventory Control	_____	

Property Management Team

(score each between 1 – 5)

Staff Training and Development	_____	(Professional Designations for Team Members, Engineering Certifications, In House/On Line Training)
Professional Affiliation Involvement	_____	(CREW, AOBA, PMA, Golden Triangle, Chamber of Commerce, IFMA, IREM, etc.)
Responsiveness to Tenant Issues	_____	(Tenant Survey Scores, Knowledge of Tenants, Service Call Procedures)
Community Impact	_____	(Volunteering – participation on behalf of company & team involvement; Charities - improving community through special events, blood drives, book fairs, food drives, etc.)
Appropriateness of Staffing	_____	(# of Staff for the Property and Tenant Size)

Tenant Amenities

(score each between 1 – 5)

Outside Plaza Seating Area	_____	
Inside/Atrium Seating Area	_____	
Health Club Facilities	_____	
Tenant Appreciation Events	_____	(ice cream socials, happy hours, etc.)
Conveniences & General Amenities	_____	(sundry, dry clean, car wash, newsstand)

SECTION II. INDIVIDUAL BUILDING INSPECTIONS

BUILDING #1

Entrance/Main Lobby

(score each between 1 – 5)

Greeting/Helpfulness of Lobby Attendants/ Concierge	_____
Housekeeping/Maintenance	_____
Overall Appearance	_____
Directory/Signage	_____
Lighting	_____
Lobby Desk/Equipment	_____
Accessibility (ADA) Provisions	_____
Lobby Landscaping	_____

Security/Life Safety

(score each between 1 – 5)

Access Control/Lobby	_____
Professionalism of Security Staff	_____
Cameras	_____
After Hours Access	_____
Security Manual/Fire Safety Plan/ Emergency Procedures	_____
Security Staff Training & Development	_____
Access Control of the Loading Dock	_____
Fire Panel/Fire Control Room	_____
Emergency Generator	_____

(cleanliness, testing procedures, safety)

Elevators

(score each between 1 – 5)

Housekeeping/Maintenance	_____
Overall Appearance	_____
Operation	_____
Lighting	_____
Accessibility (ADA) Provisions	_____

(proper leveling, door timing, response time, phone working?)

(Braille call button panel?)

Refuse Removal and Loading Dock Areas

(score each between 1 – 5)

Cleanliness/Air Quality/Free from Insects	_____
Overall Appearance/Maintenance	_____
Recycling Compliance	_____

Multi-Tenant Corridors

(score each between 1 – 5)

Housekeeping/Maintenance	_____
Overall Appearance	_____
Signage	_____
Lighting	_____
Accessibility (ADA) Provisions	_____

(Braille signage?)

(wheelchair accessible?)

Restrooms (consider time of day)**(score each between 1 – 5)**

Housekeeping	_____	(air quality, adequate paper & soap supplies, refuse handling)
Overall Appearance	_____	
Accessibility (ADA) Provisions	_____	(5' radius, wheelchair stall, pipe insulation, sink accessibility)

Typical Tenant Suite**(score each between 1 – 5)**

Housekeeping/Maintenance	_____	
Overall Appearance	_____	(quality of standard tenant build-out)
Comfort	_____	(lighting, room temperature, etc.)

Stairwells**(score each between 1 – 5)**

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

Equipment Rooms/Service Areas**(score each between 1 – 5)**

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

Central Plant/Engineering Office**(score each between 1 – 5)**

Housekeeping/Maintenance	_____	
Lighting	_____	
Safety/Security	_____	(first aid supplies, signage, HazCom program, product labeling, storage methods, fire extinguishers, etc.)
OSHA Compliance/Lockout/Tagout	_____	
Energy Management System	_____	(optimal start, chiller/boiler sequencing, condenser/chilled water reset)
Equipment Maintenance Logs	_____	(current and in an organized, ready-to-use format)
Prev Maint Schedule/Tenant Request Procedures	_____	
Level of Physical Organization	_____	(equipment labeled? Room organized?)
Inspection Procedures (Plant /Mechanical)	_____	
Use of Current Technology	_____	(Blackberry, e-mail, EMS System?)
Shop	_____	(cleanliness, organization, safety)

Roof**(score each between 1 – 5)**

Cleanliness	_____	
Repair and Maintenance	_____	(consider water ponding, blisters, bubbles, exposed roof felts, etc.)
Inspection Procedures	_____	(outside inspection/roof anchor inspection)

BUILDING #2

Entrance/Main Lobby

(score each between 1 – 5)

Greeting/Helpfulness of Lobby Attendants/ Concierge	_____
Housekeeping/Maintenance	_____
Overall Appearance	_____
Directory/Signage	_____
Lighting	_____
Lobby Desk/Equipment	_____
Accessibility (ADA) Provisions	_____
Lobby Landscaping	_____

Security/Life Safety

(score each between 1 – 5)

Access Control/Lobby	_____
Professionalism of Security Staff	_____
Cameras	_____
After Hours Access	_____
Security Manual/Fire Safety Plan/ Emergency Procedures	_____
Security Staff Training & Development	_____
Access Control of the Loading Dock	_____
Fire Panel/Fire Control Room	_____
Emergency Generator	_____ (cleanliness, testing procedures, safety)

Elevators

(score each between 1 – 5)

Housekeeping/Maintenance	_____
Overall Appearance	_____
Operation	_____ (proper leveling, door timing, response time, phone working?)
Lighting	_____
Accessibility (ADA) Provisions	_____ (Braille call button panel?)

