

Entry Form

COVID-19 Achievement Award

Building Services Engineering plays a significant and important role in tackling the job of creating safe and healthy environments. This Award recognises the remarkable work that Building Services professionals with the Building Services supply chain have undertaken and contributed to combat the effects of COVID-19.

The Award recognises, celebrates and be presented for the outstanding achievements of individuals, teams, organisations, projects, products or services by assessing the challenges they have faced across the full range of activities in the built environment, and the impact they have made in responding to unprecedented circumstances in 2020.

Entries in this category must be from Hong Kong :

- For an existing building or existing buildings where the **enhanced protective measures were implemented in 2020, or**
- For a new project or projects which is **designed and constructed in 2020** to cope with COVID-19 pandemic, or
- For products, solutions, researches or innovations **introduced or launched in Hong Kong in 2020.**

Entries may be submitted by any or all members (together) of the project/research team, by individuals, manufacturers or companies recognizing Building Services Engineering's contribution during the COVID-19 crisis.

Please complete the entry form below. The headings reflect the judging criteria and the judges will be looking for you to provide the relevant information under each heading.

Submission instructions (on or before 5:00p.m. on 28 May 2021)

1. Complete and save this document
2. Complete the required fields and follow the instructions

By email

3. Submit your signed entry form and supporting documents (file size should be less than 10MB) by email to secretariat@cibse.org.hk

If you have any questions then please contact us on 8203 3995 or by email to secretariat@cibse.org.hk.

Entrant details

Organisation

Full name		Job title	
Contact phone number		Contact email	

Entry Information

Project / Product or innovation name

The project / product will be referred to by this name throughout the competition.

Project Address / Contact Address

Organisations

Organisations (for existing building)

Please provide the names of all organisations that you would like credited in your entry. Please ensure that the company names you list are accurate as we may reproduce these on screen and in print. It is essential that you have the consent of all those named below to include them.

Facilities Manager:			
	Contact Person:		Contact email:
Building Developer / Owner:			
	Contact Person:		Contact email:
Project Manager:			
	Contact Person:		Contact email:
Quantity Surveyor:			
	Contact Person:		Contact email:
Brief Consultant:			
	Contact Person:		Contact email:
Architect:			
	Contact Person:		Contact email:
Building Services Engineer:			
	Contact Person:		Contact email:
Sustainable Design Consultant:			
	Contact Person:		Contact email:
Façade Consultant:			
	Contact Person:		Contact email:
Lighting Designer:			
	Contact Person:		Contact email:
Interior Designer:			
	Contact Person:		Contact email:
Main Contractor:			
	Contact Person:		Contact email:
MVAC Maintenance Contractor:			
	Contact Person:		Contact email:
Electrical Maintenance Contractor:			
	Contact Person:		Contact email:
BMS Maintenance Contractor:			
	Contact Person:		Contact email:
ELV / ICT Maintenance Contractor:			
	Contact Person:		Contact email:
Fire Services Maintenance Contractor:			
	Contact Person:		Contact email:
P&D Maintenance Contractor:			
	Contact Person:		Contact email:
Other:			
	Contact Person:		Contact email:

Organisations (for new building)

Please provide the names of all organisations that you would like credited in your entry. Please ensure that the company names you list are accurate as we may reproduce these on screen and in print. It is essential that you have the consent of all those named below to include them.

Building Services Engineer:			
	Contact Person:		Contact email:
Building Developer / Owner:			
	Contact Person:		Contact email:
Project Manager:			
	Contact Person:		Contact email:
Quantity Surveyor:			
	Contact Person:		Contact email:
Brief Consultant:			
	Contact Person:		Contact email:
Architect:			
	Contact Person:		Contact email:
Sustainable Design Consultant:			
	Contact Person:		Contact email:
Façade Consultant:			
	Contact Person:		Contact email:
Lighting Designer:			
	Contact Person:		Contact email:
Interior Designer:			
	Contact Person:		Contact email:
MVAC Contractor:			
	Contact Person:		Contact email:
Electrical Contractor:			
	Contact Person:		Contact email:
BMS Contractor:			
	Contact Person:		Contact email:
ELV / ICT Contractor:			
	Contact Person:		Contact email:
Fire Services Contractor:			
	Contact Person:		Contact email:
P&D Contractor:			
	Contact Person:		Contact email:
Main Contractor:			
	Contact Person:		Contact email:
Facilities Manager:			
	Contact Person:		Contact email:
Other:			
	Contact Person:		Contact email:
Other:			
	Contact Person:		Contact email:

Organisations (for product, solution, research or innovation)

Please provide the names of all organisations that you would like credited in your entry. Please ensure that the company names you list are accurate as we may reproduce these on screen and in print. It is essential that you have the consent of all those named below to include them.

Organisation:			
	Contact Person:		Contact email:
Team Leader:			
	Contact Person:		Contact email:
Team Member:			
	Contact Person:		Contact email:
Team Member:			
	Contact Person:		Contact email:
Team Member:			
	Contact Person:		Contact email:
Team Member:			
	Contact Person:		Contact email:
Other:			
	Contact Person:		Contact email:
Other:			
	Contact Person:		Contact email:

Entry criteria

Please outline how your entry meets each of the entry criteria. Judges are looking for information in each of the sections when assessing the entries. Each question is scored and incomplete questions do not attract a score.

This is your opportunity to tell the judges why your project should be recognized and celebrated.

Documents, charts or photos should be referenced and included in your supporting documents. The word count for each criteria is not prescriptive and acts only as a guide, concise entries are appreciated by the judges.

- 1. Please describe what are the initiatives that have been carried out in response to the COVID-19.**

Word count guide: 300 – 500

- 2. Please explain the situation, task and the challenges, or constraints and how these were overcome.**

Word count guide: 300 – 500

3. Details of the initiative, action or response and what was achieved.

Word count guide: 300 - 500

4. Please describe the success of the initiative and its impacts (intended and unintended).

Word count guide: 300 - 500

5. **How will the learning from these achievements be shared and continue to have an impact within the organisation(s) involved and more widely?**

Word count guide: 300 - 500

6. **Explain what is it about this achievement that makes you proud to work in Building Services. Why should you or your team win a COVID-19 Achievement Award?**

Word count guide: 300 - 500

Further information (optional)

Is there anything else you would like to tell us about your project and its impact on the people who use it, the environment it lives? This is your opportunity to provide any further information, evidence or references that you would like included in your entry.

Word count guide: 200 - 300

Supporting documents and photographs

Entries should include supporting documents or evidence to supplement this written part of the submission. All supporting documents should be collated into one PDF document for upload. Entries should be accompanied by a minimum of 5 high-resolution photographs illustrating building, project, product or innovation and its features, supplemented by documents or charts or BIM screen shots (maximum 6 A4 pages). The photographs and supplementary information will be used in marketing for shortlisted and winning entries, and on screen at the awards. The photographs and supplementary information also assist our judges in understanding your entry. Please take the opportunity to show off your projects.

Please list all the documents you have included: