

DEEP SPACE™

User Onboarding & Operations Manual

Everything a first-time user needs, end to end

Worked example: Cohesive Construction - CAN2511737, 65a Belfast Road

How to use this manual

This is a complete, click-by-click manual for Deep Space, written for someone who has never opened the platform before. Work through Sections 1 and 2 first (getting in and finding your way around), then jump to whichever workflow you need. Every workflow uses numbered steps, tells you why you are doing it, and shows the expected result.

> **NOTE**
> **Two products.**
>
> Deep Space (hub.deepspacesync.com) is the main web platform - almost everything here.
>
> DS Site is the separate phone / site app used on the ground; it appears only where relevant.

Download DS Site on your phone

DS Site is the phone companion used on the ground. Scan the code for your phone, install DS Site, then sign in with the same Deep Space login.

Apple (iPhone / iPad)	Android
apps.apple.com/in/app/ds-site	Get it on Google Play

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DS Site Forms - complete site forms on your phone
Appendices: A - Cost code structure · B - Cost types · C - Estimate template.

1. Getting Started

Goal: get into Deep Space and set yourself up. By the end you will be logged in, looking at your dashboard.

1.1 Accept your invitation

An administrator invites you by email. You receive an invitation from Deep Space.

1. Open the invitation email and click the join / accept link.
2. If your organisation uses single sign-on (SSO), you will be sent to your company login (e.g. Microsoft). Sign in with your work account - no separate password needed.
3. If you set a password instead, choose a strong password and confirm it.

> **NOTE**
> **No invite yet?** Ask your project administrator to invite you (Section 4 shows them how). You cannot self-register for a company workspace.

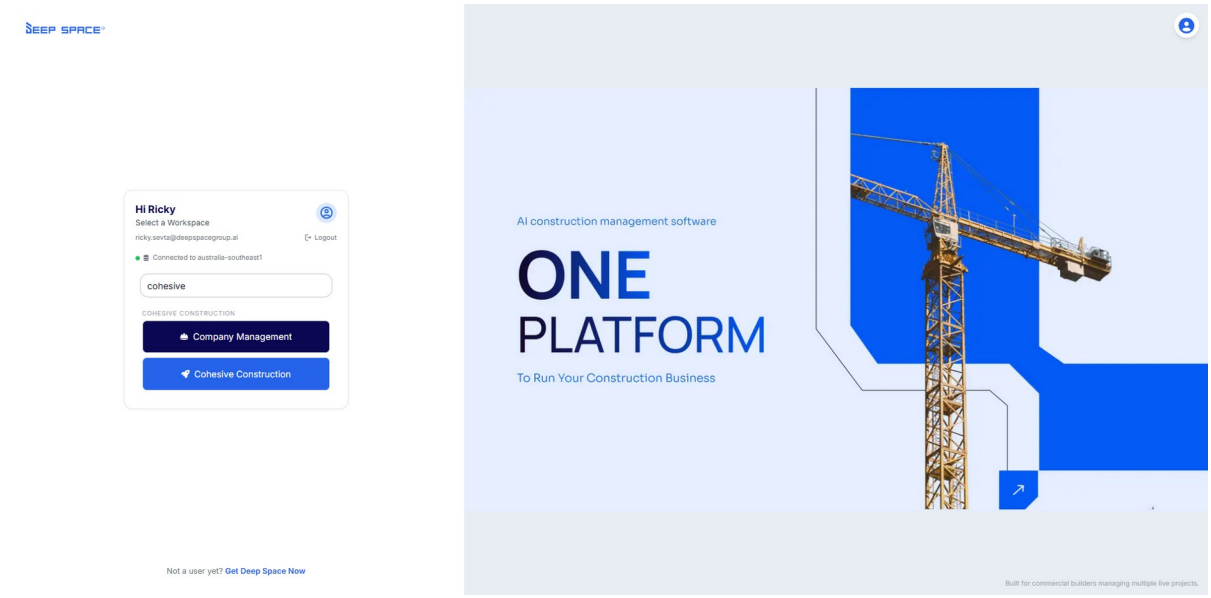


Figure: The Deep Space login screen at hub.deepspacesync.com - sign in with SSO or your email and password, then pick your workspace.

