

Mechanical Systems RFI Document

Project Information

Project Name:

Enter project name

Project Number:

Enter project number

Location:

Enter location

Date:

RFI Details

RFI Number:

Enter RFI number

Submitted By:

Name / Company

Contact Information:

Email or phone

Subject:

Short description

Request

Description of Request:

Describe the issue, clarification, or information requested

Reference Documents / Drawings

Reference No./Sheet	Description
e.g., M-101	e.g., Mechanical Floor Plan

Proposed Solution / Recommendation

Suggested Resolution:

Optional proposed solution, if any

Response

Response / Action:

To be filled by design team / consultant

Reviewed By:

Name / Company

Date: