| Task | Responsibility and Information Flow | Notes |
|---|---|---|
| **Determine that an SI is the appropriate instrument to respond to an RFI or interpretation of contract documents** | Architect | Contractors may include suggested solution to issue raised in RFI. |
| **If appropriate, issue an SI using the common structure below:**<br>▪ Project identification: name, address, telephone, e-mail (telephone and e-mail should be to site office)<br>▪ Owner identification: name, address, telephone, e-mail | | Note: The elements under "Task" at left may be carried over if/ as a change starts as an SI, becomes a PC/CO/CD. This allows for consistent management of contract changes and reduced probability of introducing errors during information transfer. |
| ▪ Contractor identification information for project manager: name, address, telephone, e-mail<br>▪ Architect identification for contract administration contact: name, address, telephone, e-mail<br>▪ Change numbering sequential by change type or sequential by project<br>▪ Date of issue<br>▪ Description of SI<br>▪ Location of instruction: building/floor/room/ area, so that all parties may find it<br>▪ Description of instruction: in active imperative-like specifications: "delete this," "substitute that," etc. | | |
| **Log each SI** | Architect | See general instructions about logging project information. |
| **Track the implementation of SI instructions** | Architect | Through site observation, site meetings and other correspondence. |
| **Track the status of SIs – diarize the number of days from the date of SI issue to the expected response by the contractor** | Architect | |
| **Close the SI when the instructions have been implemented** | Architect | Many electronic data management systems can remove completed SIs from daily view without removing their records. |