1.2 First-time login

4. Go to hub.deepspacesync.com (the login page is hub.deepspacesync.com/login/v2/dashboard).
5. Press the Login button and sign in with SSO, or with your email and password. The same Login button works for both Deep Space (web) and DS Site (phone), using the same credentials.
6. If you belong to more than one workspace, the Select a Workspace screen appears. Click your company (e.g. Cohesive Construction).
7. You land on the Home dashboard.

> **TIP**

Bookmark hub.deepspacesync.com so you always start in the right place.

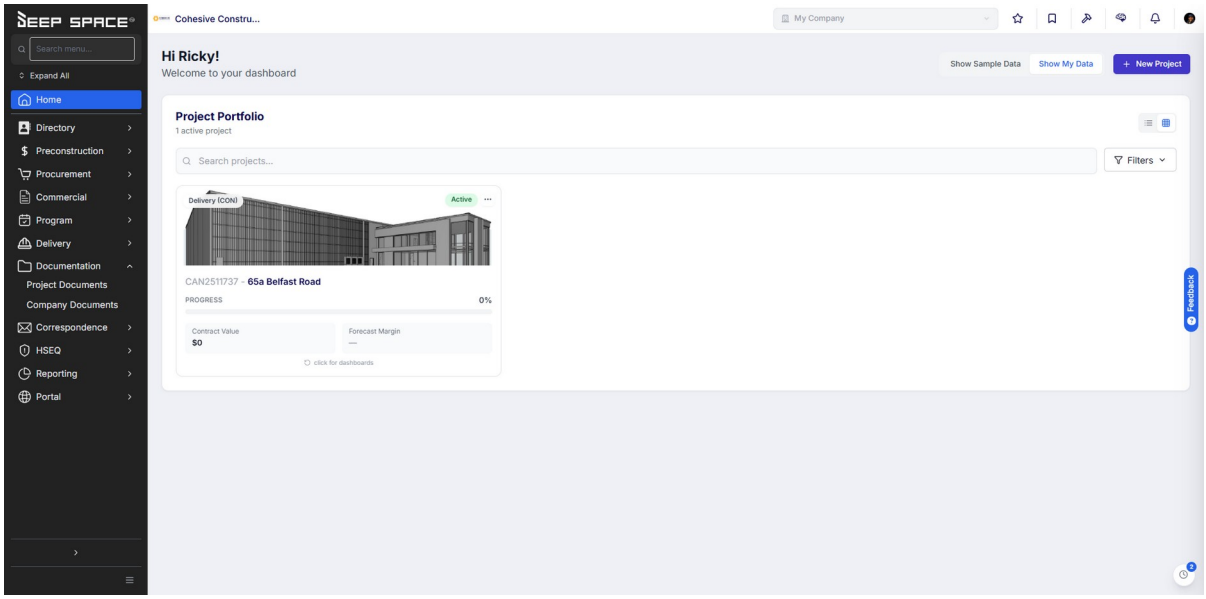


Figure: The Home dashboard you land on after login, with the Project Portfolio. The workspace switcher is top-centre.

1.3 Profile & preferences

8. Click your avatar (top-right) to reach your profile and preferences (name, contact details, notification settings).
9. Set your notification preferences so you are told about the things you own (notices awaiting you, RFI responses).

1.4 Password reset & common login issues

Problem	Fix
Forgot password	Use Forgot password on the login screen; you will get a reset email. (If you use SSO, reset via your company login, not Deep Space.)
Invite link expired	Ask your administrator to re-send the invitation.
Logged in but see the wrong company	Use the workspace switcher (top-centre) to change workspace.
No projects visible	You may not be added to a project yet - ask your administrator to add you (Section 4).
SSO loop / can't sign in	Confirm you are using your work email; clear the tab and retry from hub.deepspacesync.com.

Expected outcome: you can log in, pick the right workspace, and see your dashboard.

Notes

2. Platform Tour

Goal: know your way around. Deep Space is organised into modules down the left, with your project chosen in the switcher at the top.

