

Construction RFI template: ask one clear, referenced question

Complete in pen or copy the editable text from the online guide. Use extra sheets for additional entries.

Identity

Project, draft reference, preparer and concise subject.

Location and package

Where the question applies and which activity or package needs the answer.

References

Drawing numbers/revisions, specification sections, relevant responses and attachment IDs.

Background

The observed discrepancy and the records already checked.

Question

One clear request for the information or decision needed.

Timing

Requested response date and reason, subject to the project's review process.

Impacts

Known cost/programme implications with evidence, or explicitly not yet assessed.

Review and response

Reviewer, intended respondent, issued reference and official response record.

The Digital Hardhat does not issue or answer the formal RFI for your project. Use the authorised project system and review process.

Example and review checks

Fictional documents and dates. This is an example question, not an engineering instruction.

Filled example: clarify a cabinet tag

Project: Harbour Pump Station (fictional)
Draft: RFI-D-014 | Subject: North plantroom cabinet tag
Location: cabinet beside door N-02
References: layout E-204 revision C, detail 2; equipment schedule ES-01 revision B, row 14; photos P-01 and P-02.
Background: the layout labels this cabinet CP-02. The equipment schedule and visible cabinet label read CP-03. No existing response was found in the register checked for this example.
Question: please confirm the correct equipment tag for this cabinet and identify the document reference to use in the handover register.
Requested response: 22 September 2026, ahead of the planned register review; formal due date to be agreed by the RFI manager.
Cost/programme impacts: not assessed.
Status: draft for project-engineer review.

Before you issue

- ☐ Is the requested decision clear without opening an unrelated email chain?
- ☐ Is every drawing number, revision, location and attachment correct?
- ☐ Does the question distinguish an observed discrepancy from an assumed cause?
- ☐ Have cost and programme impacts remained unconfirmed unless supported?
- ☐ Has the reviewer checked the recipient, requested date and existing responses?
- ☐ Will the official response be retained and linked to the resulting follow-up?

Scope and limits

The Digital Hardhat does not issue or answer the formal RFI for your project. Use the authorised project system and review process. A draft RFI is not an instruction to change the works. Contract notices, approval and technical decisions remain with the responsible project professionals.

Capture the evidence in a field note

Keep photos, location and the observed discrepancy together in the Field Note Analyzer. Transfer the checked references into this template and your project's RFI system. This tool is not an RFI generator.

Workflow references (click to open)

Procure: [Create an RFI](#)
Procure: [Draft an RFI with Procure AI](#)