

BUILDINGWRENCH

FACILITY PROFILE & QUICK REFERENCE

Keep essential building facts, systems and operating context in one place.

SITE PROFILE

Facility / campus	Address	Primary use / occupancy	Facility manager
_____	_____	_____	_____
Buildings / areas	Approx. size	Normal hours	After-hours access notes
_____	_____	_____	_____

MAJOR SYSTEMS

System	Description / type	Primary location	Vendor / service contact	Critical notes

RECORD LOCATIONS

Record	Location / link	Owner	Last verified
Drawings / floor plans			
O&M; manuals			
Emergency plans			
Inspection / test records			
Asset register / CMMS			

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