10 ChatGPT Prompts Every Sub Should Know

Copy, paste, and customize. Save hours every week.

1 RFI Draft

Use when: You need to clarify something on the plans

> "I'm a subcontractor on a [project type] project. Write a professional RFI asking the architect to clarify [describe the issue]. Reference Sheet [X], Detail [Y]. Keep it under 100 words."

2 Change Order Justification

Use when: You found extra work not on the plans

> "Write a change order justification for [describe additional work]. We discovered [concealed condition / plan discrepancy]. Reference the contract clause on [changed conditions / unforeseen work]. Tone: professional but firm."

3 Daily Field Report

Use when: End of day, need a report in 60 seconds

> "Write a daily field report. Date: [today]. Crew: [X] workers. Location: [building/area]. Work completed: [describe]. Weather: [conditions]. Safety incidents: [none/describe]. Material deliveries: [note any]."

4 Email Response to GC

Use when: You get a long email and need a quick, professional reply

> "Here's an email from a general contractor: [paste email]. Summarize it in 3 bullet points, then draft a professional response that [agrees / pushes back / asks for clarification] on [specific point]."

5 Safety Toolbox Talk

Use when: Weekly safety meeting, need a fresh topic

> "Write a 5-minute safety toolbox talk for a [your trade] crew on [topic: fall protection / heat illness / silica dust / ladder safety]. Include 3 key points, one real-world example, and 2 discussion questions. Keep it conversational, not corporate."

6 Bid Proposal Cover Letter

Use when: Submitting a bid and need a professional cover letter

> "Write a bid proposal cover letter for [company name], a [your trade] subcontractor. We're bidding on [project name] for [GC name]. Highlight our [X years experience], [crew size], and [relevant past projects]. Tone: confident, professional, not salesy."

7 Scope of Work Clarification

Use when: Scope is vague and you need to protect yourself

> "I'm a [trade] subcontractor. Review this scope of work and identify any vague language, missing details, or areas where I could get stuck with extra work: [paste scope]. List each issue with a suggested clarification question to send to the GC."

8 Schedule Narrative

Use when: GC asks for a written schedule explanation

> "Write a schedule narrative for [your trade] work on a [project type]. Include: mobilization, phases of work in order, crew size per phase, estimated duration per phase, key milestones, and any long-lead items. Total duration: [X weeks]."

9 Meeting Minutes

Use when: After an OAC or coordination meeting

> "Here are my notes from today's construction meeting: [paste rough notes]. Turn these into professional meeting minutes with: date, attendees, key discussion items, action items with responsible parties, and next meeting date."

10 Delay Notice / Documentation

Use when: You're getting delayed and need to document it NOW

> "Write a professional delay notification letter to [GC name] regarding [project name]. Our [trade] work has been delayed by [X days] due to [reason: prior trade not complete / material delay / plan changes]. Reference our contract start date of [date]. Request a time extension and reserve rights for additional costs. Tone: firm, factual, professional."

💡 **BONUS TIP**

Save your best prompts as templates in ChatGPT. Create a "Construction" folder. Next time you need an RFI or change order, you'll have your custom templates ready to go — just fill in the blanks. That's how you go from minutes to seconds.