



THE EDGETM
M A L A Y S I A

**BEST MANAGED
& SUSTAINABLE
PROPERTY
AWARDS 2023**

SPECIALISED CATEGORY

Submission guidelines and forms

SPECIALISED CATEGORY

The Edge Malaysia Best Managed & Sustainable Property Awards 2023 recognises buildings that are sustainable and managed with excellence (e.g. convention centres, industrial, heritage buildings, schools, universities, hospitals/medical centres, hotels/resorts, community buildings, etc).

ELIGIBILITY

The Edge Malaysia Best Managed & Sustainable Property Awards 2023 Specialised Category:

1. Is open to all buildings in Malaysia, managed either in-house or by any property manager.
2. The property must be fully completed and has received its Certificate of Completion and Compliance (CCC) or Certificate of Fitness (CF).
3. The property must fully comply with statutory requirements (i.e. renewed licences, permits, approvals, etc).
4. *The Edge Malaysia* reserves the right to accept, reject or re-categorise entries submitted. *The Edge Malaysia's* decision is final.
5. Entries that won Gold for the past 3 years (2020-2022) in this category are **NOT** eligible.

JUDGING CRITERIA & SUBMISSION GUIDELINES

1. MAINTENANCE

- a. Quality of M&E and building services
- b. Quality of indoor air quality
- c. Cleanliness and upkeep of facilities
- d. Special/key features of the building or project

2. ADMINISTRATION

- a. Standard operating procedures
- b. Crisis management and preparedness in the event of natural disasters, pandemic, fire, etc
- c. Department of Environment (DOE) Certification & Compliance (if applicable)

3. FINANCIAL SUSTAINABILITY

- a. Adherence to budget (e.g. budget versus actual expenditure)
- b. Management initiatives and innovation
Cost optimisation initiatives and innovations (e.g. energy saving measures (such as LED bulbs and sensors), water harvesting, design features or beautification projects introduced, efficient supervision of maintenance work, productivity efforts introduced).

4. SECURITY

- a. Use of technology (CCTV)
- b. Proactive measures to enhance building security
- c. SOPs for crisis management and preparedness

5. COMMUNITY AND COMMUNICATION

- a. Community building initiatives
- b. Staff welfare initiatives

JUDGING PANEL

1. The judging panel will comprise representatives from *The Edge Malaysia* and industry experts.
2. The judging panel reserves the right not to name an award winner should there not be a deserving entry.
3. All decisions by the judging panel are final. Enquiries, debate or correspondence on the judging panel's decision will not be entertained.



SUBMISSION REQUIREMENTS

1. Entries are **free of charge**.
2. The entry form for submission can be downloaded from **www.bmspa.theedgemarkets.com**.
3. Nine (9) sets of each entry are required. Each set **MUST** contain:
 - a. A completed official entry form (photocopies are accepted);
 - b. Narrative in response to all the criteria listed. All narratives must be labelled according to the criteria. (Please include any statements or facts that support your entry, e.g. client testimonials);
 - c. A copy of the Certificate of Completion and Compliance (CCC) or Certificate of Fitness (CF) and other relevant documents as proof the building has met compulsory and valid safety requirements. Please refer to the following list as guide:

LICENCES

MANDATORY

- | | |
|---|---|
| 1 | Certificate of Completion and Compliance (CCC) or Certificate of Fitness (CF) |
| 2 | Fire certificate |
| 3 | Fire extinguisher licences |
| 4 | Lift and escalator JKPP licence |
| 5 | Electrical installation licence (Pendaftaran pemasangan) |
| 6 | Chargeman registration licence |
| 7 | JMB/MC incorporation certificate (only for common area managers) |

WHERE APPLICABLE

if building is certified or provides the relevant services

- | | |
|----|--|
| 8 | Car park licence |
| 9 | LPG farm licence |
| 10 | MSC licence |
| 11 | ISO certificate |
| 12 | Green building certificate (GBI, Green Mark or LEED) |
| 13 | MACP/Public performance of sound & recordings licence (to broadcast music) |
| 14 | Private electrical metering |
| 15 | Gondola JKPP licence |
| 16 | Scissor/Genie lift JKPP licence |
| 17 | External signage licence |

4. Each of the nine (9) sets of every entry must be enclosed individually in an envelope and clearly marked with the following:

The Edge Malaysia Best Managed & Sustainable Property Awards 2023

Name of property entered

Name of property manager

Set 1 (2... etc) of 9

5. A soft copy (PDF format) of the submission must be included (just one copy).
6. Proof of postage is not proof of receipt. No correspondence will be entertained for any damage, loss or late submissions.
7. All expenses incurred in the submission of entries (including carriage and postage) are to be borne by the party submitting entries.

