

BUILDING NAME: _____
 CITY: _____
 CATEGORY: _____

**2009-2010 OFFICE 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).

Entrance/Main Lobby

	<u>Grade</u>	<u>Comments</u>
Greeting/Helpfulness of Lobby Attendants	_____	_____
Housekeeping/Maintenance	_____	_____
Aesthetic Appeal	_____	_____
Directory/Signage	_____	_____
Lighting	_____	_____
Lobby Desk/Equipment	_____	_____
Accessibility (ADA) Provisions	_____	_____
Category Total Points/Maximum Possible*	_____ / _____*	

Security/Life Safety

Access Control/Lobby	_____	_____
Professionalism of Staff	_____	_____
Cameras	_____	_____
After Hours Access	_____	_____
Security Manual/Emergency Procedures	_____	_____
Staff Training and Development	_____	_____
Access Control/Loading Dock	_____	_____
Fire and Life Safety Equipment	_____	_____
Fire Safety Plan	_____	_____
Emergency Generator (cleanliness, testing procedures, safety)	_____	_____
Category Total Points/Maximum Possible	_____ / _____	

Management Office

Housekeeping	_____	_____
Aesthetic Appeal	_____	_____
Responsiveness to Tenant Issues	_____	_____
Policies and Procedures Manual (risk management, contract administration, performance appraisals, insurance certificate administration, tenant manuals)	_____	_____
Annual Budget/Reporting Procedures	_____	_____
Operating Expenses (consider what is being done for the amount being spent)	_____	_____
Appropriateness of Staffing/Level of Professionalism	_____	_____
Technology (are computers on a network; does the office use e-mail; an interactive Web site; desktop publishing, etc.)	_____	_____
Staff Training and Development	_____	_____
Service Call Procedures	_____	_____
Construction/Floor Plans (current plans should be on site in Property Management Office or in Chief Engineer's Office)	_____	_____
Construction Administration	_____	_____
Key and Inventory Control	_____	_____
Category Total Points/Maximum Possible	_____ / _____	



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Equipment Rooms/Service Areas

	<u>Grade</u>	<u>Comments</u>
Electrical (cleanliness, labeled panels, safety)	_____	_____
Air Handler (cleanliness, filter condition, safety)	_____	_____
Telephone (cleanliness)	_____	_____
Shop (cleanliness, organization, safety)	_____	_____
Janitorial closet (cleanliness, organization, safety)	_____	_____
Category Total Points/Maximum Possible	_____/____	

Roof

Cleanliness	_____	_____
Repair and Maintenance (consider water ponding areas, blisters, bubbles, exposed roof felts, etc.)	_____	_____
Category Total Points/Maximum Possible	_____/____	

Parking Facilities (grade only if Owner/Agent Operated)

Cleanliness/Maintenance/Striping	_____	_____
Attractiveness (consider whether or not covered, user-friendliness, signage, etc.)	_____	_____
Proximity to Building Security/Safety/Lighting	_____	_____
Accessibility (ADA) Provisions	_____	_____
Category Total Points/Maximum Possible	_____/____	

Landscaping/Grounds

Cleanliness/Maintenance Attractiveness	_____	_____
Category Total Points/Maximum Possible	_____/____	

Refuse Removal and Loading Dock Areas

Cleanliness/Air Quality/Free from Insects Overall	_____	_____
Appearance/Maintenance Recycling Compliance	_____	_____
Category Total Points/Maximum Possible	_____/____	

Tenant Amenities

Outside Plaza Seating Area	_____	_____
Inside/Atrium Seating Area	_____	_____
Cafeteria (open to all tenants)	_____	_____
Health Club Facilities and Conveniences (Sundry, dry clean, car wash, etc.)	_____	_____
Management Office Implemented Amenities	_____	_____
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)

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