Revised: November 2005

Request For Information and/or Change of Scope

☐ Fixed Price	☐ Time & Materials		☐ Other	RFI #	
Name of Requestor	Date	Company Name	Contract or PR #	Release #	Service Order #
Location of work Site Bldg Rm		Inspector(s) , ,			Commissioning Auth.
Engineer or Architect	**REQUEST or CONCERN:**				Project Manager

Category of Request or Concern

- ☐ Customer requesting change of scope
- ☐ Weather or Site Access delay
- ☐ Conflict in Contract Documents
- ☐ Additional funding requested $
- ☐ Other:
- ☐ Site conditions not as expected
- ☐ Material or Equipment delay
- ☐ Approve Estimate/Submittal
- ☐ Time extension until
- ☐ Design clarification
- ☐ Errors and Omissions
- ☐ Testing support needed
- ☐ Cancel earlier RFI #

Attachments

☐ JSHE ☐ Bill of Materials ☐ Move List ☐ ES& H Information ☐ Drawings ☐ Submittals
☐ Other

RESPONSE: By: Org: Phone: Date: Signature: _____

RFI Change Authorization (not valid without signature)

**** PROJECT FUNDING APPROVAL RECEIVED ****	**** RELEASE FUNDING AMOUNT ****	
☐ Revised funding authorization	Original release or as revised through RFI#	$
☐ Change order #	This RFI # additional amount:	$
☐ Funds available in VPAT? Initials _____ Date	Total release amount through RFI #	$
WFO/ Ticket #/ Ref. #	**Charges against this Release shall not exceed the above without approval**	
Project Manager or SDR Approval	**SCR Approval (if Release is over $25k)**	
_____ Date:	_____ Date:	
Revised Completion Date:		

Distribution

Without Prints (unless otherwise indicated):			With Prints:	
With prints	☐	Bldg. Mgr.	File (Original)	
	☐	Mechanical	Inspector (s)	
	☐	Electrical		
	☐	Structural		
	☐	Architectural	Contractor (2 copies)	
	☐	Fire Protection	Maintenance (Submittals Only)	
	☐	Utility Coordinator		