

# TOBY INSPECTION VERIFICATION

Building Name:  
 Local/City/Jurisdiction:  
 Category:

**Areas Inspected** (All items are required for eligibility to compete if applicable to the property type )

	Yes	N/A	Comments
Entrance /Main Lobby			
Security/Life Safety			
Management Office			
Elevators			
Multi-Tenant Corridors			
Restrooms			
Stairwells			
Typical Tenant Suite			
Central Plant/Engineering Office			
Equipment Rooms/Service Areas			
Evidence of Evacuation Drills conducted within past 12 months			
Roof			
Parking facilities			
Landscaping/Grounds			
Refuse Removal and Loading Dock Areas			
Tenant Amenities			
Preventive Maintenance Manual			
SOP Manual/Documentation of Standard Operating Procedures (online or printed)			
Regular Financial Reports/Accounting Software			
Purchase 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 (please print):

Judge's Signature:

Date:



TOBY AWARD SPONSOR

