

## Nomination for Recognition: Facilities Services

Today's date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Nominating person/Dept: \_\_\_\_\_

Telephone/E-mail: \_\_\_\_\_

Person/Team recognized: \_\_\_\_\_

Job Title(s) if known: \_\_\_\_\_

*Recognition I believe my nominee should receive:*

**REACT Award:** for employees that “**R**ecognize an **E**vent and **A**ct to **C**orrect in a **T**imely manner”

**Customer Service Thank You:** for employees that have been praised for exemplary service

**Retirement:** please indicate years of service at UF upon retirement \_\_\_\_\_

Date(s) for event recognized: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*Please describe the service or achievement of the employee or team, giving as many details as possible:*

Who did what service or act?

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When and where did this occur?

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What special circumstances should the awards committee consider?

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What was the outcome following this service?

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How or why was this event exceptional?

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