

# Request for Information (RFI)

Ask the architect, engineer or client to clarify a drawing or spec — in writing

|                     |                                   |
|---------------------|-----------------------------------|
| RFI no.             | RFI-007                           |
| Date                | 13-Oct-2026                       |
| From                | Example Builders Ltd (contractor) |
| To                  | Project architect                 |
| Drawing / spec ref. | A-102 Ground floor plan, Rev C    |
| Reply needed by     | 16-Oct-2026                       |

## QUESTION

Client has asked on site to move the kitchen window 600mm to the left. Drawing A-102 shows it centred on the sink wall. Please confirm the new position and whether the lintel length changes.

## SUGGESTED SOLUTION (CONTRACTOR)

Move window 600mm left; extend lintel by 300mm each side as normal. Sink position unchanged. No cost impact if confirmed before Friday (blockwork reaches that wall on Monday).

## IMPACT IF NOT ANSWERED IN TIME

|                 |                                               |
|-----------------|-----------------------------------------------|
| Cost impact     | None / TBC                                    |
| Schedule impact | Blockwork on kitchen wall on hold from 19-Oct |

## RESPONSE

(Architect / engineer to write answer here)

Answered by

Received by contractor

Name:

Name:

Date:

Date:

## RFI Log

Track every RFI until it is answered

| RFI no. | Date sent | Subject                                                      | Sent to             | Reply due | Answered  | Status |
|---------|-----------|--------------------------------------------------------------|---------------------|-----------|-----------|--------|
| RFI-005 | 28-Sep-26 | Column C4 size differs between arch. and structural drawings | Structural engineer | 01-Oct-26 | 30-Sep-26 | Closed |
| RFI-006 | 06-Oct-26 | Tile type for guest toilet not specified                     | Client              | 10-Oct-26 |           | Open   |
| RFI-007 | 13-Oct-26 | Kitchen window position change                               | Architect           | 16-Oct-26 |           | Open   |
|         |           |                                                              |                     |           |           |        |
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