

2026 ANNUAL RECOGNITION

Non-Management Awards

Excellence in Front-Line Service

SUBMISSION DEADLINE

September 17, 2026 · 11:59 PM HST

Winners will be announced live at the IREM Hawai'i Chapter Annual Awards & Installations Gala.

Call for Entries

The Non-Management Awards honor the front-line employees whose everyday work keeps Hawai'i's residential properties running — in maintenance and engineering, front services, housekeeping, and residential (security & loss prevention) support. This program celebrates exemplary professionalism, meaningful contributions to the workplace, acts of aloha, and community engagement.

Properties may nominate outstanding non-management or supervisory employees across four award categories. Each nomination must be submitted by the nominee's direct supervisor or manager.

Award Categories

- **Maintenance Person of the Year** — non-management or supervisory staff supporting the Engineering and/or Maintenance/Landscaping department.
- **Front Services Person of the Year** — non-management or supervisory staff supporting the Front Office department, including Front Desk and Concierge.
- **Housekeeper/Custodial of the Year** — non-management or supervisory staff supporting the Housekeeping department.
- **Residential Specialist of the Year** — non-management or supervisory staff supporting Security and Loss Prevention.

How to Submit

Email your completed submission — with all attachments and photographs combined into one PDF — to iremhawaii@gmail.com.

Payment

CHECKS PAYABLE TO

IREM Hawai'i Chapter

Attn: Michelle Wong
975 Kapiolani Blvd, 2nd Floor
Honolulu, HI 96814

PAY BY CREDIT CARD

A \$125 entry fee link will be provided by the Chapter office upon submission.
(Link provided separately by IREM Hawai'i)

General Rules & Eligibility

1. All employees and programs are evaluated primarily on work completed during the past year; however, accomplishments achieved throughout their careers may also be considered.
2. Each property may submit one entry per category. A property may enter all four categories, provided only one person is submitted for each category.
3. All entries must be submitted by an IREM Member in good standing (CPM®, ARM®, ACoM, CPM Candidate, AMO®) who serves as the nominee's direct supervisor or manager.
4. All nominees must have worked in the residential industry for at least two (2) years, though that experience need not have been at their current property.
5. Nominees must be hourly, non-exempt employees. Individuals in salaried management positions are not eligible for these awards.
6. All nominees must currently be directly employed by the property submitting the nomination.
7. Previous individual winners of 1st, 2nd, or 3rd place are not eligible to be re-entered in the same category.
8. Nomination write-ups should be no more than 1,000 words, explaining why the nominee should be honored for exemplary professionalism and exceptional service. Include the nominee's name at the top of the write-up.
9. Write-ups should be specific and detailed, with examples or stories that clearly show why the nominee is highly recommended. Judges may not personally know the nominee, so write in a way that helps them visualize the nominee's excellence.
10. All materials should be submitted in an organized, easy-to-review format. The nominee's name and property of employment should appear on all submitted materials.
11. A \$125 entry fee must accompany each submission.
12. The deadline to submit all entries is **September 17, 2026, by 11:59 PM HST**. Submissions are made by email per the instructions on the Call for Entries page.

Judging Criteria

Judges will use the following criteria as general guidelines, while retaining discretion in their evaluations:

35%

Exemplary
professionalism

35%

Contributions to the
workplace

20%

Acts of aloha

10%

Community
engagement

Nomination Application

Submit one application per nominee, per award category. Deadline: September 17, 2026 by 11:59 PM HST.

1. Nominator Information

The nominator must be the nominee's direct supervisor or manager.

NAME OF IREM MEMBER SUBMITTING ENTRY

IREM MEMBERSHIP NUMBER

PROPERTY NAME

NUMBER OF UNITS AT PROPERTY

COMPANY / MANAGEMENT FIRM

EMAIL ADDRESS

PHONE NUMBER

2. Nominee Information

NOMINEE NAME

JOB TITLE / POSITION

DEPARTMENT

PROPERTY OF EMPLOYMENT

YEARS IN RESIDENTIAL INDUSTRY

YEARS AT CURRENT PROPERTY

EMPLOYMENT STATUS

☐ Non-management employee ☐ Supervisory employee

3. Award Category

SELECT ONE CATEGORY

☐ Maintenance Person of the Year

☐ Housekeeper/Custodial of the Year

☐ Front Services Person of the Year

☐ Residential Specialist of the Year

4. Eligibility Confirmation

- ☐ The submitting IREM member is in good standing and is the nominee's direct supervisor or manager.
- ☐ The nominee has worked in the residential industry for at least two (2) years.
- ☐ The nominee is currently directly employed by the property submitting the nomination.
- ☐ The nominee has not previously placed 1st, 2nd, or 3rd in the same category.
- ☐ Only one entry is being submitted for this nominee in this award category for this property.

Nomination Write-Up

In up to 1,000 words, explain why your nominee should be honored for exemplary professionalism and exceptional service. Please include the nominee's name at the top of the write-up, and address the judging criteria below with specific examples, accomplishments, and stories.

Judging Criteria to Address: Exemplary professionalism (35%) • Contributions to the workplace (35%) • Acts of aloha (20%) • Community engagement (10%)

Nomination Write-Up

Attach or paste your narrative below (or attach as a separate page).

Submit Your Nomination

Submit Electronically

Email your completed form with all attachments and photographs combined into one PDF to:

iremhawaii@gmail.com

Questions? Lauren Kagimoto, Executive Director · (808) 940-9565

Supporting Materials

- ☐ Nomination write-up included
- ☐ Supporting letters or testimonials included
- ☐ Photos, certificates, or other documentation included
- ☐ Nominee's name and property of employment appear on all submitted materials

Certification

By signing below, I certify that the information provided in this nomination is accurate to the best of my knowledge and that the nominee meets the eligibility requirements for the selected award category.

PRINT NAME

DATE

SIGNATURE