Request for Information (RFI)

Construction site query · one question per RFI

Project		**RFI number**	RFI-
Title	Location + subject, e.g. Floor 06 · Flat 602 kitchen: shaft clashes with counter run		
Raised by	Firm, person	**Directed to**	One party who owns the answer
Date raised		**Copy to**	
Needed by		**Why that date**	e.g. before the pour on…
Location	Tower / floor / flat / room		
Drawings referenced	Drawing number and revision for every sheet involved		

Question
One question, written so it can be answered in a sentence.

Background
What was found on site and why it matters. Attach photos or marked-up drawings.

Proposed solution
What you would do, if anything. Options make a quick answer possible.

Impact if unanswered
Which work is held up, and from when.

Attachments: □ Photos □ Marked-up drawing □ Other: _____

Response

Answer

Answered by	Firm, person	**Date answered**	
Drawing to be revised?	Yes / No · which sheet	**Status**	Open / Answered / Closed