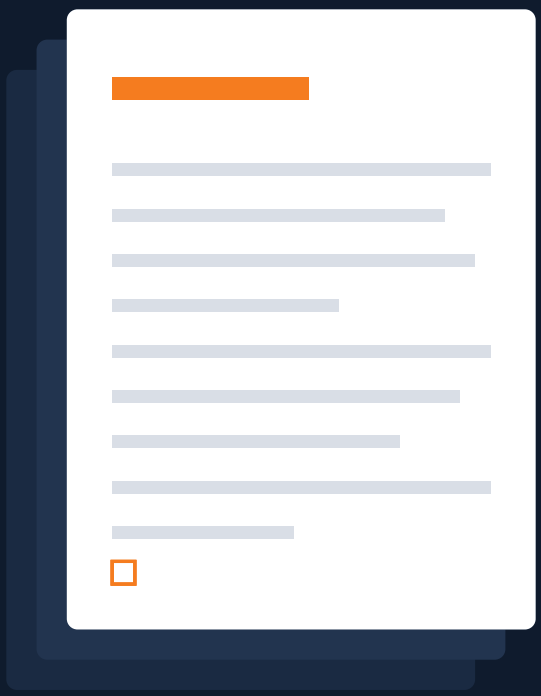
Documentation
Services Lab



FREE TEMPLATE

CONSTRUCTION

Request for Information (RFI)

A formal question to resolve design discrepancies or missing information.

INTENDED USERS

Site Engineers, Foremen, Subs

TYPICAL USE CASE

Design discrepancy resolution

About this template

An RFI asks the design team a clear question and records the official answer. Write one question per RFI, reference the exact drawing and spec, propose a solution if you have one, and state the impact of a late answer.

Detail	
Intended users	Site Engineers, Foremen, Subs
Typical use case	Design discrepancy resolution

How to use it

- Replace every *[grey bracketed placeholder]* with your own details.
- Delete the orange **Guidance** boxes and green **Example** boxes before you publish or circulate it.
- Add or remove table rows as needed; keep the section order so readers can find things quickly.

Document Control

Project name		**RFI no.**	
Date submitted		**Response required by**	
From		**To**	

01 Subject

Subject	*[Short title]*
Discipline	*[Architectural / Structural / MEP]*
Priority	*[Normal / Urgent]*

02 References

Type	Reference	Detail / location
Drawing	*[A-201 Rev C]*	*[Grid C/4]*
Specification	*[Section 05 12 00]*	
Other		

03 Question

GUIDANCE *Ask one clear question. Describe what you found and why it is a conflict or gap.*

04 Proposed Solution (optional)

05 Impact if Not Resolved

Schedule impact	*[None / days]*
Cost impact	*[None / estimate]*
Work on hold?	*[Yes / No]*

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06 Attachments

	Item
☐	*[Marked-up drawing]*
☐	*[Site photos]*
☐	*[Product data]*

07 Response

> ***GUIDANCE*** *To be completed by the design team.*

Responded by		**Date**	
Results in change order?		**CO no.**	

08 Distribution

Name	Company	Date sent

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