Construction Logs Pack: RFI Form

Free page from the RFI, Submittal and Change Order Log Pack

Greenwolf Tech Labs

Request for information (RFI)

Project | Project no. | RFI no. | Date sent

To (ball in court) | From | Spec section | Drawing / detail ref

Response required by | Copies to | Subject

Question

Contractor's suggested solution (optional)

Possible impact: Cost ☐ Yes ☐ No ☐ Unknown Schedule ☐ Yes ☐ No ☐ Unknown Attachments ☐ Sketch ☐ Photo ☐ Markup

Requested by (name) | Signature | Date

Response

☐ Answer within the contract: no change in cost or time ☐ May involve a change: see Article 7 procedure ☐ Supplemental drawings attached

Responded by (name) | Signature | Date received back

An RFI asks for clarification. If the answer changes cost or time, follow the change procedure in your contract before proceeding. Free page from the Construction Logs Pack at greenwolftechlabs.com/rfi-log-template/.