2.1 The navigation menu (modules)

Module	What it's for
Home	Your dashboard and project portfolio.
Directory	People and companies - Company Directory and User Directory.
Preconstruction	Estimating, tenders, and the BOQ Builder.
Procurement	Buying and subcontract procurement.
Commercial	Budget Register, head contract, subcontractors, claims, invoices, forecasting.
Program	The construction programme, lookahead, milestones, critical path.
Delivery	Site delivery, Meeting minutes, Action items, Timesheets.
Documentation	Project Documents and Company Documents (drawings, specs, registers).
Correspondence	Notices (RFIs, instructions, variations) and correspondence.
HSEQ	Health, safety, environment and quality.
Reporting	Dashboards and reports.
Portal	External party access.

2.2 Workspace switcher, dashboard, notifications & Kai

- Workspace / project switcher (top-centre): swap between your company and a specific project.
- Notifications bell (top-right): in-app alerts about things that need your attention.
- Project Portfolio (Home): a card per active project with progress, contract value and forecast margin; click a card for its dashboards.
- Kai: the AI assistant panel on the right - ask questions and create action items.

2.3 Key terminology

Term	Meaning
Workspace	Your whole company space in Deep Space.
Project	A single job (e.g. 65a Belfast Road).
Budget Category	A top-level reporting bucket (e.g. Concrete & Structure).
Cost Code	A scope line you budget against (e.g. 530-S1 Precast Panels).
Cost Type	How a cost behaves (labour, subcontract, materials, hire, consultants).
BoQ	Bill of Quantities - the priced list of work.
Budget Register	The live project budget, generated from the BoQ.
LBS	Location Breakdown Structure - buildings / levels / zones.
Notice	Any formal project communication (RFI, instruction, variation, delay...).

Expected outcome: you can find any module and understand the core terms.

Notes

3. Organisation & Directory Structure

Goal: understand how people, companies and documents are organised so you put things in the right place.

3.1 Directory

- Company Directory: the companies you work with (clients, subbies, suppliers, consultants).
- User Directory: the people in your workspace, their role, status and which projects they can see.

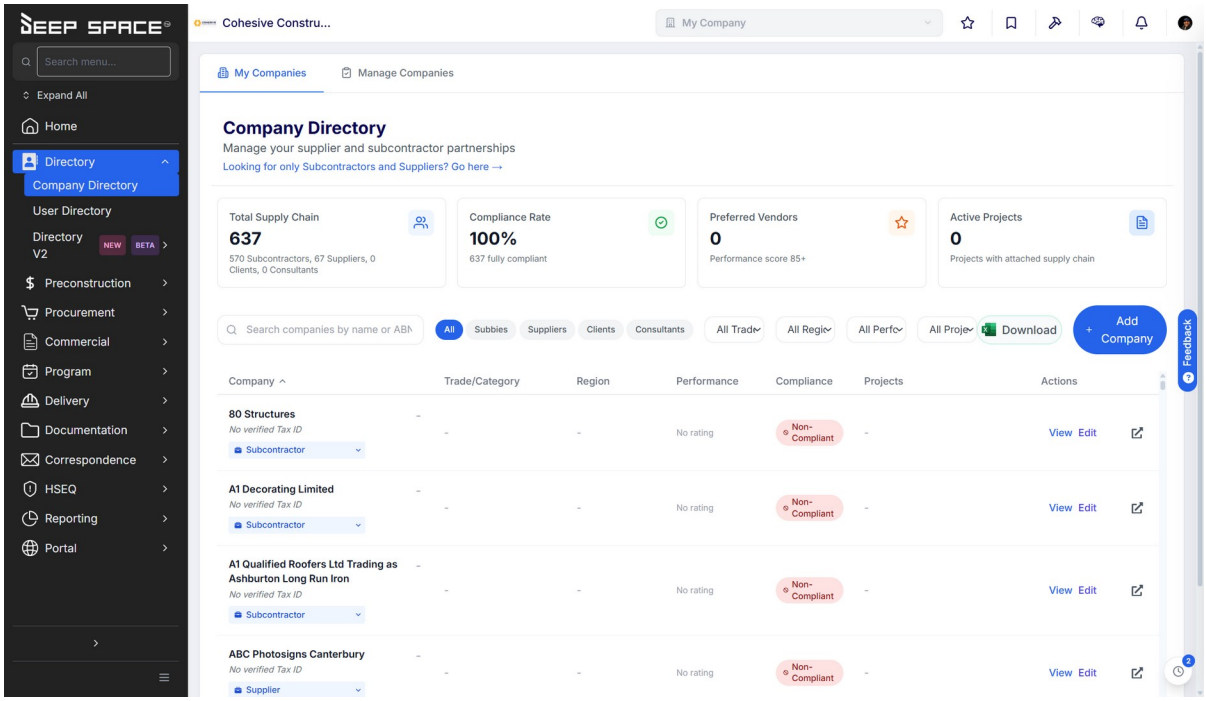


Figure: Directory > Company Directory - your suppliers and subcontractors, with compliance and performance at a glance.

