



Excellence in Facility Management Award (EFMA) 2025

Application / Nomination Guidelines

Organised by:



The Hong Kong Institute of
Facility Management
香港設施管理學會

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Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**Introduction**

With a view to promoting the facility management profession and recognising the excellence in performance of delivering quality service to local and overseas facilities, the Hong Kong Institute of Facility Management (HKIFM) is proud to present the **EXCELLENCE IN FACILITY MANAGEMENT AWARD (EFMA)** to individual organisations and service providers of specialised sectors with outstanding achievements.

This year's Award focus is **“Embracing ESG, Empowering Community”**, which evaluates the strategies and action plans in integrating ESG initiatives into facility management services to create significant value for their stakeholders at nominated facility projects, while contributing to a more sustainable and equitable future. The result of **“Embracing ESG in Facility Management”** will contribute to their overall performance in EFMA 2025 assessment process.

Award Group**1. Excellence in Facility Management Award (Compulsory)**

Categories	Details
A. Hotel & Serviced Apartment	Hotels, holiday resorts or serviced apartments
B. Industrial	Industrial buildings accommodated logistics facilities / factory premises
C. Academic / Technological Properties and Facilities	Universities and associated facilities (i.e. Student Hall / Auditorium / Theatre), research and development labs, innovation hubs or data centers
D. Social Caring, Public Institution / Government Properties / Facilities	Government-own Properties, OR Public facilities which mainly provide social caring program or supporting services to enhance the public well-being, for example: <ul style="list-style-type: none"> • Hospitals / Healthcare/ Youth Hostel Facilities • Transitional Housing Projects or Elderly Housing, operated by Housing Department / Social Enterprises / Non-profit Organisations or Non-governmental Organisations • Community Services Centre • Others
E. Residential (Large-scale)	Private residential properties with units of 2,001 nos. or above
F. Residential (Medium-scale)	Private residential properties with units ranged from 501 nos. to 2,000 nos.
G. Residential (Small-scale)	Private residential properties with units of 500 nos. or below

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H. Public Rental Housing	<p>Hong Kong Housing Authority Residential Projects:</p> <ul style="list-style-type: none"> • Public Rental Housing (PRH) • Interim Housing <p>OR</p> <p>Hong Kong Housing Society Residential Projects:</p> <ul style="list-style-type: none"> • Rental Estate • Rural Public Housing
I. Subsidised Sales Housing	<p>Hong Kong Housing Authority Residential Projects:</p> <ul style="list-style-type: none"> • Home Ownership Scheme (HOS) • Tenants Purchase Scheme (TPS) • Secondary Market Scheme (SMS) • Private Sector Participation Scheme (PSPS) • Green Form Subsidised Home Ownership Pilot Scheme (GSH) • The Buy or Rent Option (BRO) <p>Or</p> <p>Hong Kong Housing Society Residential Projects:</p> <ul style="list-style-type: none"> • Starter Home • Subsidised Sale Flats Project • Dedicated Rehousing Estates • Flat-For-Sale Scheme • Sandwich Class Housing Scheme • Urban Improvement Scheme
J. Commercial Building (Large-scale)	The total area of office buildings / skyscrapers must be 30,000 sq. meter or above
K. Commercial Building (Small & medium-scale)	The total area of office buildings / skyscrapers must be below 30,000 sq. meter
L. Retail	Retail facilities including shopping arcades and malls
M. Project Outside Hong Kong	Built assets outside Hong Kong

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2. Theme Award (Optional)

When Applicants / Nominees taking part in the “Excellence in Facility Management Award” under Categories 1A to 1M, they are welcome to enrol in the “Theme Award”.

This year, the “**Embracing ESG in Facility Management**” is to evaluate nominated facility projects’ strategies and action plans in integrating ESG initiatives into facility management services to create significant value for their stakeholders at nominated facility projects, while contributing to a more sustainable and equitable future.

The “Theme Award” on “**Embracing ESG in Facility Management**” would be presented to the Applicants / Nominees of **Each Award Group (Categories 1A to 1M) of EFMA 2025** with outstanding achievement in this specific area.

3. FM People Award (Optional)

For FM profession, the “People” aspect is defined as one of the major elements which organizations should value, with regards to its integration with work process and physical assets to serve particular strategic objectives. As such, the “FM People Award” is introduced to recognize practitioners with commendable achievements and performance in FM service sectors.

