



Terms of Reference CHES Manitoba Award for Excellence in Facilities Management

Purpose:

The purpose of the CHES Manitoba Award for Excellence in Facilities Management is to recognize outstanding achievement and performance in the Healthcare Facilities Management profession by a CHES Manitoba regular member. The award will be presented to the individual who has applied their experience and knowledge to produce exceptional results in their healthcare facility, and has demonstrated excellent personal qualities. Any CHES Manitoba regular member working in the Facilities Management profession is eligible (Maintenance Helper, Maintenance Lead Hand, Tradesperson, Manager, Supervisor, etc.).

Criteria:

Each Applicant will be scored on the following:

- Maintenance and operations – ensures proper and efficient operation of all physical aspects of their job, including creating and sustaining a safe, healthy environment for patients, residents, staff and visitors.
- Administration – organizes, documents, monitors and controls all aspects of the facility, as it relates to their profession.
- Customer service – Practices excellent service towards all patients, residents, staff and visitors in a caring manner.
- Training and education – continuously strives to learn and improve knowledge and skills.
- Additional Opportunities – volunteering, projects and other activities outside of normal duties that demonstrates achievements and / or impact to a healthcare facility.

Specifically, points will be given for demonstrated knowledge and execution of the duties in the individual's job. The scoring and points will be accumulated based on the attached chart.

Submission and judging:

All nominations require a completed application form submitted to the Executive Liaison for the Awards Evaluation Subcommittee by April 1st of each year. The CHES Manitoba Awards Evaluation Subcommittee will score and verify the winning entry. After verification, the award winner will be notified and presented the award trophy at the CHES Manitoba AGM.

The Awards Evaluation Subcommittee will consist of the Executive Liaison, two CHES Manitoba Regular Members and two non-members from a related field (contracting or consulting firm, etc.). The two non-members will be selected by the three CHES MB subcommittee members. The Executive Liaison will be the CHES MB Past Chair.

Award:

The award will have the CHES Manitoba member's name engraved on an award. The award will be presented at the AGM and the recipient will receive a printed certificate signed by the MB Chair. The recipient will also receive a complimentary registration for the Manitoba Conference and Trade Show for the and membership to the

Award Name:

The award may receive sponsorship but will continue to be called the CHES Manitoba Award for Excellence in Facilities Management Award with the added tag line "sponsored by "xxx".