

**Asia Pacific Best Managed Sustainability Program 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’s sustainability program has had a substantial positive effect on the environment and the organization.

***Criteria Questions:***

1. **Eight major sustainability categories** (energy, water, materials and resources, workplace management, indoor environmental quality, quality of services, waste and site impact): **Describe sample initiatives for each of the 8 major sustainability categories and explain the related metrics (30%)**
2. **Organization's strategy alignment: State how to align FM strategy with the overall organization's strategy. (15%)**
3. **Leadership engagement: List the strategies to keep leadership engaged in and committed to a sustainability initiative. (20%)**
4. **Communications: Describe application of strong communications plan. (15%)**
5. **Achievement: Demonstrate how the application of sustainability initiatives enhance the workplace. (20%)**

***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
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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.