



Awards of Excellence 2014
**The George Graves Award for
Facility Management Achievement**

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The George Graves Award for Facility Management Achievement

Thank you for your interest in preparing a submission for the 2014 IFMA Awards of Excellence program. We appreciate your participation in this awards program and your effort to complete the nomination form and email submission process thoroughly and thoughtfully.

Nomination Process

Nominating for an award is as easy as 1-2-3!

1. Review [helpful docs online](#).
2. Complete this nomination form and create supporting exhibit files.
3. Email this form and digital files for supporting exhibits to awards@ifma.org.

All completed submissions are due to IFMA headquarters by **May 12, 2014**. Nominators and entrants will be notified in August 2014 regarding qualification. All awards will be presented at the Awards of Excellence events at World Workplace 2014 on Friday, Sept. 19th in New Orleans, Louisiana.

Please contact IFMA Awards of Excellence by e-mail at awards@ifma.org, or by phone at 281-609-0990, if you have any questions.



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2014 NOMINATION FORM

This award recognizes an individual or team whose facility management program or idea has had a substantial positive effect on contributing to the success of their organization. Submittal covers activities from May 1, 2013 to April 30, 2014. Please complete the following information:

Who are you?

You must be an IFMA member to submit a nomination. As the nominator, all communications regarding this entry will be directed to you.

Name: _____

Email address: _____

Phone #: _____

Employer: _____

Business address: _____

City: _____ State/Province: _____ Zip/Postal code: _____

Country: _____

Who are you nominating?

Nominee(s) must be an IFMA member in good standing. Please list individual or team lead contact.

Nominee:

Individual

Team

E-mail: _____

Company phone #: _____

Current position: _____ Number of years in position: _____

Business address: _____

City: _____ State/Province: _____ Zip/Mail

code: _____ Country: _____

Other Team Members (if applicable):



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Categorize

Select related one or more categories that apply to this nomination:

- | | |
|--|--|
| <input type="checkbox"/> Communication skills | <input type="checkbox"/> Planning and project management |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Quality assessment and innovation |
| <input type="checkbox"/> Human and environmental factors | <input type="checkbox"/> Real estate |
| <input type="checkbox"/> Leadership and management | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Maintenance and operations | |

Summarize

Summarize the basis for this nomination. Explain the mission, goals and objectives of the nominee company's facility management organization.

Complete the Criteria Questions

1. Describe the nature of the facility management program or idea nominated for this award. Include detailed information that will demonstrate how this idea or program shows measurable improvement over past activities. (0-15 points)



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2. Describe the breadth of the impact of this project (how many people use, benefit from, etc.). (0-10 points)

3. How has this program supported the business objectives of the company or organization? (0-5 points)

4. What financial benefits have resulted from this idea or program? (0-10 points)



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5. Has this program or idea gained recognition throughout the company or organization? If so, explain how (show impact on clients, organizations, etc.). (0-10 points)
6. What has been the impact/improvement to the organization as a direct result of this program over time? Provide historical data, trends, multi-year cost performance, prior year satisfaction surveys, etc. (0-15 points)
7. What audit procedures are in place to assure continued excellence by the nominee company? (0-10 points)



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Your Authorization:

I hereby agree that IFMA has the right to use my name and information in this form as it relates to the promotion of this award. I understand the award can be published in IFMA and other trade publications.

Name: _____ Email: _____

Position: _____

Signature: _____ Date: _____

Your Organization's Authorization:

We hereby agree that IFMA has the right to use our nominee's name, organization and information in this form as it relates to the promotion of this award. We understand the award can be published in IFMA and other trade publications.

Name: _____ Email: _____

Position: _____

Signature: _____ Date: _____

Exhibits:

Please include a maximum of five additional file attachments to the submission email for exhibits.

Submit nomination:

Email this form and additional exhibit files to awards@ifma.org.

Each submission is reviewed to ensure it meets the specific requirements established for that particular category. Incomplete submissions or those that do not meet the requirements will be returned to the nominator and will not be considered eligible.