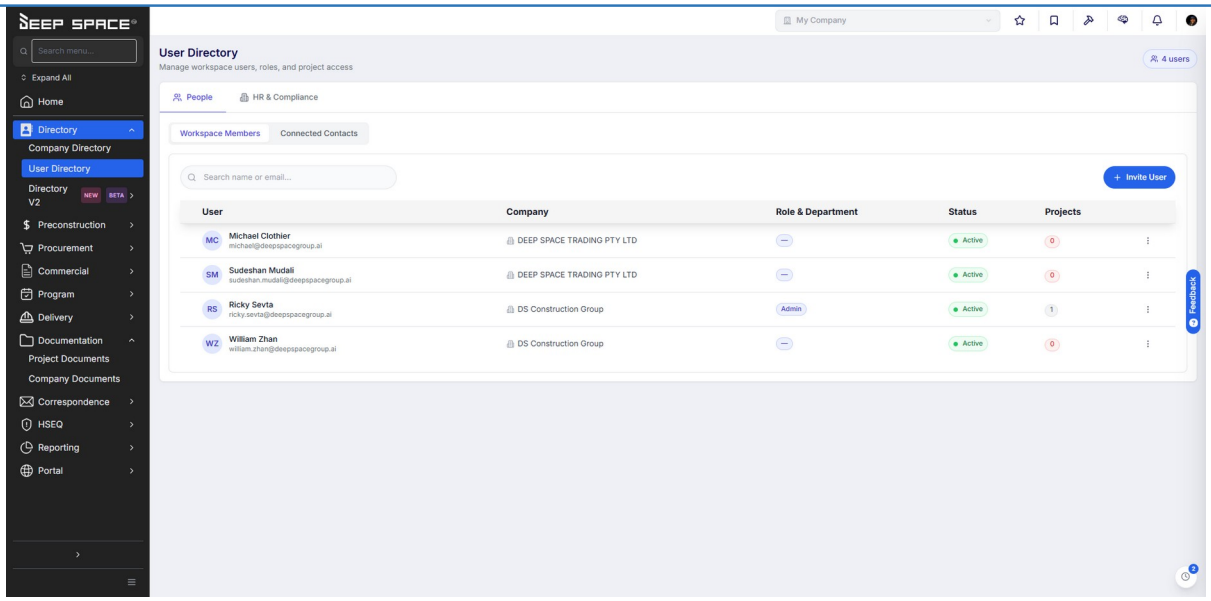


Figure: Directory > User Directory - workspace members with Role & Department, Status and Projects.

3.2 Document folder structure

Inside a project, documents live under Documentation > Project Documents in a folder tree. Keep a consistent structure across projects.

Good practice	Avoid
Top-level folders by type: Plans, Specifications, Supporting Documents, Reports, Contracts, Site Photos.	One giant folder of mixed files.
Split multi-sheet drawing sets into individual sheets (Split Drawing with KAI).	Leaving a 200-page PDF nobody can search.
Consistent names: discipline-sheet-revision (e.g. A1.02 Ground Floor Rev A).	Names like final_v3_USE THIS.pdf.

TIP

Permissions & ownership: what each person can see and do is set by their Role (Section 4). If someone can't see a project or folder, it's a role / project-access issue, not a missing file.

Expected outcome: you know where people, companies and documents belong.

Notes

4. User & Permission Management

Goal (admins): add people and control what they can do.

4.1 Invite a user

10. Directory > User Directory > + Invite User (top-right).
11. Enter their email and details and send. They appear as Active once they accept.

