SITE survey. APP

SITE SURVEY REPORT

Construction RFI template

Prepared for	Example Works - fictional (fictional)
Date	9 Oct 2026
Site	Example Works - fictional
Prepared by	Example coordinator

FORM

Construction RFI template

1. Request

Project or site	Example Works - fictional
Record reference	RFI-014
Record date	9 Oct 2026
Prepared by	Example coordinator
Work area or asset location	Area A
Person receiving the RFI	Example designer
Response needed by	12 Oct 2026

2. Context and question

Drawing reference and revision	M-104 revision C
Question requiring clarification	The proposed duct route intersects the beam. Please confirm the route.
Could this affect time or cost?	Not yet known
Potential impact and assumptions	Route and programme effect await design confirmation.

> Record proposals separately from the authorised response. A response or signature on this record does not by itself establish approval of changed scope or cost.

3. Response

Response status	Answered
Response or information requested	Use revised route shown on M-104 revision D.
Response recorded from	Example designer
Response date	9 Oct 2026
Revised document references	M-104 revision D

4. Next action

Next action or reason no action is needed	Brief installation team and confirm revised route on site.
Person responsible	Example supervisor

Is this RFI closed?	No
Reviewed by	Example reviewer
Reviewer acknowledgement	Example reviewer