When Applicants / Nominees taking part in the “Excellence in Facility Management Award” under Categories 1A to 1M, they are welcome to recommend individual site staff to participate in the “FM People Award”.

The result for this Award will not have any impact on the total score of both “Excellence in Facility Management Award” and “Theme Award”.

For each nominated facility project, only **ONE (1) Nominee** should be proposed for each of the following categories*:

Categories	Eligibility of Candidate:
A. Managerial Grade	<ul style="list-style-type: none"> • Holder of bachelor's degree or above (QF Level 5 or above) from an approved program. • At least 5 years of working experience as of the application deadline. • Member of one of the professional bodies recognised by the Property Management Services Authority. (Source: PMSA Recognised Professional Bodies) • Be able to attend the Interview arranged by organiser.

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B. Officer Grade	<ul style="list-style-type: none"> • Holder of associate degree / higher diploma / higher certificate (QF Level 4) from an approved program. • Less than 5 years of working experience as of the application deadline. • Be able to attend the Interview arranged by organiser.
C. Supervisory Grade	<ul style="list-style-type: none"> • Diploma or below education qualification • Be able to attend the Interview arranged by organiser.

*OC reserves the right to request applicants / nominees to change their submission category after reviewing their position, actual job responsibilities and qualifications.

4. Outstanding Professional Integrity Award (Optional)

When Applicants / Nominees taking part in the “Excellence in Facility Management Award”, they are welcome to join the “Outstanding Professional Integrity Award”. The result for this Award will not have any impact on the total score of both “Excellence in Facility Management Award” and “Theme Award”.

Should on-site management teams decide to join this Award, they are required to demonstrate ethical practice in daily management operations at nominated facility projects, with actual experience cited for reference to demonstrate professional integrity, when submitting written documents for this Award.

Eligibility

Facility projects located outside Hong Kong are welcome to join “Excellence in Facility Management Award” Category 1M (Project Outside Hong Kong); while those located in Hong Kong Special Administrative Region are eligible to join Award Categories from 1A to 1L.

1. The nominated facility project should be currently in operation. The assessment of on-site management team’s performance is based on records and data for the **past 12 months** before document submission **NO later than 6 June 2025, Friday at 12:00nn.**
2. HKIFM reserves the right to supplement information contained in the Application / Nomination Guidelines. For any discrepancies of any released information including any previous published materials, the details contained in the Application / Nomination Guidelines (English version) shall prevail.
3. All Finalists for both “Grand Award”, “Theme Award” will be invited to exhibit to the Panel of Judges their best practice adopted for the respective shortlisted facility projects at the Finalist Presentation Sessions.
4. After the Finalist Presentation Sessions, Site Visits would be conducted by the Judging Panel to complete the assessment process. Finalists not taking part in the Presentation Sessions / Site Visits will be disqualified.

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5. If any conflict of interests would be arising between the Judge(s) and Applicant / Nominee, the said Judge(s) will excuse himself / herself / themselves from the judging process accordingly.

6. All decisions made by HKIFM and Panel of Judges are final and binding. Any requests for appeal will not be entertained.

7. Facility projects accredited as Grand Awardees of any Categories in Year 2023/24 are **NOT** eligible for submitting Application(s) / Nomination(s) to the same Category under EFMA 2025.

Note:

Personal data collected from Application / Nomination Forms will be used in the assessment process of EFMA 2025 ONLY. All personal data will be handled in strict compliance with the Personal Data (Privacy) Ordinance.

Nomination & Submission Details

1. Application / Nomination Deadline

16 May 2025 at 12:00 noon (Hong Kong Time / GMT +8)

(Late submission will NOT be considered.)

2. Document Submission Deadline

6 June 2025 at 12:00 noon (Hong Kong Time / GMT +8).

(Late submission will NOT be considered.)

Submission Guidelines:

1. Fill in and submit [E-Nomination Form](#) by 16 May 2025 12:00 noon
2. An acknowledgement email will be sent to the designated email address upon successful nomination. The acknowledgement email should be printed, signed with company chop, and sent with the administration fee (non-refundable) to “EFMA 2025 Secretariat – Room 2703, Max Trade Centre, 23 Luk Hop Street, San Po Kong, Hong Kong” by 16 May 2025 at 12:00 noon.
3. Fill in and submit the [E-submission Portal](#) by 6 June 2025 12:00 noon.