The supporting information should include:

1. Company background and summary of organisation structure/management team (e.g. organisation chart)
 - a. Number of employees
 - b. Primary service/product delivered to clients (applies only to commercial and mixed developments)
 - c. Primary facilities managed by the management (applies only to commercial and mixed developments)
2. Images, illustrations or photographs
 - a. Please provide no less than 10 (maximum 20) images on the property. Each image must be accompanied with a description.
 - b. The images submitted should serve to inform the judges about the management solutions adopted (e.g. system/process/technology).
 - c. The images should showcase the property's:
 - i. Property context plan (the place, region, neighbourhood)
 - ii. Floor plans
 - iii. Site plans
 - iv. Elevations
 - v. Interior and exterior
 - d. The submitting party is deemed to own the copyright of the photographs/visuals provided. The organisers shall NOT be held responsible for any copyright issues in relation to the photographs/documents received.



**SPECIALISED
CATEGORY**

Continued

3. The judging panel may require access to your residents/tenants for survey or feedback purposes.
4. All entries submitted will be the property of The Edge Communications Sdn Bhd and will not be returned. The Edge Communications Sdn Bhd also reserves the right to retain all submitted material for the purposes of publication and exhibition.

SITE INSPECTION (FOR SHORTLISTED ENTRIES ONLY)

1. Members of the judging panel will deliberate to shortlist the entries.
2. Site inspections will be conducted at all shortlisted real estates (tentatively to take place in March & April 2023).

NOTE

For projects located outside Kuala Lumpur and Selangor, the submitting party is to bear the travelling / accommodation (where applicable) cost for the judges (one of them is based in Singapore) and that of *The Edge Malaysia* working crew.

NOTE

Site visitations do NOT necessarily equate to a win in the Awards.

PUBLISHING OF WINNING COMPANIES

Winners of *The Edge Malaysia* Best Managed & Sustainable Property Awards 2023 will be published in *The Edge Malaysia* and online at theedgemarkets.com. Award winners may make reference to the award in their advertisings.

CLOSING DATE

All entries must reach The Edge Communications Sdn Bhd, Lobby Level, Menara KLK, No. 1, Jalan PJU 7/6, Mutiara Damansara, 47810 Petaling Jaya, Selangor by **5pm, Friday, 24 February 2023**.

ENQUIRIES

Contact Corporate Communications at *The Edge* at **BMSPA@bizedge.com**.

PROPERTY INFORMATION

Property Name

Address

Postcode

Town/City

State

Phone

Fax

Email

PROPERTY/BUILDING MANAGER

Property/Building Manager Name

Address

Postcode

Town/City

State

Phone

Fax

Email

PROPERTY OWNER INFORMATION (if applicable)

Property Owner Name

Address

Postcode

Town/City

State

Phone

Fax

Email

CONTACT PERSON

Contact Name

Designation

Address

Postcode

Town/City

State

Phone

Fax

Email

ENTRY FORM — Best Managed & Sustainable Property Awards 2023 — Specialised Category *(continued)*

PROPERTY TYPE (SPECIALISED CATEGORY)

- | | |
|--|---|
| <input type="checkbox"/> Hospitals/medical centres | <input type="checkbox"/> Community buildings |
| <input type="checkbox"/> Hotels/resorts | <input type="checkbox"/> Convention centres |
| <input type="checkbox"/> Universities | <input type="checkbox"/> Industrial buildings |
| <input type="checkbox"/> Schools | <input type="checkbox"/> Others |

AGE OF PROPERTY (SELECT THOSE THAT APPLY)

- | | |
|--|---|
| <input type="checkbox"/> < 10 years (9 years & 364 days) | <input type="checkbox"/> 10 years and above |
|--|---|

PROPERTY SIZE

Land area sq ft
Total built-up floor area sq ft
Net lettable area sq ft (excluding car parks)

BUILDING OCCUPANCY

Estimated no. of permanent occupants: (percentage)
Building occupancy ratio:

DECLARATION

I hereby declare the following:

1. I agree to abide by the terms and conditions of *The Edge Malaysia* Best Managed & Sustainable Property Awards 2023.
2. I confirm that all information given in this form is true and accurate.

Signature

Name

Designation

Company Stamp

Date

This form must be completed by hand or type-written and must reach The Edge Communications Sdn Bhd, Lobby Level, Menara KLK, No. 1, Jalan PJU 7/6, Mutiara Damansara, 47810 Petaling Jaya, Selangor by **5pm, Friday, 24 February 2023**.