

Request For Information

Project Name: _____		RFI No: _____	
DWG LOCATION: _____	DISTRIBUTION LIST: _____ _____ _____ _____ _____ _____ _____		
SPECIFICATION PAGE: _____			
WORKING TITLE OR SECTION OF WORK: _____			
COST EFFECT: _____ TBD _____			ISSUED BY: _____
QUALITY ISSUES: _____			DATE: _____
WRITTEN DESCRIPTION OF PROBLEM (Attach Sketches as Needed): _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____			
PROPOSED SOLUTION (Attach Sketches as Needed): _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____			
BY: _____		DATE: _____	
DISTRIBUTION: <input type="checkbox"/> Architect <input type="checkbox"/> Electrical <input type="checkbox"/> Owner <input type="checkbox"/> Structural <input type="checkbox"/> Mechanical <input type="checkbox"/> Other			
Will this solution improve Quality? Yes or No			