

What's inside the workbook

One .xlsx file with 6 tabs that work together. You fill the yellow cells; everything else updates itself.

1

Guide

Enter project name, contract no., parties, RFI prefix and units (SI / IP) once. Includes step-by-step instructions and good-RFI practice.

2

RFI Register

500-row log with dropdowns. Auto-fills RFI No., required-by date, days open and OVERDUE / Late flags. Filters and frozen headers.

3

RFI Form

Select an RFI No. and the A4 form fills from the register. Print or save as PDF. Signature, attachments and distribution blocks.

4

Dashboard

Totals, open, overdue, average days to respond, on-time rate, cost/time impact counts. Breakdown by priority, status, system and category.

5

HVAC RFI Library

64 ready-written RFI questions across 26 HVAC systems and interfaces, each with what to attach, risk and typical impact.

6

Lists

Edit dropdown options and response deadlines per priority (default 2 / 5 / 7 / 14 days) to match your contract.

RFI WORKFLOW BUILT IN



Yellow

 = you type or select

Grey

 = calculated automatically

Red

 = overdue

How it works day to day

Log the RFI once. The number, deadline, overdue flag, form and dashboard all follow from that row.

① ONE ROW IN THE REGISTER

RFI No.	RFI-HVAC-003-R1
Date Raised	2026-10-03
System	Stair / Lift Pressurization
Category	Code / Authority Compliance
Drawing No. & Rev	M-PRS-110 Rev B
Priority	High
Required By	2026-10-08
Status	Open
Days Open	9
Overdue	OVERDUE

27 columns in total, including location, spec section, question, proposed solution, response, cost/time impact and linked VO / NCR.

② FORM FILLS ITSELF

REQUEST FOR INFORMATION – HVAC

RFI No.	RFI-HVAC-003-R1	Priority	High
System	Stair Pressurization	Req. By	2026-10-08

QUESTION

Confirm pressure relief method for stair S2 (barometric relief damper or VFD with pressure sensor)...

PROPOSED SOLUTION

VFD on pressurisation fan with differential pressure sensor at Level 10...

RESPONSE

Signatures · Attachments ☐ · Distribution ☐

③ DASHBOARD UPDATES

48
Total raised

3
Overdue now

4.2
Avg days to respond

92%
On-time rate

Priority	Total	Open	Overdue
Critical	6	1	1
High	17	4	2
Normal	19	5	0
Low	6	2	0

Also by status, by 26 HVAC systems and by 11 RFI categories.

64 HVAC RFI templates ready to adapt

Copy the wording into the register, fill in the ____ blanks with your drawing, grid and level, and issue.

Questions by system			
Chilled Water Piping	6	AHU / FAHU	5
Ductwork	5	Chillers	3
Pumps	3	FCU	3
VRF / VRV	3	Smoke Management	3
Controls / BMS	3	Cooling Towers / CW	2
DX Split / Package	2	Grilles / Diffusers	2
Toilet Exhaust & Vent.	2	Kitchen Exhaust	2
Stair / Lift Pressurization	2	Insulation	2
Plant Room Layout	2	Testing & Balancing	2
Electrical Interface	2	Structural / Builder's Work	2
Architectural Interface	2	General / Codes	2
Heat Recovery / ERV	1	Car Park Ventilation	1
Noise & Vibration	1	Fire Protection Interface	1

SAMPLE ENTRIES FROM THE LIBRARY

System	Standard RFI question	Risk if unresolved
Chillers	Confirm chiller duty (kW / TR), entering/leaving CHW and CW temperatures, fouling factor and design ambient to be used for submittal, as schedule M-xxx and spec section differ.	Wrong plant capacity; re-submittal
CHW Piping	CHW riser at grid ____ clashes with beam/column per structural drawing S-xxx. Confirm revised routing or sleeve provision. Proposed offset attached.	Stoppage of works
Stair Press.	Confirm design pressure differential (Pa), door opening force limit (N) and air velocity through open door for stair ____ per applicable code.	Failed authority test

What you get

- ✓ 1 × .xlsx workbook, 6 tabs, fully editable
- ✓ Built-in guide + worked example RFI
- ✓ Single-company licence, unlimited projects