

Construction RFI template

Raise one construction clarification with controlled drawing references, the question, response and next action.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Request

Project or site *

Record reference *

Record date *

Prepared by *

Work area or asset location *

Person receiving the RFI *

Response needed by *

Context and question

Drawing reference and revision *

Specification reference

Question requiring clarification *

Proposed solution, if any

Relevant site photos

Photo or attachment references: _____

Could this affect time or cost? *

☐ Yes ☐ No ☐ Not yet known

Potential impact and assumptions *

If applicable: Could this affect time or cost? is Yes or Could this affect time or cost? is Not yet known.

Record proposals separately from the authorised response. A response or signature on this record does not by itself establish approval of changed scope or cost.

Response

Response status *

☐ Awaiting response ☐ Answered ☐ Further information needed

Response or information requested *

If applicable: Response status is not Awaiting response.

Response recorded from *

If applicable: Response status is not Awaiting response.

Response date *

If applicable: Response status is not Awaiting response.

Revised document references

If applicable: Response status is Answered.

Next action

Next action or reason no action is needed *

Person responsible *

Is this RFI closed? *

☐ Yes ☐ No

Closure evidence and reference *

If applicable: Is this RFI closed? is Yes.

Reviewed by

Reviewer acknowledgement

Signature: _____