PRINTABLE REGISTER

Construction RFI register

Track each question, responsible recipient, response date, status and resulting action.

RFI	Subject	Raised	Sent to	Due	Status	Result

RFI details

Project	
Drawing / specification	
Direct question	
Programme impact	
Response summary	

An RFI is a question, not an approval or variation. Follow the project contract and formal communication procedure.

COMPLETED EXAMPLE

Construction RFI register

Track each question, responsible recipient, response date, status and resulting action.

RFI	Subject	Raised	Sent to	Due	Status	Result
RFI-018	L3 services clash	14 Jul	Mechanical consultant	16 Jul	Answered	Update set-out
RFI-019	Fire collar detail	15 Jul	Fire engineer	18 Jul	Open	Waiting
RFI-020	Joinery nib conflict	15 Jul	Architect	17 Jul	Open	Waiting

RFI details

Project	Hawthorn Fitout
Drawing / specification	M-214 - Level 3 mechanical layout
Direct question	Confirm the revised duct level below Beam B3.
Programme impact	Ceiling rough-in waiting for response.
Response summary	Coordinated section issued; revised level confirmed.

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