

BACHE BEST PRACTICE AWARD 2015

In recognition of the need for cleaning teams to continually develop their cleaning procedures, processes or operations to enhance the delivery of services to customers as well maintaining value and delivering financial efficiency, the Association is pleased to continue to promote this Award and now in its fifth year, the 2015 Award will consist of two-individual awards; Runner Up and Winner.

The awards will be presented to a university/college cleaning team that has demonstrated that it has fulfilled **at least four** of the following 5 criteria, during the proceeding twelve month period (1 April 2014 to 31 March 2015).

Criteria

1. Background details of the service or operation
2. Explanation of what the initiative sought to deliver. What was expected to be achieved as a result of the changes?
3. The implementation and training or marketing undertaken etc.
4. Evaluation of the improvements delivered by the new practice
5. The business benefits derived from the implementation e.g. what was achieved, how the effectiveness was measured, what did customers say, financial efficiencies achieved;

Further information and guidelines for submissions:

1. Submissions are open to directly employed and or contracted cleaning teams.
2. Submissions in the case of directly employed teams are too be put forward by the Line Manager and or Head of Department. For indirectly employed teams, the submission must be approved and submitted by the lead university/college BACHE member representative.

3. Entries can only be submitted by registered members of the Association as of 31 March 2015. Submissions from non-members will not be considered.
4. All submissions received by the deadline advised below will be considered by a sub-group of the Executive (consisting of two members) who will be supported in their deliberations by a professional representative from the cleaning industry.
5. Submissions are to be submitted electronically comprising no more than 3 sides of A4 in the form of a pdf file to the BACHE Administrator Debbie Smith e-mail: admin@bache.org.uk to arrive by **17:00 hours on Friday 9 May 2015**.
6. Depending on the number of submissions received a round of short-listing may be necessary and or further information may be sought. In the case of the later, the Line Manager and or Head of Department may be contacted for additional material to assist the sub-group in their deliberations.
7. It is a requirement that those submitting entries have booked and paid for at least one full conference delegate package for attendance at the Associations 2015 Conference scheduled to take place between 28 and 30 June 2015 at the University of Kent.
8. The winners of the 2015 Best Practice Award will be announced at the Associations Gala Dinner and Awards evening to be held on Monday 29 June 2015 at the University of Kent.
9. By submitting an entry and in the event that your entry is selected as the runner-up and or winner you agree for a copy of your entry to be posted to the members section on the Association web-site for a period of 12 months from 1 July 2015 in order that details can be shared with the Associations members.
10. If you have any queries and or require clarification please contact the Association's Administrator Debbi Smith via e-mail admin@bache.org.uk

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Chair, BACHE