RFI template

An RFI log and form: each request for information with the question, the drawing or spec reference, a proposed solution, who it went to, when a response is due, cost and schedule impact, the answer and days open.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

RFI no.	Date sent	Subject	Question	Drawing / spec ref	Proposed solution	From	To	Response due	Cost impact ▾	Schedule impact ▾	Status ▾	Date answered	Answer	Days open	Overdue

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/rfi-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

RFI no.	Date sent	Subject	Question	Drawing / spec ref	Proposed solution	From	To	Response due	Cost impact ▾	Schedule impact ▾	Status ▾	Date answered	Answer	Days open	Overdue
31	*Oct 2, 2026*	*Wall chase depth, restrooms 201–204*	*Chase on A-501 is 6 in.; P-201 carriers need 8 in. Which governs?*	*A-501 det. 7; P-201; 22 42 00*	*Move wall line 2 in. into corridor (6'-0" clear maintained)*	*Cobalt Builders*	*Architect*	*Oct 9, 2026*	*TBD*	*Yes*	*Open*			*0*	
30	*Sep 28, 2026*	*Door 1B-04 hardware set*	*Hardware set HW-6 lists a closer; door is a pair. Confirm coordinator required.*	*A-801; 08 71 00*	*Add coordinator and flush bolts per HW-7*	*Cobalt Builders*	*Architect*	*Oct 5, 2026*	*Yes*	*No*	*Answered*	*Oct 1, 2026*	*Confirmed: use HW-7 at 1B-04.*	*3*	

How to fill it in

1. One question per RFI. Reference the sheet or spec section and attach a marked-up snip.
2. Propose a solution — 'confirm we may use detail 4/A-502 here' gets answered faster than an open question.
3. Set Response due from the contract's turnaround time or the date the work needs it.
4. Mark Cost impact and Schedule impact 'Yes' or 'TBD' when they might apply — that is your notice.
5. Filter Overdue each week and chase; when answered, record the answer and date and check whether it is a change.

Options for the ▾ columns

- **Cost impact:** Yes / No / TBD
- **Schedule impact:** Yes / No / TBD
- **Status:** Open / Answered / Closed / Void

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