

TOBY INSPECTION VERIFICATION - RETAIL

Building Name:
 Local/City/Jurisdiction:
 Category:

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

	Yes	N/A	Comments
Entry/Mall Lobby*			
Security/Life Safety			
Management Office *			
Elevators *			
Common Corridors *			
Restrooms *			
Stairwells *			
Central Plant/Engineering Office			
Equipment Rooms/Service Areas*			
Landscaping/Grounds			
Parking Facilities*			
Refuse Removal and Loading Dock Areas*			
Roof*			
Tenant Amenities *			
Evidence of Evacuation Drills			
Regular Financial Reports			
Purchasing Policies			
SOP Manual/Documentation of Standard Operating Procedures (electronic or printed)			
Preventive Maintenance Manual			
BOMA Building Measurement Standard Summary			

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

