

## Entry Form

### Project of the Year – Retrofit Building

This Award recognises the retrofit of a building that most effectively demonstrates achievement of high levels of user satisfaction and comfort and outstanding measured building performance, energy efficiency and reduced carbon emissions.

This category is open to all types of buildings. Entries in this category must be from Hong Kong and should be for projects completed during the period **1 January 2015 - 31 December 2019**, and be accompanied by **a full year of operational data**. Entries may be submitted by any or all members (together) of the project team.

Entries must be for retrofit project of whole building or of any substantial or significant part of a building only.

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 28 May 2021)**

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](mailto:secretariat@cibse.org.hk)

If you have any questions then please contact us on 8203 3995 or by email to [secretariat@cibse.org.hk](mailto:secretariat@cibse.org.hk).

#### **Entrant details**

##### **Organisation**

<b>Organisation</b>	
<b>Full name</b>	<b>Job title</b>
<b>Contact phone number</b>	<b>Contact email</b>

#### **Project Details**

##### **Project name**

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

##### **Project Address**

##### **Project completion date (must be between 1 January 2015 - 31 December 2019)**

##### **Date the building was first fully in use after the project completed**

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

<b>Project Organisations</b>			
<b>Organisations</b>			
<i>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.</i>			
Building Services Engineer:			
	Contact Person:		Contact email:
Building Developer / Owner:			
	Contact Person:		Contact email:
Project Manager:			
	Contact Person:		Contact email:
Quantity Surveyor:			
	Contact Person:		Contact email:
Brief Consultant:			
	Contact Person:		Contact email:
Architect:			
	Contact Person:		Contact email:
Sustainable Design Consultant:			
	Contact Person:		Contact email:
Façade Consultant:			
	Contact Person:		Contact email:
Lighting Designer:			
	Contact Person:		Contact email:
Interior Designer:			
	Contact Person:		Contact email:
MVAC Contractor:			
	Contact Person:		Contact email:
Electrical Contractor:			
	Contact Person:		Contact email:
ELV / ICT Contractor:			
	Contact Person:		Contact email:
BMS Contractor:			
	Contact Person:		Contact email:
Fire Services Contractor:			
	Contact Person:		Contact email:
P&D Contractor:			
	Contact Person:		Contact email:
Main Contractor:			
	Contact Person:		Contact email:
Facilities Manager:			
	Contact Person:		Contact email:
Other:			
	Contact Person:		Contact email:
Other:			
	Contact Person:		Contact email:

**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 provide a synopsis of the project and its building performance objectives; addressing health, wellbeing and productivity of occupants and the energy efficiency and carbon emissions of the project.**

*Word count guide: 300 – 400*

- 2. Tell us about any special project objectives, challenges, or constraints and how you addressed these in the design solutions you adopted.**

*Word count guide: 300 - 400*

**3. What is your energy use for the building in MJ/m<sup>2</sup>/annum?**

*Word count guide: 200 - 500*

**4. What is the relevant benchmark for buildings of this type against which you are comparing your performance in MJ/m<sup>2</sup>/annum?**

**5. Describe how the project demonstrates excellence and innovation. Possible areas could include the Building Services Engineering systems, facades, energy efficiency and management, carbon reduction measures and innovative process or collaboration models.**

*Word count guide: 200 - 500*

**6. Describe how the project addresses energy monitoring and carbon reduction. Also, describe any metering or building automation and control systems used on the project.**

*Word count guide: 200 - 500*

**7. Tell us about the commissioning, handover and soft landings processes used on the project, and how they contributed to achieving the teams intended building performance.**

*Word count guide: 200 - 500*

**8. How have you collected user feedback and what impact has it have on the operation and performance of the building?**

*Word count guide: 200 - 300*

**9. Provide evidence of costs and expected savings associated with these measures as well as anticipated payback periods.**

*Word count guide: 200 - 500*

**10. Provide one year's evidence of measured building performance and energy use data. You may wish to include including an energy related certificate or report.**

*Word count guide: 200 - 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:*