



2019 Circle of Excellence Awards

Maintenance Team of the Year

Mid-Rise Community (4+ floors)

Nomination Kit 3.2

***Preparation checklist: Use this form for reference prior to submitting your online nomination. The following items are required to properly submit a valid online nomination.*

*** Please note a nominee will receive zero points for not submitting criteria.*

NOMINATOR INFORMATION

Please include name, contact number and email address of person submitting the nomination.

Pass or Fail

NOMINEE INFORMATION

- Name
- Phone Number
- Supervisor Name
- Email Address
- Nominee Group Photo
- Supervisor Office Phone Number
- Community Name
- Management Company Name
- Supervisor Cell Phone Number

Pass or Fail

COMMUNITY INFORMATION

- Total number of units
- Combined length of tenure
- Year community was built
- Names of maintenance employees
- Average number of service requests per week
- Services done in-house: Painting – Cleaning – Pool Care – Pest Control – Landscaping – Other

1–10 POINTS

CONTINUING EDUCATION / DESIGNATIONS / TRADE LICENSES (August 2018 - August 2019)

- Continuing Education completed in the last 12 months
- Professional Designations (NAPL, CAM, CAMT, CAPS), Trade Licenses (EPA, CPO, HVAC)

1–45 POINTS

NARRATIVE

Provide a thorough narrative of the nominee's attributes that justify their consideration for this award. This narrative can be written by the nominee or the person nominating the Maintenance team. A narrative can include items such as: how you started in the industry, how you became a Maintenance team, furthering education, staff motivation, career success, etc. This narrative may be a paragraph long or it may be pages long.

1–10 POINTS

ASSOCIATION INVOLVEMENT NARRATIVE (August 2018 - August 2019)

- Association Involvement (Includes SEFAA/FAA/NAA events from Aug 2018 - Aug 2019)

1–5 POINTS

CREATIVE DIGITAL PHOTO-SUPPORTING THE NARRATIVE

Submit creative digital photo(s) which best represents the nominee and supports the narrative.

1–10 POINTS

ENDORSEMENT FORMS

***A nominee may submit up to 5 letters of endorsements from supervisor, colleagues or vendors.*

- 1 Endorsement form required. Template available at www.sefaa.com

1–20 POINTS

RESIDENT SUPPORT LETTER (August 2018-August 2019)

*** The resident letter should be a minimum of one paragraph*

***Additional letters from residents are encouraged but not required for nomination submission. Nominee may submit up to 5 letters of resident support*

- Letter of support from a resident should be dated between August 2018 - August 2019



Maintenance Team Nominee

(One Letter for Each Endorsement)

Community: _____

Dear Colleague,

I am seeking nomination support for the category of; "Maintenance Team of the Year", Mid/High Rise. This award is given to an outstanding professional that demonstrates exemplary skills in professionalism, time management, work ethic, operational knowledge and colleague support as it relates to the position of Maintenance Team.

If you are in support of my potential nomination for this award, please sign the below nominee endorsement form.

Endorsement:

Name

Title

Contact Number

Email Address
