



Empowering Facility Professionals Worldwide

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Awards of Excellence 2012

The Sheila Sheridan Award for Sustainable Design and Energy Efficient Projects

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This award is presented to the individual or team whose project is an outstanding example of a base building and/or interior design facilities project that promotes sustainable design and/or energy efficiency. This award category encourages, rewards and recognizes excellence, leadership and innovation for the design, construction and operation of environmentally responsible and sustainable projects for commercial and other non-residential buildings.

This award will be presented to a team that demonstrates **complexity or uniqueness of design issues, overall performance, human factor/aesthetics integration, energy efficiency, sustainability, innovation, ability to replicate, and positive project perception.**

The judging panel will consist of the seven distinguished IFMA members.

Eligibility:

Any IFMA, BIFM or FMA member in good standing, who has taken a significant role in the project, can submit an entry. Submitters can work with other, non-IFMA, BIFM or FMA members in preparing the entry package. At least one member of the team must have been a Member or Associate member of IFMA, BIFM, or FMA for at least one year.



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Dear Prospective Nominator:

Thank you for your interest in preparing a submission for the 2012 IFMA Awards of Excellence program. This program honors those individuals, companies, chapters and councils who have raised the bar in their contributions to the advancement of the facility management profession and to IFMA around the globe.

All completed submission packages are due to IFMA headquarters by **June 4, 2012**. 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.*

Judging binders containing one of each submission in the various categories are assembled and are sent to the 2012 Awards of Excellence Judging Panel. The judging panels are composed of qualified volunteers who have demonstrated expertise and practice in the award areas they are to judge. The form used by the judges to evaluate this award is included in the nomination package. Each of the questions (achievements) and judges' overall evaluation of your entry are assigned point values and summed to determine the final score. Some award categories also call for the nominator to provide exhibits that are also worth points. Winners are determined by the highest total scoring; however, judges reserve the right to withhold an award should they determine no submission qualifies as "excellent" or does not reach the minimum of 85 cumulative points out of a total possible of 100.

We appreciate your participation in this awards program and your effort to complete the nomination package thoroughly and thoughtfully. Please review the following pages to ensure all requirements for the nomination are met. Complete submissions are due at IFMA headquarters by **June 4, 2012**. Nominators and entrants will be notified in August 2012 regarding qualification. All awards will be presented at the Awards of Excellence events at World Workplace 2012 on Friday, Nov. 2 in San Antonio, Texas.

Please contact me by e-mail at barbara.zlatnik@ifma.org by phone at 281-974-5624 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Barbara J. Zlatnik'. The signature is fluid and cursive, with a long horizontal flourish extending from the end.

Barbara J. Zlatnik, CAE
Director, Member Services

Important Reminders:

Specific requirements have been established for all submittals to ensure the judging process is as objective as possible. Judging is done by volunteers and is an arduous task.

Please fill out the nomination form thoroughly. When all entries are received at IFMA headquarters, they will be assembled in a binder for each judge. Any submission not meeting these criteria will be disqualified. Please follow the specific guidelines below:

1. Type or computer-generate the forms. Font size should be at least 12-point (use a standard, easy-to-read font, such as Arial or Times New Roman).
2. Three-hole punch every page of your entry. Separate each judge's copy with clamps or rubber bands.
3. Do not place in presentation folders, notebooks or binders. All entries will be placed in notebooks for each judge.
4. You will be allowed **one** 8 ½" x 11" sheet of paper, front side only, per question asked on the nomination form. Be sure to clearly identify the question you are answering. This generally allows about 1,000 words to answer a question.
5. The nomination form explains how many pages of supporting exhibits you should submit. Any exhibits submitted in excess of the allowable amount will not be furnished to the judges. Exhibits should be placed in plastic sleeves
6. Examples of materials that may be placed in the sleeves: booklets, pictures, rosters, graphs, reports etc. Anything that is not that are not the standard size can be placed in a sleeve. Each sleeve is equivalent to one page (one side) of exhibits. You may place as many items in each sleeve as you wish.
7. The nomination form also clearly states how many copies of the entry must be submitted. Be sure all copies are very clear and equal in quality.
8. Provide specific information, not generalities. Statements such as "membership has increased significantly" would be more impressive if backed by actual statistics.
9. You will receive a verification letter acknowledging that IFMA headquarters has received your entry. Please contact Barbara Zlatnik if you do not receive this letter.
10. Your nomination package also contains the form the judges will use in evaluation of your entry. Take the time to read this prior to preparing your submittal so you will understand the criteria and point system.
11. Before forwarding your entry, verify that every judge's copy is complete and contains the supporting documentation required.

