



**The Building Congress & Exchange  
of Metropolitan Baltimore, Inc.**

1050 Cromwell Bridge Road  
Baltimore, MD 21286

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E-mail Forms Encouraged: [mzeller@bcebaltimore.org](mailto:mzeller@bcebaltimore.org)

**2010 CRAFTSMANSHIP AWARD NOMINATION FORM**

Project Name: \_\_\_\_\_

Name of Building or Structure: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

(Floor #, Work Area Location, etc.)

Location of Work Within Project: \_\_\_\_\_

Type Of Work: \_\_\_\_\_

(Name & Company)

(Phone #)

Required Job Site Access, Contact Info: \_\_\_\_\_ At: \_\_\_\_\_

Specifically state the reasons why the nominated work is outstanding. Inclusion of representative photos with the nomination is strongly encouraged: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Is nomination for work done on site? \_\_\_\_\_ Off Site? \_\_\_\_\_

2. Will work be covered? \_\_\_\_\_ If so, date work will be covered: \_\_\_\_\_

3. Is this a nomination for installation? \_\_\_\_\_ Fabrication? \_\_\_\_\_

4. Were there time constraints or abnormal difficulties due to schedule? \_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Craftsman Information**

**Craftsman:** (One Name Only) \_\_\_\_\_

Employer: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Project Information**

**General Contractor:** \_\_\_\_\_ Contact / Phone: \_\_\_\_\_

Architect: \_\_\_\_\_ Contact / Phone: \_\_\_\_\_

Engineer: \_\_\_\_\_ Contact / Phone: \_\_\_\_\_

Owner: \_\_\_\_\_ Contact / Phone: \_\_\_\_\_

**Nominator's Information**

**Company:** \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## PURPOSE

The recognition & encouragement of outstanding workmanship of the craftsman in the application of extra effort to display true craftsmanship & ingenuity on the job.

## WHEN NOMINATIONS CAN BE MADE

1. **Nominations are accepted at any time.** The committee is available to inspect projects throughout the year. Generally the inspection tours occur in early summer. Nominations for work with the likelihood of being concealed as early as June 1 should be submitted a minimum of 4 weeks prior to the estimated time of concealment to allow sufficient time for Committee inspection.
2. Nominations should be forwarded to: The Building Congress & Exchange, **1050 Cromwell Bridge Road, Baltimore, Maryland 21286**. In order to be considered for the 2010 Craftsmanship Program, nominations must be received, not just postmarked, by 4:00 P.M. on **Friday, April 9, 2010**. **Nominations received after this date will be considered for award next year.**

## THOSE ELIGIBLE FOR NOMINATION

The nominator must **obtain property owner's consent** to allow for committee inspection, **prior** to submitting nomination. The one person most responsible for the work should be the nominated craftsman. This individual must have performed "hands-on" work contributing to the excellence of the nominated project. The nominated individual should **NOT** be strictly in a supervisory role.

If more than one craftsman is included on a single nomination, a detailed explanation **MUST** accompany the nomination, however, **IT IS DISCOURAGED**. **Multiple awards are rarely given and are at the discretion of The Building Congress & Exchange Craftsmanship Committee.**

While neatness and accuracy are essential characteristics of good craftsmanship, work, which is merely neat and accurate, should not be nominated. Special consideration should be given to the application of ingenuity and skill on the part of the craftsman (not the designer) which *enhances the artistic merit, works out and solves, in a praiseworthy manner, problems and details which are left to the discretion of the craftsman and conquers adverse conditions, in a commendable manner, in a work of exceptional difficulty.*

The Craftsmanship Committee will only consider projects that are constructed and maintained in a safe and orderly condition. If, in the Committee's judgment, a project does not meet minimal safety standards a review will not be performed and the project will not be considered for recognition. Additional considerations:

1. Any craftsman may be nominated for an award for any item or specific craft executed on any project completed during the last two years.
2. Repeat nominations for the same item of work are at the discretion of the Committee.
3. Nominations are accepted within all areas of construction (i.e. sitework, concrete, masonry, structural steel, carpentry, roofing, finishes, mechanical, electrical, landscaping, miscellaneous metals, etc.).
4. Nominations for concealed work should be nominated prior to concealment, allowing sufficient time for Committee inspection (minimum four (4) weeks prior to concealment).
5. Nominations must be located within one (1) hour or less driving time from the BC&E office, as calculated as per mapquest.com. Project inspections, with regard to location, are at the final discretion of the Committee.
6. In order to be considered for an award, a representative familiar with the nomination **MUST** be present the day the work is inspected by the Committee.
7. To be eligible, the product and its installation must have been a true example of craftsmanship in building or installation. The mere installation of factory manufactured products does not exhibit the craftsman's art. It is not by itself eligible. Similarly, furniture other than custom work is not eligible.

**NOMINATION FEE:** Each individual submission *must be accompanied* by a fee of \$100.00 for BC&E members; \$150.00 for non-members. **Make checks payable to: The Building Congress & Exchange.**