



SAMPLE - for illustration only

REQUEST FOR INFORMATION REGISTER

Job NO:		XXXXXX	Job Name:		SAMPLE PROJECT - Example Warehouse Extension			Client & Email		Example Builder Pty Ltd		rfi@example.com		
RFI No	Alt RFI No.	Title	Date sent	Response Required by	Date Received	Cmpltd Yes/No	Area	Design document reference	Sent by	Action/ Info/ both	RFI Description	Response	Remarks	Days Delayed
1		Base Plate Size Conflict	02/03/2026	04/03/2026	04/03/2026	Yes	Grid A / 1-6	S-201, Detail 3	JS	Action	Column schedule on S-101 shows base plate BP1 as 300x300x20, but Detail 3 on S-201 shows 350x350x25 with 4/M24 cast-in bolts. Please confirm which size governs.	04/03/2026 – "Use 350x350x25 per Detail 3. Schedule to be updated next revision."	Closed.	0
2		Grid Dimension Mismatch – Arch vs Struct	02/03/2026	04/03/2026	06/03/2026	Yes	Grids 4-5	A-100 / S-100	JS	Action	Architectural plan A-100 shows grid 4-5 at 8,000 mm; structural plan S-100 shows 8,100 mm. Please confirm which grid dimension governs.	06/03/2026 – "Structural governs: 8,100 mm. Arch to be revised."	Closed – model updated.	2
3		Purlin Spacing at Roof Edge	09/03/2026	11/03/2026	11/03/2026	Yes	Roof	S-301	TB	Info	Purlin layout shows 1,200 mm max spacing, but the edge zone note calls for 900 mm within 1.5 m of the eave. Please confirm spacing in edge zones.	11/03/2026 – "900 mm max in edge/corner zones, 1,200 mm elsewhere."	Closed.	0
4		Connection Type – Bolted vs Welded	09/03/2026	11/03/2026	13/03/2026	Yes	Rafter / Column	S-202, Detail 7	TB	Action	Detail 7 shows a welded haunch connection, but general note 12 requires all site connections to be bolted. Proposed: shop-welded haunch with bolted end plate (8/M20 8.8/S). Please confirm.	13/03/2026 – "Proposed bolted end plate accepted. Shop weld haunch, 6 mm CFW."	Closed – detail revised.	2
5		Member Size Substitution	16/03/2026	18/03/2026	19/03/2026	Yes	Mezzanine	S-401	JS	Action	Fabricator advises 360UB50.7 has a long lead time. Request approval to substitute 360UB56.7 (heavier section, same depth). Please confirm acceptable.	19/03/2026 – "Substitution approved. No change to connections."	Closed.	1
6		Roof Pitch Discrepancy	23/03/2026	25/03/2026		No	Roof	A-300 / S-300	TB	Action	Architectural section A-300 shows a 5° roof pitch; structural section S-300 shows 3°. Please confirm the pitch to be modelled.		Open – awaiting engineer.	
7		Opening Size – Roller Door	24/03/2026	26/03/2026		No	Grid C / 2-3	A-200 / S-102	JS	Action	Elevation A-200 shows roller door opening 4,800 W x 5,000 H; framing on S-102 allows 4,500 W. Please confirm opening size and header member.		Open.	
8		Transport Length – Rafters	30/03/2026	01/04/2026		No	Roof	S-300	TB	Info	Rafter R1 is 16.2 m long, exceeding the 12.5 m transport limit advised by the builder. Proposed: splice at 1/3 span with a bolted splice plate. Please confirm splice location.		Open – proposed solution issued.	

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