



THE BRUILT LIFE OPERATING MANUAL

TM

Your Central Source of Truth for a Life, Well Run.

bruiltconcierge.com

Introduction

Your Central Source of Truth

Most people have an operating manual for their appliances, vehicles and technology.

Very few have one for their lives.

The BRUILT Life Operating Manual™ has been designed to help you create a central source of truth for the information, relationships, systems and resources that keep your world running smoothly.

Whether you are managing a busy household, supporting a growing family, running a business, caring for ageing parents, or balancing multiple responsibilities, this document provides a practical framework for capturing the information that matters most.

The purpose is simple:

To reduce stress, improve continuity, preserve important knowledge and create greater peace of mind.

SECTION 1

Personal Information

Full Name

Date of Birth

Nationality

NHS Number

Driving Licence Number

Passport Number

Emergency Contact 1

Name

Relationship

Telephone

Email

Emergency Contact 2

Name

Relationship

Telephone

Email

SECTION 2

Passport Renewals

A dedicated record for every passport held within the household, so renewals are never left until the last minute.

Passport Register

Holder's Name	Passport Number	Issue Date	Expiry Date

Renewal Notes

Record any visa requirements, processing times, or country-specific passport validity rules relevant to your travel plans.

SECTION 3

Family Information

Immediate Family Members

Name	Relationship	Telephone	Email

Important Dates

Occasion	Date

SECTION 4

Children's Education

School / Nursery Details

Child's Name	School	Contact	Telephone

Term Dates

After-School Activities & Clubs

Activity	Day / Time	Contact

SECTION 5

Medical Information

GP Practice

Name

Address

Telephone

Dentist

Name

Telephone

Optician

Name

Telephone

Existing Medical Conditions

Current Medications

Allergies

SECTION 6

Property Information

Primary Residence

Address

Utility Providers

Service	Provider	Account Number

Home Security

Alarm Provider

Monitoring Company

Emergency Contact

SECTION 7

Household Suppliers

One-off and occasional tradespeople and contractors used for the home.

Service	Supplier	Telephone	Email

SECTION 8

Staff & Household Team

Regular household staff such as a nanny, housekeeper, driver or PA.

Name	Role	Schedule	Start Date	Telephone

Pay & Arrangements Notes

SECTION 9

Pets

Pet Details

Pet's Name	Species / Breed	Microchip No.	Date of Birth

Veterinary Practice

Name

Telephone

Address

Feeding & Medication Routine

Pet Sitter / Dog Walker

Name

Telephone

SECTION 10

Vehicle Information

Make / Model	Registration	MOT Due	Service Due

Breakdown Cover

Provider

Policy / Membership Number

Emergency Telephone

SECTION 11

Insurance Register

Policy Type	Provider	Renewal Date

SECTION 12

Memberships & Subscriptions

Service	Renewal Date	Cost

SECTION 13

Financial Overview

A high-level record for continuity purposes. Account numbers and sensitive details are intentionally excluded.

Bank Accounts

Bank	Purpose

Standing Orders & Direct Debits

Payee	Purpose	Frequency

SECTION 14

Travel Profile

Preferred Airline

Preferred Seat

Frequent Flyer Programmes

Dietary Requirements

Preferred Hotel Groups

Airport Transfer Preferences

SECTION 15

Digital Life

Password Manager Used

Cloud Storage Locations

Important Digital Accounts

SECTION 16

Professional Advisers

Adviser	Company	Telephone

SECTION 17

Important Documents Register

Document	Location

SECTION 18

Key Dates & Renewals Summary

A single at-a-glance record pulling together every renewal date noted throughout this manual, so nothing is ever missed.

Item	Renewal / Due Date	Provider / Notes

SECTION 19

Legacy Notes

Use this section to record any information that would help family members, trusted advisers or future support professionals understand how your life is organised and where key information can be found.

Final Reflection

Order creates clarity.

Clarity creates confidence.

Confidence creates freedom.

The purpose of this document is not simply to store information. It is to reduce mental load, preserve knowledge and ensure that the systems supporting your life continue to serve you well.

The BRUILT Life Operating Manual™ is a living document.

Review it regularly. Update it often. Allow it to evolve alongside your life.

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