Note: All documents / materials for each Application / Nomination **must be submitted ONLINE**.

Administration Fee

Part A: EFMA 2025 (Compulsory)

HK\$3,200 per entry of EFMA 2025 for Early Bird (from 9 April 2025 to 9 May 2025)

HK\$4,000 per entry of EFMA 2025 after Early Bird (from 10 May 2025 to 16 May 2025)

Part B: Theme Award and/or FM People Award and/or Outstanding Professional Integrity Award (Optional)

Additional HK\$800 per entry for **EITHER** apply ONE **OR** ALL the above optional awards.

Note:

Administration Fee is non-refundable once submitted.

Administration Fee (non-refundable) must be sent by crossed cheque payable to “**The Hong Kong Institute of Facility Management Limited**”.

Judging Criteria

FM performance is to assess how people, work process and physical assets are integrated to serve the strategic objectives of organizations. The Judging Criteria are based on the following areas of core competency:

- Real estate portfolio management
- Maintenance and operation management
- Space planning and design management
- Project and contract management
- Environmental management
- Health, safety and physical security management
- Human resources management
- Information technology management
- Law on local real estate
- Financial management
- Logistic management
- Embracing ESG in Facility Management (Theme of EFMA 2025)

Please visit <https://www.hkifm.org.hk> for details.

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Assessment Criteria	Score Weighting
Part 1 Excellent Facility Management	
A CORPORATE LEVEL	
1. Organization Structure & Governance / Certification & Accreditation	10
2. Human Resources Management /Work-life Harmony	10
3. Legal Compliance / Financial Management	10
B SITE LEVEL	
1. Performance Award & Recognition	10
2. Leadership / Teambuilding	10
3. Maintenance & Renovation / Fitting-out Works	10
4. Occupational Safety and Health / Risk Management	20
5. Facility Management Practice / Logistic Management	20
6. Innovative and Improvement Works / Practices	20
Part 2 Embracing ESG in Facility Management (Theme of EFMA 2025)	
A CORPORATE LEVEL	
Policy & Guideline	10
B SITE LEVEL	
Implementation & Subsequent Review	20
Total	<u>150</u>

Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**Part 1 Excellence in Facility Management**

The Judging Panel will base on following criteria to conduct assessment of Applications / Nominations.

Corporate Level		Score Weighting
1. Organization Structure & Governance / Certification & Accreditation	<ul style="list-style-type: none"> ▪ A review of overall corporate governance including: <ul style="list-style-type: none"> ✓ background and business objective(s) ✓ management structure and headquarters organization chart ✓ vision, mission and core values ✓ business focus and scope of service ✓ key client / customer group ✓ workforce profile including average number of staff employed during the past 12 months, their attained academic level(s) / qualification(s), with the corresponding number of employees indicated ✓ number of staff with HKIFM membership and other professional qualification(s) (with details provided) ✓ contribution to FM profession ▪ To provide proven records indicating: <ul style="list-style-type: none"> ✓ certification of management systems adopted for service provision ✓ international / local accreditation of management system(s), with work processes identified, documented and examined 	10
2. Human Resources Management / Work-life Harmony	<ul style="list-style-type: none"> ▪ Compliance with Employment Ordinance ▪ Staff recruitment and dismissal ▪ Staff welfare and benefits ▪ Job deployment and rotation ▪ Staff training ▪ Reward and recognition ▪ Penalty and disciplinary action ▪ Occupational safety and health ▪ Work-life harmony ▪ Staff satisfaction survey 	10
3. Legal Compliance / Financial Management	<ul style="list-style-type: none"> ▪ Compliance with FM related statutory requirements ▪ Insurance coverage ▪ Tendering and procurement policy ▪ Internal audit on quality assurance and control ▪ External audit on legal compliance ▪ Professional responsibility / indemnity for FM service provision ▪ Financial management and accounting policy ▪ Cash flow management ▪ Building fund / management account auditing ▪ Legal retainer service 	10

