February 3, 2011

MEMORANDUM

TO: Chancellors

FROM: M.R.C. Greenwood

SUBJECT: 2011 President’s Award for Excellence in Building and Grounds Maintenance

The President’s Award for Excellence in Building and Grounds Maintenance is a system-wide award which annually recognizes an individual who has exhibited sustained superior performance in a maintenance, landscaping, custodial, shop or trucking position.

Please disseminate this information to your faculty and staff, especially to supervisors of your maintenance, landscaping, custodial, shop or trucking personnel.

The eligibility, criteria, and nomination procedures are attached. All nominations should be submitted on the attached nomination form with supporting material by February 28, 2011. The information may be faxed to 956-5286 or sent to David Lonborg, Office of the President, 2444 Dole Street, Bachman Hall 202.

The program serves to recognize, honor and express the University’s appreciation for the dedicated efforts of these individuals. The recipient of this award will receive a certificate, a $1,000 honorarium, and recognition at an awards ceremony.

Should you have any questions or require additional information, please contact Jeri Burke at the Office of the President at 956-8207.

Attachments

c: Senior Management Team
NOMINATIONS FOR PRESIDENT'S MAINTENANCE AWARD

Nominations are being sought for the 2011 President's Award for Excellence in Building and Grounds Maintenance. The system-wide award was established in 1986 to recognize individual University of Hawai‘i employees who demonstrate sustained superior performance in a maintenance, landscaping, custodial, shop or trucking job. The program serves to recognize, honor and express the University’s appreciation for the dedicated efforts of these individuals.

Eligibility

1. Nominee must be employed by the University in a maintenance, landscaping, custodial, shop or trucking position.
2. Nomination must be for an individual. No group or team nominations, please.

Criteria

Criteria for nominations include, but are not limited to:
1. Demonstrated sustained superior performance above and beyond the call of the individual's duties;
2. Improvement to the physical appearance of any UH campus;
3. Participation in the beautification of buildings and grounds;
4. Development and/or implementation of procedures which save the University money.

Procedure

1. Submit the nomination form and supporting material via fax to 956-5286 or send to:

   David Lonborg
   Office of the President
   2444 Dole Street, Bachman Hall 202
   Honolulu, HI 96822

   Nomination forms and supporting material will not be returned. If you have any questions, please contact Jeri Burke at 956-8207.
2. A selection committee will evaluate the nominations and select the winner, who will receive a $1,000 honorarium.

Deadline

Monday, February 28, 2011

Submit form to David Lonborg, Office of the President, 2444 Dole Street, Bachman 202 or fax to 956-5286 by Monday, February 28, 2011.
2011 President's Award for Excellence in Building and Grounds Maintenance
NOMINATION FORM

Nominee’s Information:

Name:

Title or Position:

Campus/Work Location:

Immediate supervisor’s name/title:

Nominated by:

Department/office, address and phone:

Email:

Reasons for nomination: (see criteria on page 1): [Continue on additional sheet if necessary]:

Submit form to David Lonborg, Office of the President, 2444 Dole Street, Bachman 202 or fax to 956-5286 by Monday, February 28, 2011.