

**2011 OFFICE BUILDING OF THE YEAR "TOBY"
(Suburban Office Park Category)**

BUILDING NAME: _____

CITY: _____

CATEGORY: _____ **SUBURBAN OFFICE PARK** _____

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:

PROPERTY PHYSICAL OPERATIONS AND APPEARANCE

1/3 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.*

COMMON ELEMENTS (FOR ENTIRE OFFICE PARK)

Entrance to Park

____ Signage / Landscaping / Curb Appeal

____ Maintenance/Overall Appearance

Landscaping/Grounds/Building Exterior

____ Cleanliness/Housekeeping

____ Maintenance/Overall Appearance

Parking Facilities

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

INDIVIDUAL BUILDING INSPECTIONS: BUILDING #1

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

INDIVIDUAL BUILDING INSPECTIONS: BUILDING #2

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

INDIVIDUAL BUILDING INSPECTIONS: BUILDING #3

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

PROPERTY OPERATIONAL PROCEDURES

1/3 of TOTAL SCORE.

Score each item between 1 – 10

- *Do they have policies and procedures in place to insure optimal operations? Can they show you records and inspections? Can they demonstrate energy savings?*
- *Ask questions. How well informed is the staff about their policies? Can they show examples?*
- *Ask for dates, ask for audit results. Ask to see certificates and manifests.*

HVAC / ENERGY MONITORING / MECHANICAL

- _____ Energy Management System
- _____ Energy Conservation programs (*can they demonstrate savings?>*)
- _____ Equipment & system performance monitoring
- _____ Preventive Maintenance programs
- _____ Inspection Procedures (Plant/Mechanical)
- _____ Level of Physical Organization
- _____ Drawings/Flr Plans/Operation manuals
- _____ Water treatment program
- _____ Use of Current Technology

- _____ BONUS: ENERGY STAR performance rating (add bonus point for rating over 75)

ENVIRONMENTAL / REGULATORY / SUSTAINABILITY

- _____ Recycling /Waste management
- _____ ADA compliance
- _____ Hazardous waste management/disposal
- _____ Sustainable programs (*green cleaning, integrated pest mgmt, water reduction*)
- _____ Indoor Air quality/Smoking regs
- _____ Lockout/Tagout/OSHA Compliance
- _____ Safety Training for Staff
- _____ Elev/Bldg Equip inspections/Certificates

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

TENANT RELATIONS AND PROPERTY PERSONNEL

1/3 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

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