All nominations must be received at IFMA headquarters no later than **June 4, 2012** to be considered valid. The materials will be assembled into binders at IFMA headquarters and forwarded to the judges for review. Judges will score each submittal and IFMA headquarters staff will tabulate all scores. Winners will be determined by the highest total scoring; however, judges may reserve the right to withhold an award should they determine no submittal qualifies as excellent and has a minimum of 85 cumulative points.

2012 Nomination Form

Submittal covers projects completed between January 1, 2008 through May 30, 2012

Sustainable Design and Energy Efficient Project Award

Type or computer-generate the forms. Font size should be at least 12-point. An easy-to-read font such as Arial or Times New Roman should be used. All communications regarding this entry will be directed to the nominator.

Nominator must be a part of the project team and be an IFMA, BIFM or FMA member in good standing. Please attach other team members' names to nomination form.

Nominee: _____

Employer: _____

Current position: _____ No. of years: _____

Business address: _____ Phone #: () _____

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

Project Team Nominated by:

IFMA member: _____

Employer: _____

Business address: _____ Phone #: () _____

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

Fax #: () _____ E-mail: _____

Signature: _____ Date: _____

Sustainable Design and Energy Efficient Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only.

Briefly summarize the basis for this nomination, keeping in mind that you will provide further details on these aspects in questions one through eight.

Describe:

Complexity or Uniqueness of the Problem-Were there complex or unusual design problems that were addressed?

Overall Performance-How does the entry work as a whole? Is it maintainable?

Human factor/Aesthetics Integration-Is this an enriching and healthy place for people?

Energy Efficiency - Consider both the design and the operation of the system/building. Has the efficiency been adequately demonstrated? What improvements have been made in energy efficiencies compared to your previous circumstances? How does your project benchmark against the EPA's Energy Star Program criteria?

Sustainability-Does the project incorporate other elements that reduce the consumption of natural resources?

Innovation-Do the design solutions represent a new or unique approach in sustainable design?

Replicability-Can this solution be applied to other projects in the future?

Project Perception -How has the successful completion of the project changed the way that the end-users perceive the organization's commitment to environmental stewardship and how has this project changed the way that the facilities department is viewed by management.

Financial Value: How did the cost of implementation compare to projected savings?

Sustainable Design and Energy Efficient Projects Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

1. What was the initial reason(s) for taking a sustainable approach for the design of the project? How did that initial goal evolve as the design was developed? Was the goal realized in the completion of the project?

Sustainable Design and Energy Efficient Projects Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

2. How has the sustainable design, or practices, incorporated in the project, benefited the building's occupants?

Sustainable Design and Energy Efficient Projects Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

3. What specific sustainable practices, design features or materials were used in the project?

Sustainable Design and Energy Efficient Projects Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

4. How has the sustainable design, or practices, incorporated in the project, benefited the organization's bottom line?

Sustainable Design and Energy Efficient Projects Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

5. How has the sustainable design, or practices, incorporated in the project, benefited the surrounding community?

Sustainable Design and Energy Efficient Projects Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

6. What were the measurements of success for this project? Were they achieved?

Sustainable Design and Energy Efficient Projects Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

7. How could other organizations successfully replicate the sustainable practices, features and benefits, realized by this project, with similar results?

Sustainable Design and Energy Efficient Projects Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

8. What lessons were learned from the development and implementation process of this project?

Sustainable Design and Energy Efficient Award Nominee: _____

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.

Authorized Signature: _____

Position: _____ Date: _____

Exhibits:

Include a maximum of five sleeves of exhibits. Exhibits are 25% of the scoring and should include items like floor plans, photos, etc., that demonstrate this project's concepts and special features. Ensure any photos have captions.