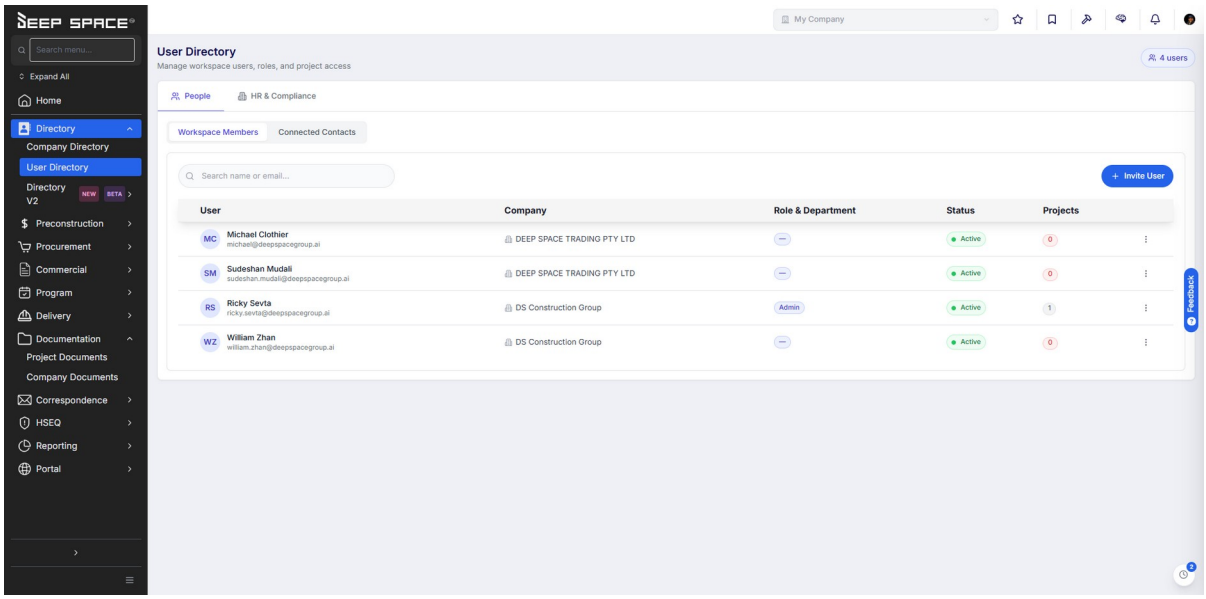


Figure: Directory > User Directory - the + Invite User button is top-right.

4.2 Roles & permissions

Roles control what a user can see and do, by module and feature. Manage them under Admin > Roles.

12. Admin > Roles. Pick a role on the left (e.g. Admin) to configure its permissions, or click + New to create one.
13. Set the permissions per module / feature, and save.

WATCH OUT

Refresh required: after you change a role's permissions, affected users must refresh their browser before the change takes effect.