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Site Level		Score Weighting
1. Performance Award & Recognition	<ul style="list-style-type: none"> ▪ External award attainment ▪ Public recognition from mass media ▪ Internal recognition from the headquarters of organizations ▪ Customer satisfaction survey ▪ Commendation from clients 	10
2. Leadership / Teambuilding	<ul style="list-style-type: none"> ▪ Manpower set-up of on-site management office ▪ Teamwork in daily operation routines ▪ Supervision of on-site team's performance / service standard ▪ Staff motivation ▪ Mentorship and coaching ▪ Staff performance appraisal / evaluation ▪ Staff caring / team gathering ▪ Joyful workplace / happy workforce ▪ Team morale ▪ Staff retention and succession plan 	10
3. Maintenance & Renovation / Fitting-out Works	<ul style="list-style-type: none"> ▪ Preventative maintenance & renovation approach ▪ Routine maintenance schedule for facilities and installations ▪ Ad hoc minor repairs / fitting-out works ▪ Space planning / design management in fitting-out works ▪ Compliance with design and safety needs as well as statutory requirements ▪ Tendering for contracts of maintenance works & renovation projects ▪ Prequalified / approved contractor list ▪ Contract award procedures ▪ Project supervision and contract management ▪ Contractor performance assessment with appropriate penalty system 	10

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Site Level		Score Weighting
4. Occupational Safety and Health / Risk Management	<ul style="list-style-type: none"> ▪ Implementation of ISO 45001:2018 Occupational Health and Safety (OHS) Management System ▪ Risk identification and assessment for daily routines ▪ Planning for risk handling ▪ Preparation of work instructions and operation manual for implementation ▪ Effectiveness evaluation and appropriate enhancement in OHS / risk management practice 	20
5. Facility Management Practice / Logistic Management	<ul style="list-style-type: none"> ▪ Budget preparation for daily operating expenses ▪ Cost control with budget variance analysis ▪ Credit control and handling of accounts in arrears ▪ Accounting document handling ▪ Cost effectiveness in service provision ▪ Security service and related installations ▪ Management of associated facilities ▪ Office administration and record keeping ▪ Client relationship management ▪ Regular review for continuous enhancement in service quality 	20
6. Innovative and improvement works/practices	<ul style="list-style-type: none"> ▪ Innovative services and/or facilities ▪ Improvement works ▪ Change / streamline of internal work and / or communication procedures ▪ Upgrade of existing service level/customer satisfaction and experience 	20

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Part 2 Embracing ESG in Facility Management (Theme of EFMA 2025)

Applicant / Nominee is required to demonstrate the strategy, policy, and framework of embracing ESG in facility management in the field of Governance, Environment, Social Aspects / People, Personal Data Privacy and Cybersecurity of the nominated facility projects.

Corporate Level	Score Weighting
Policy & Guideline	10
<ol style="list-style-type: none"> 1. Strategic ESG Integration: <ul style="list-style-type: none"> • Develop and implement ESG and SDG plans in corporate Facility Management. • Foster a culture of ESG to create long-term value. 2. Stakeholder Engagement and Communication: <ul style="list-style-type: none"> • Understand and prioritize stakeholders' ESG expectations. • Keep stakeholders informed about ESG initiatives and progress. 3. Continuous Evaluation and Improvement: <ul style="list-style-type: none"> • Develop, assess, and refine ESG strategies and metrics. • Improve work processes to enhance staff capabilities and meet ESG targets 4. Standards and Training: <ul style="list-style-type: none"> • Set and monitor ESG performance standards. • Adopt sustainable procurement practices. • Provide staff training on digital transformation, data privacy, and cybersecurity. 	
Site Level	Score Weighting
Implementation & Subsequent Review	20
<ol style="list-style-type: none"> 1. Stakeholder Engagement and ESG Integration: <ul style="list-style-type: none"> • Engage deeply with corporations to capture their priorities and expectations in fulfilling ESG targets. • Implement policies and measures that contribute to stakeholders well-being, environmental protection, sustainable development, data privacy protection, and cybersecurity. 	

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2. Risk and Opportunity Management:

- Identify, assess, and mitigate material risks and opportunities, including ESG and climate-related risks, addressing current and future needs of stakeholders.

3. Operational Strategies and Framework:

- Adopt appropriate operational strategies, policies, and frameworks in daily practices.
- Execute on-site management plans to achieve long-term partnership goals with both internal and external stakeholders.

4. Evaluation, Innovation, and Quality Monitoring:

- Develop goals, measurement tools, and evaluation guidelines following policy implementation.
 - Periodically assess digital strategies and action plans to report progress against preset goals.
 - Adopt new innovative technologies to keep pace with trade practices.
 - Monitor the management team's overall service quality.
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Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**FM People Award (Optional)**

The Judging Panel will base on the following criteria to conduct assessment.

