

# TOBY INSPECTION VERIFICATION FORM

## RETAIL - 2025

**Building Name:** \_\_\_\_\_

**Local/City/Jurisdiction:** \_\_\_\_\_

**Category:** \_\_\_\_\_

Areas Inspected <small>(All items are required for eligibility to compete if applicable to the property type)</small>	Yes	N/A	Comments
Entrance/Mall Lobby			
Security/Life Safety			
Management Office			
Elevators			
Common Corridors			
Restrooms			
Stairwells			
Central Plant/Engineering Office			
Equipment Rooms/Service Areas			
Evidence of Evacuation Drills Conducted Within 12 Months			
Roof			
Parking Facilities			
Landscaping/Grounds			
Refuse Removal, Grease Traps and Loading Dock Areas			
Tenant Amenities			
Preventive Maintenance Manual			
Standard Operating Procedures (SOP) Manual (Digital or Printed)			
Emergency Procedures Manual			
BOMA Measurement Standard Summary			
Financial Reports			
Purchasing Policies			

### Judge's Affidavit

As one of the judges for the local BOMA TOBY Awards Program, I have inspected the above indicated areas at the building site using BOMA International's "The Outstanding Building of the Year" program.

Judge's Name: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Date: \_\_\_\_\_