

2011 OUTSTANDING BUILDING OF THE YEAR "TOBY" (EARTH Building Category)

BUILDING NAME: _____

CITY: _____

CATEGORY: _____

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 above. The scores reflected by the judging team reflect my opinions for the purpose of judging this entry.

Judge's Name (please print):

Judge's Signature:

Date:

EARTH BUILDING SPECIFIC CATEGORIES

40% of TOTAL SCORE.

Score each item between 1 – 5.

Reduction of Environmental Risk

(Describe how you manage environmental risk as well as reduce those risks, provide examples of your latest risk management reports, describe emergency response plans and how they provide environmental protection)

_____ Refrigerant equipment mgmt & certification (usage log, handling , recovery equipment)

_____ UST/AST compliance, fuel spill containment, monitoring devices, clean up procedures

_____ Labeling, placarding/color-coding piping systems

_____ Chemical spill procedures & preparedness

_____ MSDS sheets

_____ Storage of regulated waste, chemicals & flammable liquids

_____ Disposal of hazardous materials & chemicals

_____ 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

- _____ Systems/Monitoring program to insure good IAQ
- _____ Low impact cleaning policy (day cleaning/team cleaning)
- _____ Use of Green Cleaning Products/recycled paper products
- _____ Smoke Free building
- _____ Entryways/pedimats
- _____ Use of other IAQ – Green Cleaning programs

Recycling

- _____ 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
- _____ Other waste stream reduction practices

Energy Conservation

- _____ Staff education on energy conservation & certifications (BEEP, LEED, etc)
- _____ Tenant awareness, incentives & participation
- _____ 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
- _____ Optimum use of Energy Monitoring System?

Energy Star rating : _____

(below 74 = 0 points, 75-84 = 1 point, 85-94 = 2 points, over 95 = 3 points)

Water Conservation

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

Interior Finishes / Green Purchasing Policy

- _____ Use of environmentally safe products
- _____ Local or recyclable materials used in interior
- _____ Policies or Program(s) for purchasing green products
- _____ Recycling of construction waste

Tenant Communication / Education

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

PROPERTY PHYSICAL OPERATIONS AND APPEARANCE

30% of TOTAL SCORE.

Score each item between 1 – 5.

- Consider overall property appearance & cleanliness. Is the property management team doing the best they can with what they've got? Everything should be well maintained. Age of building should not affect the scoring.

Landscaping/Grounds/Building Exterior

- _____ Cleanliness/Housekeeping
_____ Maintenance/Overall Appearance

Entrance/Main Lobby

- _____ Cleanliness/Housekeeping
_____ Maintenance/Overall Appearance

Elevators

- _____ Cleanliness/Housekeeping
_____ Overall Appearance/lighting
_____ Operation/maintenance (*leveling, door timing, response time, phone working?*)
_____ Elevator Machine room (*clean, updated maint log*)

Roof

- _____ Cleanliness
_____ Maintenance/appearance (*consider water ponding, blisters, bubbles, etc*)
_____ Inspection Procedures/OSHA compliance (*outside inspection/roof anchor inspection*)

Stairwells

- _____ Cleanliness/Housekeeping
_____ Overall Appearance/lighting/signage

Typical Tenant Suite

- _____ Cleanliness/Housekeeping
_____ Maintenance/Overall Appearance

Multi-Tenant Corridors

- _____ Cleanliness/Housekeeping
_____ Maintenance
_____ Overall appearance/lighting/signage

Restrooms

- _____ Cleanliness/Housekeeping (*air quality, adequate paper & soap supplies, refuse handling*)
- _____ Maintenance/Overall Appearance

Equipment Rooms/Service closets

- _____ Electrical (*cleanliness, maintenance, labeled panels, safety*)
- _____ Air Handler (*cleanliness, maintenance, filter condition, safety*)
- _____ Telephone (*cleanliness, maintenance, fire stop*)
- _____ Janitorial closet (*cleanliness, maintenance, organization, safety*)

Refuse Removal and Loading Dock Areas

- _____ Cleanliness/Air Quality/Free from Insects
- _____ Maintenance/Overall Appearance

Parking Facilities

- _____ Cleanliness/Housekeeping
- _____ Maintenance/Overall Appearance
- _____ Security/Safety/Lighting (*user-friendliness, signage, etc.*)

TENANT RELATIONS AND PROPERTY PERSONNEL

30% of TOTAL SCORE.

Score each item between 1 – 10

- *What has this property team (engineering team) done to make the workplace environment better for their tenants? Are they communicating effectively with the tenants? Keeping tenants informed of business and community information? Do they facilitate a vibrant work environment?*
- *What have they done for the community? How are they good neighbors? What does the building presence contribute to the community (jobs? Amenities, etc)*
- *What does the staff do to keep themselves informed and up to date with the industry? Are they taking advantage of educational opportunities? Are they mentors to other staff members & their peers? Are they active in the market? Are they good financial managers? Do they seek creative cost effective solutions? Do they do the best they can with what they have? Do they manage their vendors and service providers effectively?*

TENANT RELATIONS

- _____ Tenant communications/manual/emergency preparedness
- _____ Tenant relations programs/events
- _____ Measurement of tenant satisfaction (*surveys*)
- _____ Tenant service request program
- _____ Special services/amenities

COMMUNITY IMPACT

- _____ Community involvement
- _____ Positive impact / Charity drives
- _____ Amenities to community (*parks, special events, concerts*)
- _____ Economic Impact

EMERGENCY PREPAREDNESS/ SECURITY /LIFE SAFETY

- _____ Emergency Preparedness Plan for Staff
- _____ Fire & Life safety equipment Maint/Inspect
- _____ Fire Drills/Fire Safety Plan
- _____ Fire Panel/Fire Control Room
- _____ Emergency Generator
- _____ Key Control
- _____ Security Staff Training and Development
- _____ Access Control of Entry points
- _____ First Aid supplies/eye wash

STAFF: CREDENTIALS & TRAINING, MGMT PRACTICES

- _____ Staff Training/Development/Designations (*Professional Designations for Team Members, Engineering Certifications, In House/On Line Training*)
- _____ Professional Affiliation Involvement (*AOBA, IREM, PMA, IFMA, Chamber of Commerce*)
- _____ Property Policies and Procedures (*manuals?, documentation*)
- _____ Operating Expenses Control
- _____ Financial reporting
- _____ Use of Technology
- _____ Vendor management effectiveness

THE PROPERTY TEAM

- _____ Knowledge of building
- _____ Comprehensive history/overview/summary of bldg
- _____ Organization/preparation
- _____ Did they weave a building/team story?
- _____ Are they cohesive/competent/committed?
- _____ Staff introductions
- _____ Overall presentation