

Entry Form

Facilities Management Team Award

Most facilities management teams work in a range of areas, combining resources and activities to deliver a safe, healthy and efficient work environment. This award recognises and celebrates the achievements of the facilities management (FM) team, whether in-house or outsourced, who delivers outstanding operational performance from an individual building, a site with several buildings, business premises including supporting facilities or a portfolio of assets. This includes delivering the comfort levels and working conditions required by the users while demonstrating substantially reduced carbon emissions, energy, water consumption and effective waste management.

Entries may be submitted by any or all members of the FM team, for a building, buildings, business premises including supporting facilities or a portfolio of assets in Hong Kong and should cover a **full year of facilities management activity**, supported by operational performance data, during the period **1 January 2017 - 31 December 2021**.

Please complete the entry form below. The headings reflect the judging criteria and the judges will be looking for you to provide the relevant information under each heading.

Submission instructions (on or before 5:00p.m. on 23 June 2023)

1. Complete and save this document
2. Complete the required fields and follow the instructions

By email

3. Submit your signed entry form and supporting documents (file size should be less than 10MB) by email to secretariat@cibse.org.hk

If you have any questions then please contact us on 8203 3995 or by email to secretariat@cibse.org.hk.

Entrant details

Organisation

Full name		Job title	
Contact phone number		Contact email	

Project Details

Project name(s)

The project will be referred to by this name throughout the competition.

Project Address(es)

Date of initial FM activity completion (must be between 1 January 2017 - 31 December 2021)

Start date of the 12 month period for which performance data is provided

Project Organisations

Organisations

Please provide the names of all organisations that you would like credited in your entry. Please ensure that the company names you list are accurate as we may reproduce these on screen and in print. It is essential that you have the consent of all those named below to include them.

Facilities Manager:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Building Developer / Owner:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Project Manager:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Quantity Surveyor:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Brief Consultant:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Architect:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Building Services Engineer:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Sustainable Design Consultant:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Façade Consultant:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Lighting Designer:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Interior Designer:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Main Contractor:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
MVAC Maintenance Contractor:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Electrical Maintenance Contractor:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
BMS Maintenance Contractor:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
ELV / ICT Maintenance Contractor:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Fire Services Maintenance Contractor:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
P&D Maintenance Contractor:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>
Other:	Contact Person:	<input type="text"/>	Contact email:	<input type="text"/>

Entry criteria

Please outline how your entry meets each of the entry criteria. Judges are looking for information in each of the sections when assessing the entries. Each question is scored and incomplete questions do not attract a score.

This is your opportunity to tell the judges why your project should be recognized and celebrated.

Documents, charts or photos should be referenced and included in your supporting documents. The word count for each criteria is not prescriptive and acts only as a guide, concise entries are appreciated by the judges.

- 1. Please describe the Facilities Management Team strategy and operational performance objectives. Please focus on the health, wellbeing and productivity of occupants and the energy efficiency and carbon emissions of the project.**

Word count guide: 200 – 300

- 2. Please describe the building, campus or portfolio and any specific operational performance objectives for premises.**

Word count guide: 100 - 200

3. **Tell us about any special project objectives, challenges, or constraints and how these were addressed in the initiative.**

Word count guide: 300 - 400

4. **Provide evidence of specific facilities management measures taken to reduce energy use, eg changes to the lighting, heating, or cooling provision, changes to other plant or equipment, modified hours of operation or other control parameters; changing staff or user behaviour by training, education and motivational activities.**

Word count guide: 300 - 500

5. **Please show user feedback on the building(s) or portfolio, the measures taken based on the feedback and the user satisfaction with the measures adopted.**

Word count guide: 300 - 500

6. **Please provide evidence of collaboration between the various members of the project team, including users and how that contributed to improved performance.**

Word count guide: 300 - 500

7. Detail specific evidence of training and education initiatives to support the facilities management team.

Word count guide: 200 - 500

8. Please provide one year's evidence of measured operational performance and energy use data. You may wish to include including an energy related certificate or report.

Word count guide: 300 - 500

Further information (optional)

Is there anything else you would like to tell us about your project and its impact on the people who use it, the environment it lives? This is your opportunity to provide any further information, evidence or references that you would like included in your entry.

Word count guide: 200 - 300

Supporting documents and photographs

Entries should include supporting documents or evidence to supplement this written part of the submission. All supporting documents should be collated into one PDF document for upload. Entries should be accompanied by a minimum of 5 high-resolution photographs illustrating building or project and its features. The photographs will be used in marketing for shortlisted and winning entries, and on screen at the awards. The photographs also assist our judges in understanding your entry. Please take the opportunity to show off your projects.

Please list all the documents you have included: