

BUILDING INFORMATION SHEET

MODULE 1

A single, reliable record of your building, contacts, systems and key dates.

How to use this sheet

Complete it with your fellow directors and managing agent. Store the master copy in the building's shared records, not in one person's private inbox. Record only information that is necessary, accurate and lawfully held.

1. BUILDING PROFILE

Building / development name	<i>Official name used on insurance and management records</i>
Full postal address	<i>Include postcode</i>
Number of blocks	
Number of flats / units	
Number of storeys	
Approximate year built	
Construction / key features	<i>e.g. traditional masonry, timber frame, podium, underground parking</i>
Evacuation strategy	<i>e.g. stay put, simultaneous evacuation - confirm from current fire strategy</i>
Freeholder / landlord	
RMC / RTM company name	
Company number	
Managing agent	

Managing agent main contact

Name, email and telephone

Out-of-hours number

2. GOVERNANCE AND ACCESS

Record where the core documents are kept and who can access them.

Shared document location

e.g. secure cloud folder / portal

Board email address

Avoid relying on a director's personal email

Bank / service-charge account reference

Do not record passwords or full banking credentials here

Last AGM date

Next AGM due

Current directors

Names and roles

Company secretary / accountant

Lease / title documents location

Management agreement review date

3. INSURANCE AND COMPLIANCE DATES

Item	Provider / adviser	Last completed	Next due / review
Buildings insurance			
Fire risk assessment			
Fire alarm servicing			
Emergency lighting			
Fire door inspections			
AOV / smoke control			
Lift servicing / thorough examination			
Electrical inspections			

Item	Provider / adviser	Last completed	Next due / review
Asbestos management			
Water hygiene / legionella			
Roof / gutter inspection			
Tree inspection			
Other			

4. ESSENTIAL SERVICE AND EMERGENCY CONTACTS

Service	Company	Main contact	Telephone / email	Out-of-hours / notes
Managing agent				
Fire alarm / emergency lighting				
Lift				
Electrician				
Plumber / leak response				
Drainage				
Door entry / access control				
Locksmith				
Roofing				
Cleaning				
Window cleaning				
Grounds / trees				
Insurance broker / claims				
Other				

5. KEY SYSTEMS AND LOCATIONS

Main water stopcock / isolation	Location and access arrangements
Electric intake / meters	
Gas isolation / plant room	If applicable
Fire panel	Location and access

Emergency lighting test points	
AOV / smoke control panel	
Lift motor room / controls	
Roof access	Who holds keys / permit arrangements
Bin store / waste arrangements	Collection days and access
Plant rooms / restricted areas	
Key / fob register location	Do not list security codes here
Emergency assembly point	If applicable to the building strategy

6. CURRENT PRIORITIES AND PLANNED WORKS

Issue / project	Priority	Responsible person	Target date / status

7. REVIEW AND APPROVAL

Completed by	
Reviewed with managing agent	Name and date
Approved / noted by board	Meeting date or written resolution
Next review date	Recommended at least annually and after major changes

Version / document date**Privacy and security note**

This template is for operational building information. Do not enter passwords, access codes, full bank details, unnecessary health information or personal data without a clear lawful purpose and appropriate security. Keep access limited to people who genuinely need it.