

Construction RFI template and register

An RFI form and register: question, drawing and specification reference, who has to answer, by when, and whether the answer costs money or time. One row is one request for information, from raised to closed.

RFI form and register — the example column is Bayside Townhouses (demo), not a real project

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Project	The project the RFI belongs to.	Bayside Townhouses (demo)	
RFI no.	A number that is never reused. Drawings, minutes and variations all point back to it.	RFI-041	
Date raised	The date the RFI was issued, not the date the problem was noticed. If those differ by weeks, that is its own problem.	2026-08-10	
Raised by	The person and the organisation asking. A question from the site is answered differently to one from an estimator.	Site manager, head contractor	
Discipline	Architectural, structural, civil, hydraulic, mechanical, electrical, fire or landscape. Discipline is what routes the RFI to the consultant who can answer it.	Structural	
Question	One question, stated so it can be answered yes, no, or with a dimension. An RFI containing three questions gets one answer and stays open.	Drawing S-204 rev C shows the basement slab thickening at grid D/4 as 450 mm. The structural specification for the same element calls up 500 mm. Which governs?	
Drawing / specification reference	The drawing number and revision, and the specification clause. A reference without a revision number is not a reference.	S-204 rev C; structural specification section 3.4	
Response required by	The date the answer is needed to avoid affecting the programme, with the reason it is that date.	2026-08-14 - slab thickening is on the critical path for the 17 August pour	
Response	The answer, in writing, from the party with authority to give it. Verbal answers on site are not responses.	500 mm governs. S-204 to be reissued as rev D with the thickening corrected. No change to reinforcement.	
Responded by	Who answered. An answer from someone without design authority is an opinion, not a direction.	Structural engineer	

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Date responded	The date the written response was issued. The gap between this and the date required is the number that matters at the end of the job.	2026-08-13	
Cost impact	Whether the answer changes cost, and the variation number if it does. Yes with no variation number is an open exposure.	No	
Time impact	Whether the answer changes the programme, and the extension-of-time number if it does.	No	
Status	Open, answered, or closed. Answered and closed are not the same: closed means the site has what it needs.	Closed	
Date closed	The date the RFI was closed out and the answer reflected in issued documents.	2026-08-13	

How to use this template

- An RFI is a question about the contract documents, not a change to them. The moment the answer changes scope, cost or time, it stops being an RFI and starts being a variation - raise one, and write its number in the cost impact field.
- One question per RFI. The register in the demonstration row closes in three days because the question can be answered with a dimension.
- The response required by date needs a reason beside it. A date with no reason gets treated as a preference; a date tied to a pour, a delivery or a critical-path activity gets treated as a deadline.
- Close the RFI only when the answer is in an issued document. An answer that lives only in the register is an answer the next trade will not find.
- General information, not legal advice. Read your own contract and confirm your position with your solicitor.

General information, not legal advice. These templates are a starting structure, not a contract document: read your own contract, and confirm your position with your solicitor before you rely on any of it. Full explainer, sources and a machine-readable copy: <https://upscale.build/templates/construction-rfi-template>