

ABOUT THE AWARD

Through the Quality Property and Facility Management Award (QPFMA) we aspire to honour outstanding projects in the property and facility management industry. These projects in property and/ or facility management should demonstrate contemplative performances in terms of bringing comfort, safety and security to their users and occupiers, whilst compliance with legal requirements and respect for the environment.

The inauguration of the QPFMA is jointly organised by The Hong Kong Institute of Surveyors (HKIS) and The Hong Kong Association of Property Management Companies (HKAPMC). Our vision is to stimulate greater public recognition for the industry and also champion those that gratify integrity and are willing to contribute as reliable role models that triumphs success and continuous advancement.

ELIGIBILITY & SUBMISSION REQUIREMENTS

1. Nominations are open for buildings and facilities located in HKSAR only.
2. Entrant buildings and facilities must provide evidence of the availability of all necessary insurance policies, statutory licenses and/or certificates as required by respective government departments.
3. Submission must be sent to **QPFMA 2010 Secretariat Office – Creative Consulting Group Inc. Ltd.**
4. Submission must reach Secretariat Office **no later than 12 noon, 30 November 2010 (Tuesday)**.
5. Submission must include hard copies, soft copies and photos indicated in this document.
6. Nomination fee must be submitted together with the nomination form and submission documents.

Important Notes

1. Site Visits scheduled by the Organising Committee are required for all shortlisted buildings after completion of the first screening process.
2. After Site Visits, chosen Finalists are required to conduct a Final Presentation to QPFMA 2010 Jury Panel. Finalists that are unable to cater this arrangement will be disqualified automatically.
3. QPFMA 2010 Organising Committee reserves the right to reproduce, print, publish the materials submitted in either paper or electronic format, or for any use in association with QPFMA.
4. QPFMA 2010 Organising Committee reserves the right to make final and binding decisions on the eligibility of all applications.
5. QPFMA 2010 Organising Committee reserves the right not to bestow an award if the Jury Panel considers that no nomination is worth receiving an award.
6. The decision of the Jury Panel on the awards shall be final.

ORGANISERS



AWARD CATEGORIES

Residential Category

Large-Scale Residential Property Management
(2,001 units and above)

- ▣ Grand Award
- ▣ Certificate of Merit

Medium-Scale Residential Property Management
(201 – 2,000 units)

- ▣ Grand Award
- ▣ Certificate of Merit

Small-Scale Residential Property Management
(200 units and below)

- ▣ Grand Award
- ▣ Certificate of Merit

Non-Residential Category

Shopping Centre Management

- ▣ Grand Award
- ▣ Certificate of Merit

Office Building Management

- ▣ Grand Award
- ▣ Certificate of Merit

Industrial Building Management

- ▣ Grand Award
- ▣ Certificate of Merit

Facility Management

- ▣ Grand Award
- ▣ Certificate of Merit



JUDGING CRITERIA

1. Management Service

- ☒ Formation of Owners' Corporation / Owners' Committee / Mutual Aid Committee (MAC)
- ☒ Appointment of property management company/ agent
- ☒ Frequency of communication meetings
- ☒ Public liability insurance for common areas
- ☒ Availability of management operation manuals
- ☒ Availability of Deed of Mutual Covenant (DMC) at Management Office
- ☒ Appreciation letters or customer feedback
- ☒ Staff training and training plan

2. Maintenance Service

- ☒ Overall maintenance condition *
- ☒ Inspection and maintenance schedule
- ☒ Planned maintenance and renovation (exterior, structure, drainage and building services)
- ☒ Availability of general building plan, service scheme and structural plan
- ☒ Availability of emergency management manual
- ☒ Upkeeping of fire safety construction in "Means of Escape" (MOE) in case of fire, "Means of Access" (MOA) for firefighting & rescue and "Fire Resisting Construction" (FRC) *
- ☒ Availability of 5-years slope safety report
- ☒ Existence of unauthorised building works (UBW), if yes, action against UBW

3. Cleaning Service

- ☒ Overall cleaning condition
- ☒ Cleaning schedule and programme
- ☒ Provisions of disinfection and pest control
- ☒ Provisions of handling of hazardous substances

4. Security Service

- ☒ Patrol Plan
- ☒ Patrol record with follow-up actions
- ☒ Frequency of daily patrol
- ☒ Neatness of uniforms of operatives *
- ☒ Adequacy of handy security equipments
- ☒ Crime record with follow-up actions

5. Financial Service

- ☒ Interest-bearing bank account in accordance with BMO/ DMC
- ☒ Availability of sinking fund
- ☒ Financial control (variance report)
- ☒ Procurement of Supplies, Goods and Services
- ☒ Income & Expenditure and balance sheet from latest quarter
- ☒ Budget of year 2010
- ☒ Audit Report from latest quarter

6. Environmental Protection

- ☒ Soft and hard landscaping *
- ☒ Waste and pollution control
- ☒ Energy saving measures *
- ☒ Acquisition of "Indoor Air Quality" (IAQ) certificate
- ☒ Promotion and education

7. Value-added/ Community Service

- ☒ ISO 9001, ISO14001, OHSAS18001, 5S policy and execution
- ☒ Concierge service
- ☒ Organisation of social and cultural activities *

Note:

1. Indexed document submission must be in correct sequence based on the preset order of Judging Criteria. Otherwise, points will be deducted.
2. "Not applicable" should be stated if particular item did not exist in the property/ facility, e.g. slope.
3. * Symbolises photo(s) submission is/are required.

JURY PANEL

Head of Jury Panel



Mr. AU Choi-kai, JP

Director of Buildings
Buildings Department, HKSAR Government



Prof. CHAU Kwong-wing

President
The Hong Kong Institute of Surveyors (2009-2010)



Prof. Hon. Patrick LAU Sau-shing, SBS, JP

Member
(Functional Constituency - Architectural, Surveying & Planning)
The Legislative Council, HKSAR Government



Mr. Andrew LEE Chun Lai

Chairman of Professional Practice Committee
The Hong Kong Association of Property Management Companies



Mr. Kendrew C Y LEUNG

Immediate Past President and Chairman of Disciplinary Panel
The Hong Kong Association of Property Management Companies



Prof. Francis WONG

Director, Research Centre for Construction and Real Estate Economics
Professor, Department of Building and Real Estate
The Hong Kong Polytechnic University



Mr. XU Jianhua

Vice President
Chinese Property Management Association
President
Property Management Association of Guangdong Province



Mr. Gary YEUNG

Chairman
QPFMA 2010 Organising Committee
Chairman
Property Facility Management Division
The Hong Kong Institute of Surveyors



ORGANISING PARTNERS



Chartered Institute of Housing
 Asian Pacific Branch
 英國特許房屋經理學會亞太分會



香港房屋經理學會
 The Hong Kong Institute of Housing



房屋經理註冊管理局
 HOUSING MANAGERS REGISTRATION BOARD



Institute of Shopping Centre
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 BUILDINGS
 DEPARTMENT



BSOMES



THE CHARTERED INSTITUTE OF BUILDING



香港城市大學
 City University
 of Hong Kong



建築及房地產學系



THE HONG KONG
 POLYTECHNIC UNIVERSITY
 香港理工大學



DEPARTMENT OF
 BUILDING & REAL ESTATE
 建築及房地產學系



THE HONG KONG INSTITUTE OF SURVEYORS
 香港測量師學會



HKGBC
 香港綠色建築議會



The Hong Kong Institution of Engineers
 Building Services Division



THE HONG KONG INSTITUTE OF ENGINEERING ARCHITECTS
 香港建築師學會



香港測量師學會



IFMA



環保建築專業協會



THE REAL ESTATE DEVELOPERS ASSOCIATION OF HONG KONG
 地產發展商會

MEDIA PARTNERS



BCI ASIA



FUTURARC



PRC 建设
 Pacific Rim Construction



RFP

EVENT CALENDAR

Open for Nomination:	9 September 2010 (Thursday)
Nomination Ends:	12noon, 30 November 2010 (Tuesday)
Assessment & Judging Stage:	December 2010 – February 2011
CPD Conference:	February 2011 (date TBC)
Award Presentation Ceremony:	March 2011 (date TBC)

CONTACT

QPFMA 2010 Secretariat Office

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