Judging Criteria		Score Weighting
1. Professionalism	<ul style="list-style-type: none"> ▪ Demonstrating facility management knowledge and / or well-rounded professional expertise related to HKIFM's Core Competency ▪ Practicing as a role model and exhibiting advancement potential in FM profession ▪ Serving clients with professional ethics in daily management routines 	20
2. Collaboration & Teamwork	<ul style="list-style-type: none"> ▪ Effective coordination of skill sets related to all stakeholders both internally and externally ▪ Ability to coordinate and lead teams during daily operations ▪ Demonstration of key roles of the corresponding positions to show the respective significance in the management team ▪ Adoption of management practice for being a good team leader or a good team member ▪ Motivation of subordinates to accomplish the goal of company and the tasks at site level 	20
3. Personal Achievement & Contribution	<ul style="list-style-type: none"> ▪ Recognizing outstanding performance and achievement, with contribution to the nominated facility project, company, FM profession and the community ▪ Showing drive to improving oneself continuously ▪ Demonstrating commitment to stakeholders ▪ Practicing professional ethics and taking up social responsibilities 	30
4. Presentation Session	<ul style="list-style-type: none"> ▪ All finalists are required to attend a presentation session highlighting their personal achievements and address queries raised by the Judging Panel to demonstrate: <ul style="list-style-type: none"> ✓ ability to communicate in a clear, concise and organized manner ✓ presentation skills, such as intonation and body language 	30

Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**Outstanding Professional Integrity Award (Optional)**

The Judging Panel will base on following criteria to conduct assessment.

CORPORATE LEVEL	Score Weighting
Policy & Guideline <ul style="list-style-type: none"> ▪ Emphasising Integrity, competence as well as professionalism at corporate level ▪ Overall planning and implementing professional ethical practice in daily operations ▪ Keeping stakeholders, i.e. staff, clients and contractors updated about market practice ▪ Arranging staff training sessions on ethical practice in service provision ▪ Reviewing corporate policy regularly ▪ Creating synergy among stakeholders for continuous professional development, especially on ethical side 	30
SITE LEVEL	Score Weighting
1. Implementation for Daily Practice <ul style="list-style-type: none"> ▪ Demonstrating the management team's outstanding professional ethical practice / experience in compliance with Codes of Conduct presented by Property Management Service Authority (PMSA): <ul style="list-style-type: none"> ✓ General code of conduct ✓ Complaint handling mechanism of property management companies ✓ Effective control over property management business by property management companies ✓ Handling moneys received on behalf of clients ✓ Obligations of property management companies regarding the ending of appointment ✓ Prevention of corruption ✓ Prescribed conditions on licences ✓ Protection of personal data ✓ Handling payment for or arranging payment to be made by clients ✓ Provision of prescribed information and financial documents to clients ✓ Carrying out procurement for clients and prevention of bid-rigging ✓ Handling emergencies ✓ Handling scaffolding works ✓ Handling suspended working platforms works ✓ Handling outsourced property management services ✓ Prevention of corruption – staff recruitment & management ✓ Distribution and display of promotional materials ✓ Tree management work ✓ Obligations of property management company under the Building Management Ordinance 	40

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2. Collaboration & Teamwork	<ul style="list-style-type: none"> ▪ outlining team effort to overcome difficulties / challenges ▪ demonstrating commitment to continuous improvement ▪ Illustrating team achievement with actual occurrences in daily operations ▪ Evaluating effectiveness according to market reputation, cost impact and media feedback 	20
3. Subsequent Review	<ul style="list-style-type: none"> ▪ Conducting periodical assessment of actual achievement after implementation ▪ Strictly monitoring compliance with Cap. 626 in ▪ Daily management routines to avoid defaulting practice ▪ Analysing causes for non-compliance issues to prevent recurrence ▪ Encouraging staff to share work experiences ▪ Participating in CPD Scheme of PMSA to keep pace with trade practice 	10

Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**Submission Format**

An online portal will be provided for submission of documents. Applicants / Nominees are required to comply with the submission format and guidelines. All Application / Nomination Forms and written submissions should be type-written in either English or Chinese.

1. Part 1: Excellence in Facility Management

A full set of Application / Nomination Document must cover the Judging Criteria listed under “Excellence in Facility Management Award”. Otherwise, the Application / Nomination will not be proceeded.