Submit nomination:

Mail original and copies to:

IFMA Awards Committee
1 E. Greenway Plaza, Suite 1100
Houston, TX 77046-0194 USA

Submit nine copies of the entry for distribution to the judging panel.

Deadline for the receipt of nomination at IFMA headquarters is June 4, 2012.

IFMA's board of directors and their companies or institutions are not eligible.

2012 Judges' Evaluation Form

Submittal covers projects between January 2008 and May 31, 2010.

Sustainable Design and Energy Efficient Award

ACHIEVEMENTS: Sum of achievement columns 1-8 as follows.

1. What was the initial reason(s) for taking a sustainable approach for the design of the project? How did that initial goal evolve as the design was developed? Was the goal realized in the completion of the project? (0-10 pts)
2. How has the sustainable design, or practices, incorporated in the project, benefited the building's occupants? (0-10 pts)
3. What specific sustainable practices, design features or materials were used in the project? (10 points)
4. How has the sustainable design, or practices, incorporated in the project, benefited the organization's bottom line? (0-5 pts)
5. How has the sustainable design, or practices, incorporated in the project, benefited the surrounding community? (0-10 pts)
6. What were the measurements of success for this project? (0-5 pts)
7. How could other organizations successfully replicate the sustainable practices, features and benefits, realized by this project, with similar results? (0-15 pts)
8. What lessons were learned from the development and implementation process of this project? (10 points)
9. Overall Evaluation (0-15 pts)

EXHIBITS SUPPORTING ACHIEVEMENT: (Maximum total point value = 10 points distributed with respect to **Scope of exhibits** [extent to which all areas requiring support receive support]; **Relevance** [extent to which exhibits are on target]; **Adequacy** [overall strength of support where support is needed]).

Nominees	Achievements									Exhibits	Total Points
	1	2	3	4	5	6	7	8	9		

Judge: _____ Date: _____

Judges' Guideline for Point Spread						Definition
5	10	15	20	25	30	
0	0	0	0	0	0-1	Does not merit consideration
1	1-2	1-3	1-4	1-6	2-7	Below standards
2	3-4	4-6	5-8	7-12	8-14	Below average
2.5	5-6	7-9	9-12	13-16	15-18	Average
3	7-8	10-12	13-16	17-20	19-22	Above average
4	9	13-14	17-19	21-24	23-28	Excellent
5	10	15	20	25	29-30	Exceeds expectations

Check Sheet for Submittal

Sustainable Design and Energy Efficient Projects Award

General:

- Nominations are scored on content only, not creative presentation of the submission.
- The submission covers activities from January 2008 through May 31, 2012.
- **Do not place submission in presentation folders** (including spiral, GBC, notebook or other type of binder).
- Every page of submission should be three-hole punched.
- If you submit booklets, pictures, etc. that are not the standard size, please place them in a vinyl or plastic sleeve to avoid being lost. Each sleeve is the equivalent to one page of exhibits. The sleeve should be three-hole punched.
- You may use rubber bands or clamps to secure the separate copies of the submission.
- At least a 12-point font size must be used for the submission, and an easy to read font such as Arial or Times New Roman should be used.
- Submission should be typed or computer-generated.
- You are allowed **one** 8 ½" x 11" sheet of paper, using front side only, per question asked on the nomination form. Clearly identify the question you are answering.
- All questions on the nomination form should be completed as requested.
- Authorization must be signed.
- Nominee may not have won this category of Awards of Excellence in 2010 or 2011.

Specific requirements for the **Sustainable Design and Energy Efficient Projects Award**:

- Nominator must be an IFMA, BIFM, or FMA member in good standing (dues current).
- Nominee, or at least one member of a team nominated, must be an IFMA, BIFM, or FMA member (Member or Associate) in good standing for at least a year.
- Maximum of five sleeves (front and back) of exhibits may be submitted. No videotapes will be accepted. Photographs may be included within the five sleeves of exhibits. Exhibits are 25% of the scoring for this category. Include floor plans, details and photos to illustrate important project features.
- Provide nine copies of submittal.
- Deadline for receipt of nomination at IFMA headquarters is June 4, 2012.