

TOBY INSPECTION VERIFICATION FORM

RETAIL - 2027

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: _____