Application / Nomination Document Submission**Content:**

Covering Judging Criteria with a total of **NO more than 20 pages*** A4 text (excluding Cover Page, Content Page, Executive Summary and Appendices).

The Evaluation of Corporate Level should **No more than 5 pages over the total 20 pages nomination document submission.**

Supporting materials, such as photos, charts and diagrams should be provided in the Appendices with a total of **NO more than 20 pages*** A4 text. Pages exceeding the restrictions, will not be reviewed by jurors.

- Cover Page (including Name & address of the nominated facility project, contact person(s) of the facility management office and date of Application / Nomination)
- Content Page
- Executive Summary
- Nomination Document (**NO more than 5 pages for covering the corporate level content and No more than 20 pages A4 text in total**)
- Appendices (**NO more than 20 pages A4 text in total**)

Written Format and Font:

- Headline – (English)Arial / (Chinese)PMingLiU 12pt Bold
- Body text – (English)Arial / (Chinese)PMingLiU 10pt
- Bullet-point Format is recommended
- Margin: 2.5 cm all round
- Spacing: Single-line spacing
- Mark Page Number at Footer
- PDF Version: compatible with Adobe Acrobat Reader and text-searchable.
- Nomination document submission must be in correct sequence based on the pre-set order of the Judging Criteria. Otherwise, marks will be deducted.
- Please submit the above materials **in 1 document.**

Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**2. Part 2 – Embracing ESG in Facility Management (Theme)**

A full set of Application / Nomination Document must cover the Judging Criteria listed under “Theme Award”. Otherwise, the Application / Nomination will not be proceeded.

Application / Nomination Document Submission**Content**

- A total of **NO more than 8 pages** A4 text (excluding Cover Page, Content Page, Executive Summary and Appendices).
- This part, together with the Appendices for supporting materials, if any, should be submitted **SEPARATELY** from the Application / Nomination Documents for “Excellence in Facility Management Award”.
 - Cover Page (Including Name & address of the nominated facility project, contact person(s) of the facility management office and date of Application / Nomination)
 - Content Page
 - Executive Summary
 - Nomination Document (**NO more than 3 pages for covering the corporate level content and No more than 8 pages A4 text in total**)
 - Appendices (**NO more than 20 pages A4 text in total**)

Written Format and Font:

- Headline – (English)Arial / (Chinese)PMingLiU 12pt Bold
- Body text – (English)Arial / (Chinese)PMingLiU 10pt
- Bullet-point Format is recommended
- Margin: 2.5 cm all round
- Spacing: Single-line spacing
- Mark Page Number at Footer
- PDF Version: compatible with Adobe Acrobat Reader and text-searchable.
- Nomination documents submission must be in correct sequence based on the pre-set order of the Judging Criteria. Otherwise, marks will be deducted.
- Please submit the above materials **in 1 document.**

Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**3. FM People Award (Optional)**

Organizations may choose to submit Application(s) / Nomination(s) or not.

- If participated, there should only be **ONE (1) Proposer** for each nominated facility project.
- The Proposer may nominate Candidate(s) of **either ONE (1) Category or MORE Categories** for the Award.
- The Proposer and the Nominee must be managing / serving in the same nominated facility project.
- For each nominated facility project, only **ONE (1) Nominee** should be proposed for each of the following Categories:
 - i. **Managerial Grade**
 - ii. **Officer Grade**
 - iii. **Supervisory Grade**

The written document(s) should be submitted **SEPARATELY**. Format is as follows:

Nomination from the Proposer

- The Nomination Form should be signed by the Proposer.
- Details such as names, post titles, contact email addresses and phone numbers of both Proposer and Nominee must be provided.
- The Proposer should comment the Nominee's work performance **(with NO more than 700 words, either in English or Chinese)** at the nominated facility project:
 - daily work performance
 - knowledge of current FM practice
 - team-building involvement
 - drive for continuous professional development (CPD)
 - contribution to the profession
 - any other supporting details demonstrating his / her eligibility

Summary from the Nominee

- A Summary prepared by the Nominee **(with NO more than 1,000 words, either in English or Chinese)** explaining why he / she is nominated. The coverage may include:
 - membership of HKIFM, if any
 - relevant professional knowledge
 - commitment to stakeholders

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- personal proven record of experience related to HKIFM's Core Competency
- initiatives for career development
- contribution to FM profession
- any other supporting details

Supporting Documents

- Resume / Curriculum Vitae of the Nominee should be attached for reference, including:
 - the list of relevant academic and professional qualification(s)
 - previous employment record(s) / current appointment
 - continuous professional development (CPD) record(s)
 - public award(s) / recognition from employer(s) / client(s)

Individual assessment interviews with the Finalists will be conducted by the Panel of Judges.

Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**4. Outstanding Professional Integrity Award (Optional)**

Organizations may choose to submit Application(s) / Nomination(s) or not.

Application / Nomination Document Submission

If participated, the written submission is to be prepared in **NO more than 5 pages** of A4 text (excluding Cover Page, Content Page, Summary and Appendices). This part, together with the Appendices as supporting materials, if any, should be submitted **SEPARATELY** from written documents of “Excellence in Facility Management Award” & “Theme Award”. Format for the written submission is as follows:

Content**i. Cover Page**

Including Name & address of the nominated facility project, contact person(s) of the facility management office and date of Application / Nomination

ii. Content Page**iii. Executive Summary****iv. Nomination Document (No more than 5 pages A4 text in total)**

Apart from the listed items under “Judging Criteria” Section, additional supporting information, if appropriate, is to be included to facilitate the Judging Panel’s assessment for the Award.

v. Appendices (NO more than 5 pages A4 text in total)**Written Format and Font:**

- Headline – (English)Arial / (Chinese)PMingLiU 12pt Bold
- Body text – (English)Arial / (Chinese)PMingLiU 10pt
- Margin: 2.5 cm all round
- Spacing: Single-line spacing
- Mark Page Number at Footer
- PDF Version: compatible with Adobe Acrobat Reader and text-searchable.
- Nomination documents submission must be in correct sequence based on the pre-set order of the Judging Criteria. Otherwise, marks will be deducted.
- Please submit the above materials **in 1 document.**

Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**Award Type*****Excellence in Facility Management Award**

Award Type	Description
Grand Award	The Award will be presented to the best-performing facility project(s) during Finalist Presentation Session and Judging Panel's Site Walk.
Distinction Award	Applicants / Nominees have attained an outstanding result in the written submission and Finalist Presentation Session.
Excellence Award	Applicants / Nominees have attained excellent result in written submission.
Merit Award	Applicants / Nominees have attained satisfactory result in written submission.

Theme Award

Award Type	Description
Gold Award	Gold Award(s) will be presented to the best-performing Finalist(s) during the respective Presentation Session and Judging Panel's Site Walk.
Silver Award	Silver Award(s) will be presented to Finalist(s) with outstanding performance at the respective Presentation Session.
Bronze Award	Bronze Award(s) will be presented to Finalist(s) with excellent performance at the respective Presentation Session.

FM People Award

Award Type	Description
Best Young Talent	The Award(s) will be presented to the Finalist(s) who are aged 35 or below and demonstrated exceptional achievements in his/her career path at the presentation session.
Gold Award	Gold Award(s) will be presented to the best-performing Finalist(s) at the respective Presentation Session.
Silver Award	Silver Award(s) will be presented to Finalist(s) with outstanding performance at the respective Presentation Session.
Bronze Award	Bronze Award(s) will be presented to Finalist(s) with excellent performance at the respective Presentation Session.

Excellence in Facility Management Award (EFMA) 2025 Application / Nomination Guidelines**Outstanding Professional Integrity Award**

The Award will be presented to Applicants / Nominees with the best assessment results. The decision of the Judging Panel shall be final.

* EFMA 2025 Organizing Committee reserves the right not to bestow an Award if the Judging Panel deems that no Finalist(s) would deserve receiving such honour. The decision of the Jury Panel shall be final.

Schedule

Date	Key Milestone
16 May 2025 (Friday) at 12:00 noon	Application / Nomination Due Date
6 June 2025 (Friday) at 12:00 noon	Document Submission Due Date of Excellence Facility Management Award & Theme Award
13 June 2025 (Friday) at 12:00 noon	Document Submission Due Date of OPIA & FM People Award
August 2025	“FM People Award” Finalist Presentation Session
Mid-August - Early September 2025	“Excellence Facility Management Award” & “Theme Award” Finalist Presentation Sessions
Mid-September – Early October 2025	Site Visits after Finalist Presentation Sessions
4 December 2025	HKIFM Annual Dinner cum EFMA 2025 Presentation Ceremony