

# BUILDING MANAGER PEEP TEMPLATE

*Multi-Occupancy Buildings — Regulatory Reform (Fire Safety) Order 2005.*

## About this template

This template is for building managers, facilities managers, and property managers coordinating PEEP provisions across multi-occupancy buildings. It documents the building's PEEP infrastructure, equipment, coordination protocols, and tenant arrangements.

Under the Regulatory Reform (Fire Safety) Order 2005, Responsible Persons include those with control over premises. Building managers frequently share this duty with tenants and must ensure adequate provision for persons who may require assistance to evacuate.

This template should be reviewed annually and updated whenever building infrastructure changes, new tenants occupy the building, or significant incidents occur.

## Section 1 — Building Details & Responsible Persons

<b>Building name &amp; address:</b>	
<b>Building type:</b> <i>E.g. commercial offices, mixed-use, shopping centre, industrial</i>	
<b>Number of floors:</b>	
<b>Number of tenants/occupiers:</b>	
<b>Building evacuation strategy:</b> <i>E.g. simultaneous, phased, stay-put</i>	
<b>Building Manager — name &amp; role:</b>	
<b>Contact details:</b>	

Telephone & email (24/7 if applicable)

## Section 2 — PEEP Infrastructure Assessment

**Document the building's physical infrastructure for supporting persons who may require assistance to evacuate. This assessment helps identify gaps and plan improvements.**

<b>Refuges provided:</b> <i>Number, locations (floor/area), capacity</i>	
<b>Refuge communication systems:</b> <i>BS 5839-9 compliant? Master panel location</i>	
<b>Evacuation lifts provided:</b> <i>Number and locations</i>	
<b>Visual alarm devices (VADs):</b> <i>Locations with VAD coverage</i>	
<b>Accessible escape routes:</b> <i>Confirm step-free routes from all floors to final exits</i>	
<b>Emergency lighting provision:</b> <i>Common areas, escape routes, refuges — BS 5266 compliant</i>	

## Section 3 — Evacuation Equipment Register

Maintain an up-to-date inventory of all evacuation equipment provided in common areas. Tenants should maintain separate records for equipment within their premises.

<b>Evacuation chairs:</b> <i>Quantity, locations, serial numbers, weight capacity</i>	
<b>Transfer wheelchairs:</b> <i>Quantity and locations</i>	
<b>Evacuation sheets/sleds:</b> <i>Quantity and locations</i>	
<b>Vibrating pagers/personal alert devices:</b> <i>Quantity, base station location</i>	
<b>Equipment storage locations:</b> <i>Accessible 24/7? Signage visible?</i>	
<b>Last equipment maintenance date:</b> <i>Next scheduled maintenance date</i>	

## Section 4 — Tenant PEEP Coordination

**Building managers must coordinate PEEP arrangements with tenants without accessing individual medical details. Request only summary information: number of staff/visitors with PEEPs per floor and general types of assistance needs (mobility, sensory, cognitive).**

<p><b>Total known persons with PEEPs:</b> <i>Across all tenants (summary data only, not individual details)</i></p>	
<p><b>Distribution by floor:</b> <i>Which floors have highest concentration of PEEP requirements</i></p>	
<p><b>Types of assistance needs:</b> <i>General categories only: mobility, sensory, cognitive, temporary conditions</i></p>	
<p><b>Tenants requiring additional building support:</b> <i>Identify tenants who have flagged that building infrastructure inadequate</i></p>	
<p><b>Tenant fire safety coordination:</b> <i>Fire safety committee meetings? Frequency and attendance</i></p>	

## Section 5 — Emergency Response Procedures

Document the building's emergency response structure and procedures for coordinating evacuation of persons with PEEPs across multiple tenants.

<p><b>Building Duty Manager (24/7):</b> <i>Role and contact details for out-of-hours response</i></p>	
<p><b>Refuge monitoring protocol:</b> <i>Who checks refuges during evacuation? How is occupancy communicated to Fire Service?</i></p>	
<p><b>Common area sweep responsibility:</b> <i>Who checks common toilets, meeting rooms, reception areas?</i></p>	
<p><b>Visitor assistance procedures:</b> <i>Reception/security protocol for visitors requiring evacuation assistance</i></p>	
<p><b>Fire Service liaison:</b> <i>Who meets Fire Service? Where is building information box located?</i></p>	
<p><b>Assembly point management:</b> <i>Location, capacity, marshalling procedures</i></p>	
<p><b>Communication during incident:</b> <i>How does building manager</i></p>	

communicate with tenant fire wardens?

## Section 6 — Fire Drill Coordination

**Building-wide fire drills must be coordinated across all tenants. Record the last drill date, participation, findings, and actions taken. Minimum annual frequency recommended.**

<b>Last building-wide fire drill date:</b>	
<b>Tenant participation:</b> <i>Which tenants participated? Any non-participants to follow up?</i>	
<b>PEEP procedures tested:</b> <i>Was evacuation equipment used? Refuge communication tested? Any issues identified?</i>	
<b>Total evacuation time:</b> <i>Time from alarm to all-clear at assembly point</i>	
<b>Actions arising from drill:</b> <i>Improvements identified, responsibilities, deadlines</i>	

## Section 7 — Maintenance & Testing Schedule

**Regular maintenance and testing ensures PEEP infrastructure remains functional. Document maintenance schedules and last test dates for all systems and equipment.**

<b>Refuge communication systems:</b> <i>Weekly functional test, annual full service — record last test dates</i>	
<b>Evacuation equipment inspection:</b> <i>Monthly detailed inspection, 6-monthly comprehensive service — last dates</i>	
<b>Fire alarm system testing:</b> <i>Weekly testing schedule, annual full service — last test dates</i>	
<b>Emergency lighting testing:</b> <i>Monthly functional test, annual 3-hour duration test — last dates</i>	
<b>Fire doors inspection:</b> <i>6-monthly inspection of common area fire doors — last date</i>	
<b>Responsible for maintenance:</b> <i>In-house facilities team or external contractor? Contact details</i>	

## Section 8 — Review & Improvement Plan

Document ongoing review schedule, identified gaps, improvement actions, and responsibilities. This template should be reviewed annually as a minimum and updated when circumstances change.

<b>Date of this PEEP review:</b>	
<b>Next scheduled review date:</b>	
<b>Identified gaps or deficiencies:</b> <i>Infrastructure, equipment, procedures, tenant cooperation</i>	
<b>Improvement actions agreed:</b> <i>Action, responsibility, deadline, budget required</i>	
<b>Sign-off:</b> <i>Building Manager signature, name, date</i>	

*This template is guidance only. Building managers must ensure compliance with the Regulatory Reform (Fire Safety) Order 2005 and obtain professional advice for their specific premises.*