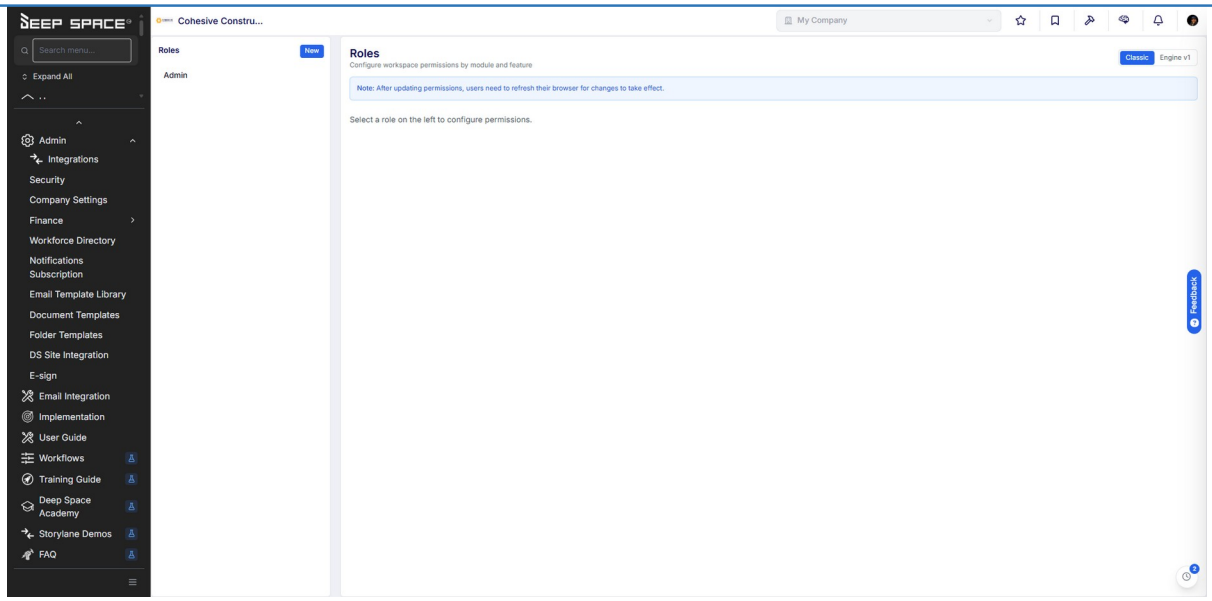


Figure: Admin > Roles - role list on the left with + New, and the permissions panel.

4.3 Manage, remove or deactivate

- From User Directory, use the row actions (the three-dot menu) to edit a member, change their role/projects, or deactivate them.
- Deactivating keeps their history but removes access; use it when someone leaves.

> **WATCH OUT**
> **Do not delete people who have activity.** Deactivate instead, so their notices, claims and audit trail stay intact.

Site team: invite your on-site crew in DS Site (the phone app) under Members > Invite.

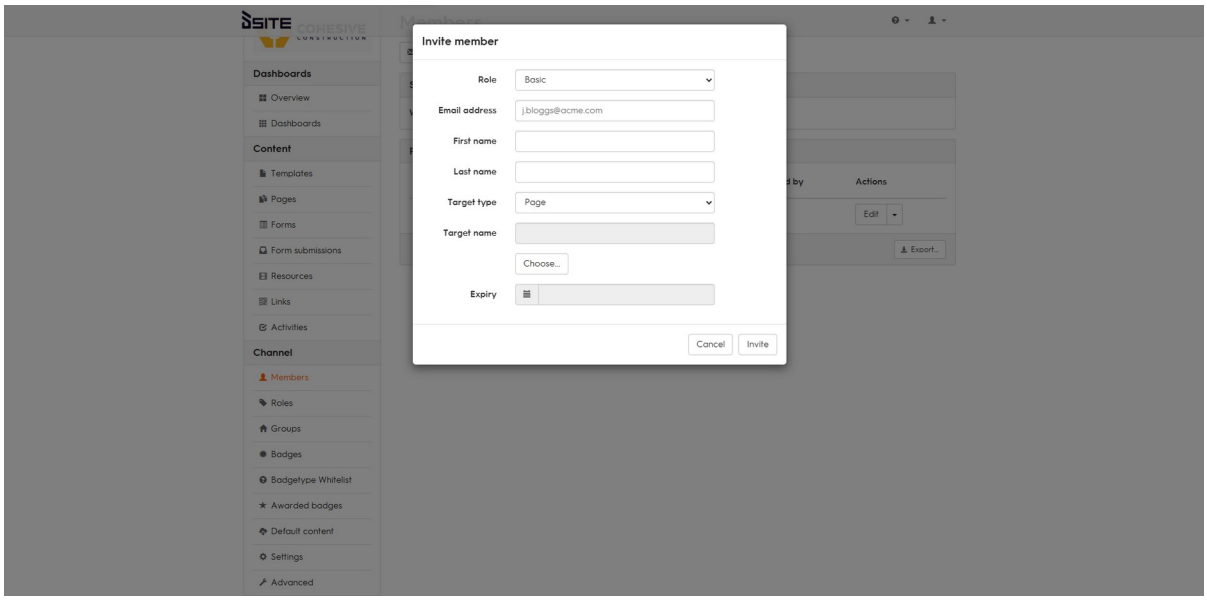


Figure: DS Site > Members > Invite member - role, email, name, target and expiry.

Expected outcome: the right people have the right access.

Notes

5. Project Setup & Planning

Goal: create a project and configure its settings. (Finance structure - budget categories, cost codes, cost types - is set once per workspace under Admin > Finance; see Appendices A and B.)

5.1 Create a project

14. From Home, click + New Project (top-right) and give it a name and code.
15. Open the project from the Project Portfolio, then go to Project Settings.

5.2 Configure project settings

Project Settings has tabs: General, Team, Locations, Dates & Milestones, plus Tool Configuration (Location Breakdown Structure, Work Breakdown Structure, Cost Codes, Working Days / Calendars). Each tab has its own Save Changes button - save before switching.

