

**Asia Pacific Best Managed Facility Award**

Award will be presented at IFMA HK Chapter 25th Anniversary Dinner & 2017 Asia Pacific Awards of Excellence Awards Presentation Ceremony on May 9, 2017 in the Hong Kong Jockey Club.

This award recognizes a facility whose facility management program has had a substantial positive effect on contributing to the success of the facility.

***Criteria Questions:***

1. **Summarize the basis for this nomination. Explain the mission, goals and objectives of the nominee’s facility.**
2. **Describe the breadth of the impact of the facility (how many people use, benefit from, etc.) How did the team address customer service, training, accessibility, etc.?**
3. **How did the facility and the facility management team support the business objectives of the company or organization?**
4. **How did the facility management team apply the FM core competencies to manage the facility?**

FM core competencies: Communication, emergency preparedness and business continuity, environmental stewardship and sustainability, finance and business, human factors, leadership and strategy, operations and maintenance, project management, quality, real estate and property management, technology

1. **In hindsight, what are the main lessons learned or experience gained that the team would do differently to replicate the project elsewhere? (Could it have been implemented faster, more effectively, etc.?)**

***Remarks:***

* Nominator must be an IFMA member for a minimum of one year.
* Application should be submitted to World Workplace Asia 2017 Secretariat Office by March 31, 2017 to be considered:
Ms. Bernice Cheng
+852 25120111
hk-ifma.administrator@ifma.org.hk
* Submittals should cover activities from January 1, 2015 to February 28, 2017.
* Each nomination should be based on either no more than 3 projects or 1 specific project, or 1 specific initiative as specified by each award within the calendar year.
* Nominator can submit more than one nomination for each category.
* Written submission with maximum 750 words describing the selected project(s) and why your project deserves to win.  Written submission should be in WORD format.
* A maximum of 5 pages of attachments and 3 testimonials you believe will support your entry and help judges to understand your project, e.g.
	+ High quality before-and-after photographs that are clearly captioned, explaining the image and the date the photograph was taken, to assist explaining and demonstrating the project
	+ Plans and layouts to assist explaining and demonstrating the project.
	+ Other evidence including media coverage, business endorsements, professional / industrial recognitions, partnership engagement or community feedback.
	+ All attachments should be in PDF format.