

RFI Log

Template — structured the way FieldBinder AI generates its RFI List

Project	Project name as it appears on the contract	Customer	Owner or client the RFIs go to
Site	Site or location: address, plant, building, area	Project No.	Your job or contract number
Date	Date of this log	Prepared by	Name and role of the person keeping the log
Captures from	Period the log covers (from – to). The app's RFI List draws on every capture in the project, not a date range		

1. Requests for information

One row per question, in the order raised. Context / reference: the drawing, spec section, RFI, or location the question is about — only what was actually stated. Question: the question itself, as asked.

Impact if unanswered: only an impact that was explicitly stated; otherwise write Impact not specified. Never estimate schedule or cost impacts.

Status: Open or Done is the app's checkbox on the item; Answered is yours to record. Raised by, Responsible party, Date needed, Date answered and Response summary are the log-keeper's columns — fill them by hand as the RFI moves. If there are no open questions, write "No open RFIs." on the first row rather than leaving the log blank.

# <i>per report</i>	Date raised <i>capture time</i>	Context / reference (drawing, spec) <i>only if stated</i>	Question <i>as asked</i>	Impact if unanswered <i>only if stated; else Impact not specified</i>	Raised by <i>(manual)</i>	Responsible party <i>(manual)</i>	Date needed <i>(manual)</i>	Date answered <i>(manual)</i>	Response summary <i>(manual)</i>	Status <i>Open / Done: app checkbox; Answered: manual</i>
1										
2										
3										

# <i>per report</i>	Date raised <i>capture time</i>	Context / reference (drawing, spec) <i>only if stated</i>	Question <i>as asked</i>	Impact if unanswered <i>only if stated; else Impact not specified</i>	Raised by <i>(manual)</i>	Responsible party <i>(manual)</i>	Date needed <i>(manual)</i>	Date answered <i>(manual)</i>	Response summary <i>(manual)</i>	Status <i>Open / Done: app checkbox; Answered: manual</i>
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										

# <i>per report</i>	Date raised <i>capture time</i>	Context / reference (drawing, spec) <i>only if stated</i>	Question <i>as asked</i>	Impact if unanswered <i>only if stated; else Impact not specified</i>	Raised by <i>(manual)</i>	Responsible party <i>(manual)</i>	Date needed <i>(manual)</i>	Date answered <i>(manual)</i>	Response summary <i>(manual)</i>	Status <i>Open / Done: app checkbox; Answered: manual</i>
18										
19										
20										

Structure: the three labelled lines the FieldBinder AI app writes for every RFI — Context, Question, Impact if unanswered (only an impact explicitly stated in a capture; otherwise "Impact not specified.") — numbered per report, with the capture time as the Date raised column. The app creates an RFI only where a capture explicitly poses a question or states an ambiguity or unresolved issue, and never estimates schedule or cost impacts. Each RFI item carries the app's open / done checkbox (the Status column's first two states); Answered, Raised by, Responsible party, Date needed, Date answered and Response summary are manual: the app records none of them. When there are no open questions the app writes "No open RFIs."