

**2009 OFFICE BUILDING OF THE YEAR “TOBY”**  
**(GREEN Building Category)**

**BUILDING NAME:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**CATEGORY:** \_\_\_\_\_

**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:**

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**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 2 through 6 reflect my opinions for the purpose of judging this entry.

Judge’s Name (please print):

Judge’s Signature:

Date:

# GREEN BUILDING CATEGORIES

## **Reduction of Environmental Risk**

**(score each between 1 – 5)**

- 
- Refrigerant equipment mgmt & certification \_\_\_\_\_
  - Refrigerant usage log, handling & recovery equipment \_\_\_\_\_
  - Specialized HVAC/Refrigerant monitoring & ventilation \_\_\_\_\_ (alarms, fans)
  - UST/AST compliance, spill containment, monitoring devices** \_\_\_\_\_ (fuel usage logs, etc)
  - Labeling, placarding/color-coding piping systems \_\_\_\_\_
  - Chemical spill procedures & preparedness \_\_\_\_\_
  - Fuel spill containment & clean up procedures \_\_\_\_\_
  - MSDS sheets \_\_\_\_\_
  - Storage of regulated waste, chemicals & flammable liquids \_\_\_\_\_
  - Disposal of hazardous materials & chemicals \_\_\_\_\_
  - Guidelines for Contractors \_\_\_\_\_
  - Regulatory compliance documentation \_\_\_\_\_
  - Programs for managing other environmental hazards** \_\_\_\_\_ (Asbestos, Halon, PCBs)
  - Overall quality of Risk management programs \_\_\_\_\_
  - Staff Training, CFC certification \_\_\_\_\_
  - Quality of Hazard Communication program \_\_\_\_\_
  - Tenant drills & preparation for environmental events \_\_\_\_\_

## **Indoor Air Quality / Green Cleaning**

**(score each between 1 – 5)**

- 
- Monitoring program to insure good IAQ \_\_\_\_\_
  - Low impact cleaning policy \_\_\_\_\_
  - Use of Green Cleaning Products/recycled paper products \_\_\_\_\_
  - Mold management program and procedures \_\_\_\_\_
  - Use of other green materials, IAQ policies \_\_\_\_\_

## **Recycling**

**(score each between 1 – 5)**

- 
- Paper / Cardboard Recycling Program \_\_\_\_\_ (% of waste recycled?)
  - Glass/plastics/aluminum recycling program \_\_\_\_\_ (% of waste recycled?)
  - Verification of local govt required recycling plan \_\_\_\_\_
  - Lamp/ballast recycling program \_\_\_\_\_
  - Recycling of construction waste \_\_\_\_\_
  - Other waste stream reduction practices \_\_\_\_\_

## **Energy Conservation**

**(score each between 1 – 5)**

- 
- Energy Star rating \_\_\_\_\_
  - Staff education and certifications \_\_\_\_\_ (BEEP, LEED, etc)
  - Preventive maintenance programs \_\_\_\_\_
  - Equipment & system performance monitoring \_\_\_\_\_ (date of last re/retro commissioning)
  - Bldg maintenance practices to conserve energy \_\_\_\_\_
  - Technology implemented to add to conservation efforts \_\_\_\_\_
  - Documented efforts/successes in reducing/monitoring energy \_\_\_\_\_
  - Tenant awareness, incentives & participation \_\_\_\_\_
  - Optimum use of Energy Monitoring System? \_\_\_\_\_
  - Alternative power sources (wind, etc) ? \_\_\_\_\_
  - Participation in BOMA's 7 Point Challenge \_\_\_\_\_

**Water Conservation****(score each between 1 – 5)**

- 
- Water efficient plumbing? (water closets/faucets) \_\_\_\_\_
  - Conservation efforts for water used in bldg mechanical \_\_\_\_\_
  - Sustainable landscape maintenance practices \_\_\_\_\_
  - Innovative water mgmt strategies \_\_\_\_\_ (green roof, waterless urinals, etc)

**Interior Finishes****(score each between 1 – 5)**

- 
- Use of environmentally safe products \_\_\_\_\_
  - Local or recyclable materials used in interior \_\_\_\_\_

**Green Purchasing Policy****(score each between 1 – 5)**

- 
- Program(s) for purchasing green products \_\_\_\_\_

**Tenant Communication / Education****(score each between 1 – 5)**

- 
- Tenant educational events & materials \_\_\_\_\_
  - Tenant incentives/programs/promotions for being Green \_\_\_\_\_
  - Alternate transportation options, commuter partnerships \_\_\_\_\_ (public transportation, carpooling)
  - Bicycle storage \_\_\_\_\_

**GENERAL BUILDING CATEGORIES****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 and Development \_\_\_\_\_
  - Access Control of the Loading Dock \_\_\_\_\_
  - Fire Panel/Fire Control Room \_\_\_\_\_
  - Emergency Generator \_\_\_\_\_ (cleanliness, testing procedures, safety)

**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)

**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?)

**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)

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


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

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


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

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


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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)

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


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

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


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

**Parking Facilities****(score each between 1 – 5)**


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

**Landscaping/Grounds**

(score each between 1 – 5)

Cleanliness/Maintenance \_\_\_\_\_  
Attractiveness \_\_\_\_\_

**Refuse Removal and Loading Dock Areas**

(score each between 1 – 5)

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

**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 and General Amenities \_\_\_\_\_ (sundry, dry clean, car wash, newsstand)