








TOBY INSPECTION VERIFICATION

Building Name: _____

Local/City: _____

Category: _____

Areas Inspected <i>(All items are required for eligibility to compete)</i>	Yes	No
Entrance /Mail 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 (grade only if Owner/Agent Operated)		
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 		
COI for Comprehensive, and/or Liability Insurance 		
Certificate of occupancy or business license for code compliance 		

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: