



**THE OUTSTANDING BUILDING OF THE YEAR (TOBY)  
2020 BUILDING INSPECTION FORM (EARTH ONLY)**



CATEGORY: Earth	TOUR DATE:
BUILDING NAME:	NAME OF JUDGE:
ADDRESS:	TOUR START TIME:
CITY:	TOUR END TIME:

**REQUIREMENT FOR ENTRY**  
Energy Star Benchmarking must be performed AND shared with BOMA International.

**INSTRUCTIONS FOR JUDGES**  
This Judging Sheet Workbook is interactive and has formulas built in for scoring. Fields you need to complete are highlighted in yellow; no other fields should be altered or changed. Formulas will not need to be manipulated if these directions are followed.  
**SCORE EACH ITEM ON A SCALE FROM 0-4 - no decimals or fractions.**  
**USE THE FOLLOWING GUIDELINES:**  
0 = Poor/Unacceptable, 1 = Below Average, 2 = Fair/Average, 3 = Good/Above Average, 4 = Excellent  
For Energy Star provide the following points: 1 = 74 and below; 2 = 75 to 84, 3 = 85 to 94; 4 = 95+  
**TYPE "1" NEXT TO EACH ITEM JUDGED; "0" NEXT TO EACH ITEM NOT JUDGED; IF AN ITEM WAS JUDGED BUT NOT DISCUSSED, TYPE "0" IN SCORE AND "1" IN JUDGED.**

**PRESENTATION**

Interactive fields	score each item 0-4		type "1" if item judged "0" if not	comments Please include comments for each category. Ensure all comments are constructive.
	score	judged		
<b>Building Environment/Indoor Air Quality</b>				Category Comments
Indoor Air Quality Performance				
Environmental Smoke Control				
Indoor Pollution Control				
Cleanliness				
Ventilation Systems				
Thermal Comfort				
Lighting				
<b>Total Points</b>	0 /	0	4 = (Maximum score is 4)	
<b>Category Score</b>	0.00		Decimals allowed for Category Score only	

Interactive fields	score each item 0-4		type "1" if item judged "0" if not	comments Please include comments for each category. Ensure all comments are constructive.
	score	judged		
<b>Recycling</b>				Category Comments
Storage and Collection of Recyclables				
Sustainable Landscape Maintenance				
Other (not mentioned above)				
<b>Total Points</b>	0 /	0	3 = (Maximum score is 4)	
<b>Category Score</b>	0.00		Decimals allowed for Category Score only	

Interactive fields	score each item 0-4		type "1" if item judged "0" if not	comments Please include comments for each category. Ensure all comments are constructive.
	score	judged		
<b>Energy Conservation</b>				Category Comments
Energy Performance				
Building Staff Education Materials				
Energy Efficient Features				
Building EMS Monitoring				
<b>Total Points</b>	0 /	0	4 = (Maximum score is 4)	
<b>Category Score</b>	0.00		Decimals allowed for Category Score only	

Interactive fields	score each item 0-4		type "1" if item judged "0" if not	comments Please include comments for each category. Ensure all comments are constructive.
	score	judged		
<b>Water Conservation</b>				Category Comments
Water Performance				
Water Efficient Toilets/Closets				
Water Efficient Faucets				
Innovative Water Management				
<b>Total Points</b>	0 /	0	4 = (Maximum score is 4)	
<b>Category Score</b>	0.00		Decimals allowed for Category Score only	

Interactive fields	score each item 0-4		type "1" if item judged "0" if not	comments Please include comments for each category. Ensure all comments are constructive.
	score	judged		
<b>Interior Finish</b>				Category Comments
Building Common Areas Space				
Tenant Space				
Local Vendors and Product Lines				
Construction Waste Recycling				
<b>Total Points</b>	0 /	0	8 = (Maximum score is 4)	
<b>Category Score</b>	0.00		Decimals allowed for Category Score only	

Interactive fields	score each item 0-4		type "1" if item judged "0" if not	comments Please include comments for each category. Ensure all comments are constructive.
	score	judged		
<b>Occupant Communication/Education</b>				Category Comments
Promotion of reusable products				
Availability of Green Resources for Tenants				
Visibility of Green Initiative				
Other (not mentioned above)				
<b>Total Points</b>	0 /	0	4 = (Maximum score is 4)	
<b>Category Score</b>	0.00		Decimals allowed for Category Score only	

**SCORING SUMMARY (formulas for calculations are built in)**

PRESENTATION	Category Score	Maximum Allowable Points
		Decimals Acceptable
Building Environment/Indoor Air Quality	0.00	4
Recycling	0.00	4
Energy Conservation	0.00	4
Water Conservation	0.00	4
Interior Finish	0.00	4
Occupant Communication/Education	0.00	4
<b>TOTAL CATEGORY AVERAGES (excluding Renovated):</b>	<b>0.00</b>	<b>24.00</b>
<b>FINAL SCORE (0% - 100%)</b>	<b>0.00%</b>	
must achieve 70% or greater to be eligible for award		

**Additional Comments/Special Recognition:**

**JUDGE'S AFFIDAVIT**

As on eof the judges for the local BOMA TOBY Awards Program:

- 1) I have no conflicts of interest that prohibit me from judging this building entry and the category in which it is entered and
- 2) I have reviewed the category definition for this building entry and
- 3) I am satisfied this building has entered the appropriate category based upon the available BOMA International current TOBY entry requirements in which this building has entered the BOMA local competition
- 4) I have recorded scores that reflect my opinion for the purposes of judging this building entry
- 5) I have personally entered and reviewed scoring for each item



Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company (worked for at time of judging): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_