Refuse Removal and Loading Dock Areas

(score each between 1 – 5)

Cleanliness/Air Quality/Free from Insects	_____
Overall Appearance/Maintenance	_____
Recycling Compliance	_____

Multi-Tenant Corridors

(score each between 1 – 5)

Housekeeping/Maintenance	_____
Overall Appearance	_____
Signage	_____ (Braille signage?)
Lighting	_____
Accessibility (ADA) Provisions	_____ (wheelchair accessible?)

Restrooms (consider time of day)**(score each between 1 – 5)**

Housekeeping	_____	(air quality, adequate paper & soap supplies, refuse handling)
Overall Appearance	_____	
Accessibility (ADA) Provisions	_____	(5' radius, wheelchair stall, pipe insulation, sink accessibility)

Typical Tenant Suite**(score each between 1 – 5)**

Housekeeping/Maintenance	_____	
Overall Appearance	_____	(quality of standard tenant build-out)
Comfort	_____	(lighting, room temperature, etc.)

Stairwells**(score each between 1 – 5)**

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

Equipment Rooms/Service Areas**(score each between 1 – 5)**

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

Central Plant/Engineering Office**(score each between 1 – 5)**

Housekeeping/Maintenance	_____	
Lighting	_____	
Safety/Security	_____	(first aid supplies, signage, HazCom program, product labeling, storage methods, fire extinguishers, etc.)
OSHA Compliance/Lockout/Tagout	_____	
Energy Management System	_____	(optimal start, chiller/boiler sequencing, condenser/chilled water reset)
Equipment Maintenance Logs	_____	(current and in an organized, ready-to-use format)
Prev Maint Schedule/Tenant Request Procedures	_____	
Level of Physical Organization	_____	(equipment labeled? Room organized?)
Inspection Procedures (Plant /Mechanical)	_____	
Use of Current Technology	_____	(Blackberry, e-mail, EMS System?)
Shop	_____	(cleanliness, organization, safety)

Roof**(score each between 1 – 5)**

Cleanliness	_____	
Repair and Maintenance	_____	(consider water ponding, blisters, bubbles, exposed roof felts, etc.)
Inspection Procedures	_____	(outside inspection/roof anchor inspection)

BUILDING #3

Entrance/Main Lobby

(score each between 1 – 5)

Greeting/Helpfulness of Lobby Attendants/ Concierge	_____
Housekeeping/Maintenance	_____
Overall Appearance	_____
Directory/Signage	_____
Lighting	_____
Lobby Desk/Equipment	_____
Accessibility (ADA) Provisions	_____
Lobby Landscaping	_____

Security/Life Safety

(score each between 1 – 5)

Access Control/Lobby	_____
Professionalism of Security Staff	_____
Cameras	_____
After Hours Access	_____
Security Manual/Fire Safety Plan/ Emergency Procedures	_____
Security Staff Training & Development	_____
Access Control of the Loading Dock	_____
Fire Panel/Fire Control Room	_____
Emergency Generator	_____ (cleanliness, testing procedures, safety)

Elevators

(score each between 1 – 5)

Housekeeping/Maintenance	_____
Overall Appearance	_____
Operation	_____ (proper leveling, door timing, response time, phone working?)
Lighting	_____
Accessibility (ADA) Provisions	_____ (Braille call button panel?)

Refuse Removal and Loading Dock Areas

(score each between 1 – 5)

Cleanliness/Air Quality/Free from Insects	_____
Overall Appearance/Maintenance	_____
Recycling Compliance	_____

Multi-Tenant Corridors

(score each between 1 – 5)

Housekeeping/Maintenance	_____
Overall Appearance	_____
Signage	_____ (Braille signage?)
Lighting	_____
Accessibility (ADA) Provisions	_____ (wheelchair accessible?)

Restrooms (consider time of day)**(score each between 1 – 5)**

Housekeeping	_____	(air quality, adequate paper & soap supplies, refuse handling)
Overall Appearance	_____	
Accessibility (ADA) Provisions	_____	(5' radius, wheelchair stall, pipe insulation, sink accessibility)

Typical Tenant Suite**(score each between 1 – 5)**

Housekeeping/Maintenance	_____	
Overall Appearance	_____	(quality of standard tenant build-out)
Comfort	_____	(lighting, room temperature, etc.)

Stairwells**(score each between 1 – 5)**

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

Equipment Rooms/Service Areas**(score each between 1 – 5)**

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

Central Plant/Engineering Office**(score each between 1 – 5)**

Housekeeping/Maintenance	_____	
Lighting	_____	
Safety/Security	_____	(first aid supplies, signage, HazCom program, product labeling, storage methods, fire extinguishers, etc.)
OSHA Compliance/Lockout/Tagout	_____	
Energy Management System	_____	(optimal start, chiller/boiler sequencing, condenser/chilled water reset)
Equipment Maintenance Logs	_____	(current and in an organized, ready-to-use format)
Prev Maint Schedule/Tenant Request Procedures	_____	
Level of Physical Organization	_____	(equipment labeled? Room organized?)
Inspection Procedures (Plant /Mechanical)	_____	
Use of Current Technology	_____	(Blackberry, e-mail, EMS System?)
Shop	_____	(cleanliness, organization, safety)

Roof**(score each between 1 – 5)**

Cleanliness	_____	
Repair and Maintenance	_____	(consider water ponding, blisters, bubbles, exposed roof felts, etc.)
Inspection Procedures	_____	(outside inspection/roof anchor inspection)