



## Apply for FMXcellence Recognition

Form must be completed in its entirety.

Submitted information may be used in print, online or at conferences or other live events. **You must download/save PDF prior to — this form will not save your input without being saved to your computer first.**

Email your completed form as an attachment to [edward.sullivan@tradeexpress.com](mailto:edward.sullivan@tradeexpress.com)

1. Name
2. Title
3. Company
4. Street Address   
City / State / Zip  /  /
5. Phone number
6. Email address
7. Square feet of space that the facility department is responsible for:  
Data centers only: 5,000 or more of raised floor space  
☐ 100,000 to 250,000  
☐ more than 250,000 to 500,000  
☐ more than 500,000 to 1,000,000  
☐ more than 1,000,000 to 5,000,000  
☐ more than 5,000,000
8. Please provide an overview of one completed FM project/initiative or ongoing FM practice/program that supports the goals of the larger organization. Projects must be completed to be considered. (Limit responses to no more than 2,000 words.) Briefly indicate:
  - Major elements of the project or practice.
  - Steps involved in developing the project or practice, including the start and completion dates, and if applicable, completion date.
  - Scope of the project or practice. Did it involve one building? A business unit or region? The entire organization?
  - Hard and soft costs of the project or practice. Please indicate when estimates are being used.
  - Challenges involved in implementing or maintaining the project or practice.
  - Ways those challenges were overcome.
  - Lessons learned.

## 8. Overview (cont.)

9. Describe the larger organizational goals or challenges addressed by the project or practice. Include any impacts that the project or practice had on building occupants. Limit responses to 1,000 words.

10. Describe results achieved. Include quantitative and qualitative results. For quantitative results, describe the way that results were measured or evaluated. It is helpful to put savings results in some context – as a percentage of the overall facility or energy budget, for example. Energy and water savings results should be based on hard data, e.g. metered data or utility bills. If the project or practice involved the creation of metrics/measurements, use this space to provide more detail about the metrics program. Limit responses to 1,000 words.

11. Describe methods used to communicate the results of the project or practice to the greater organization. (If the project or practice was a communications effort, use this space to provide more detail about the communications program.) Limit responses to no more than 500 words.

12. In order to verify the effectiveness of the project or practice being submitted for consideration, attach a letter from a key manager outside the facility/real estate department describing the impact of the project or practice. If a letter is not possible, please provide the name, phone number and email address for a key manager outside the facility/real estate department who we can contact (examples of key managers: CEO, CFO, COO, business unit manager, vice president, etc.).

Key Manager Name:

Title:

Phone:

Email:

13. Attach a list of key in-house participants in the project or practice, both those who work in the facility department and those from other departments. (Do not include outside service providers, contractors, etc.)
14. Attach any other material to support the application. Attachments can be related to any of the questions on this form or can provide relevant information on areas outside those questions. Limit additional material (not counting the letter and list of participants) to no more than 20 pages. Using sample pages, tables of contents, etc., can reduce the number of additional pages submitted.

- ☐ I have read the guidelines and to the best of my knowledge, I am eligible to submit and all the information supplied is correct. I understand the information submitted here could be used by *Building Operating Management* magazine and NFMT for their own purposes if my submission is selected (other than material marked confidential). The box must be checked to submit entry.

Please save this document on your PC and send as an attachment, along with supporting documents, to [edward.sullivan@tradeexpress.com](mailto:edward.sullivan@tradeexpress.com). If you have any questions, please contact [edward.sullivan@tradeexpress.com](mailto:edward.sullivan@tradeexpress.com).