



TEAM MEMBER AWARD
INFORMATION PACK

This award recognises and celebrates the hard work, dedication, and contributions of individual team members who consistently go above and beyond in their roles. This award highlights the importance of teamwork, reliability, and exceptional service, encouraging a culture of excellence and motivation within the organisation. By honouring outstanding team members, this sets an aspirational standard, ultimately enhancing the overall performance and reputation of the facilities management team.

Eligibility

Entrants can be self-nominated or nominated by another colleague or associate. This award is only open to members of teams who are finalists in one of the Partnership Award categories.

What to submit

- The entry form (submitted digitally through the website)
- A submission of up to 1,500 words (as a Word document, PDF or Powerpoint presentation) plus a 250-word summary.

What the submission should include:

1. **Nominee's Biography:**
 - Brief professional background, including current role and responsibilities.
2. **Performance and Achievements:**
 - Summary of the nominee's key contributions and accomplishments in their role.
 - Examples of exceptional performance, problem-solving, and initiative.
3. **Teamwork and Collaboration:**
 - Description of how the nominee collaborates with colleagues and contributes to a positive team environment.
 - Evidence of the nominee's support for team goals and willingness to assist others.
4. **Client and Peer Testimonials:**
 - Testimonials from clients, colleagues, and supervisors.
 - Specific examples of the nominee's positive impact on clients and the team

5. Compliance and Safety:

- Adherence to industry regulations, health and safety standards, and company policies.
- Examples of the nominee's proactive approach to maintaining a safe and compliant work environment.

6. Supporting Documentation:

- Any additional documents, such as project reports, case studies, or recognition awards, that support the nominee's achievements and contributions.

Next Steps

The winner will be announced at the PFM Awards on 5 November 2025. Finalists are not announced publicly for this category.

If you have any questions, email the PFM Editor at amanda.vlietstra@imgroup.co.uk.