



Topaz Awards

Maintenance Supervisor Score Sheet

Property Name: _____

Questionnaire

Questionnaire Scoring Criteria	
Questions	Score
1 – Goals	
2 – Challenges	
3 – Priorities	
4 – Coordination	
5 – Training and Education	

Questionnaire Scoring Key	
1 Poor	Meets Minimal Expectations
2 Average	Meets Average Expectations
3 Good	Meets MOST Exceptions
4 Excellent	Meets ALL Exceptions
5 Outstanding	Exceeds Expectations

Scoring Guidelines: Please read through the questionnaire form for each nominee. Please score each response on a scale of 1 to 5 with 1 being the lowest (poor) and 5 being the highest (outstanding). 25 points are possible. This will be 50% of the total score. The other 50% will be from the interview.

Please no half or partial points. Be consistent in your scoring for all nominees.

Total Maintenance Supervisor of the Year Scoring:

QUESTIONNAIRE	INTERVIEW
25 points possible Formula Score/25 =	30 points possible Formula Score/30 =
Sample Score 18/25 = .72	Sample Score 24/30 = .8
TOTAL SCORE	Questionnaire of .72 + Interview of .8 = 1.52