- General: name, code, description, Project Stage (Opportunity / Tender / Delivery / DLP), Status, Delivery Method, Sector, Tender Type, Owner type.

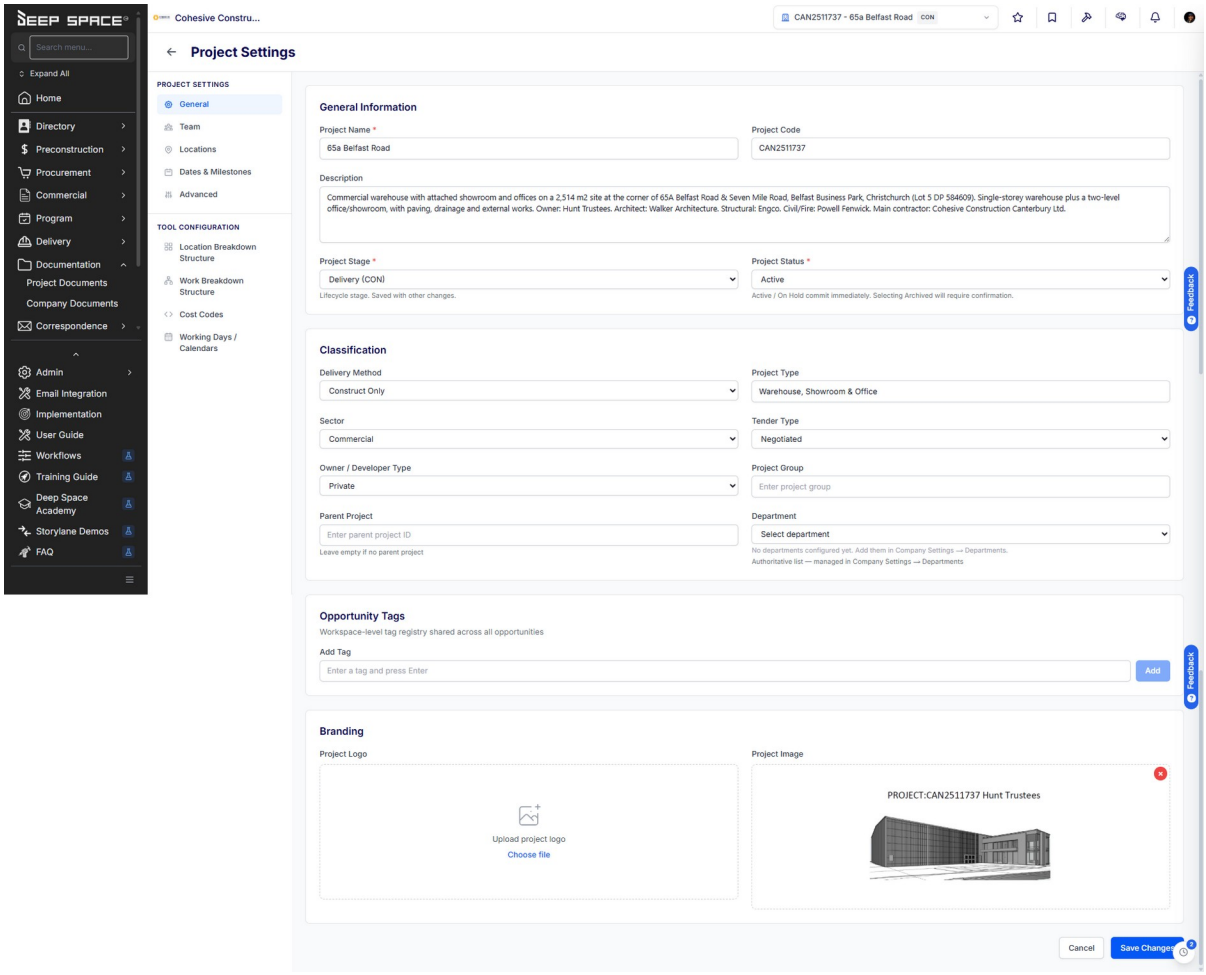


Figure: Project Settings > General - General Information and Classification.

- Locations: the site's country, region, address, postcode and map pin.

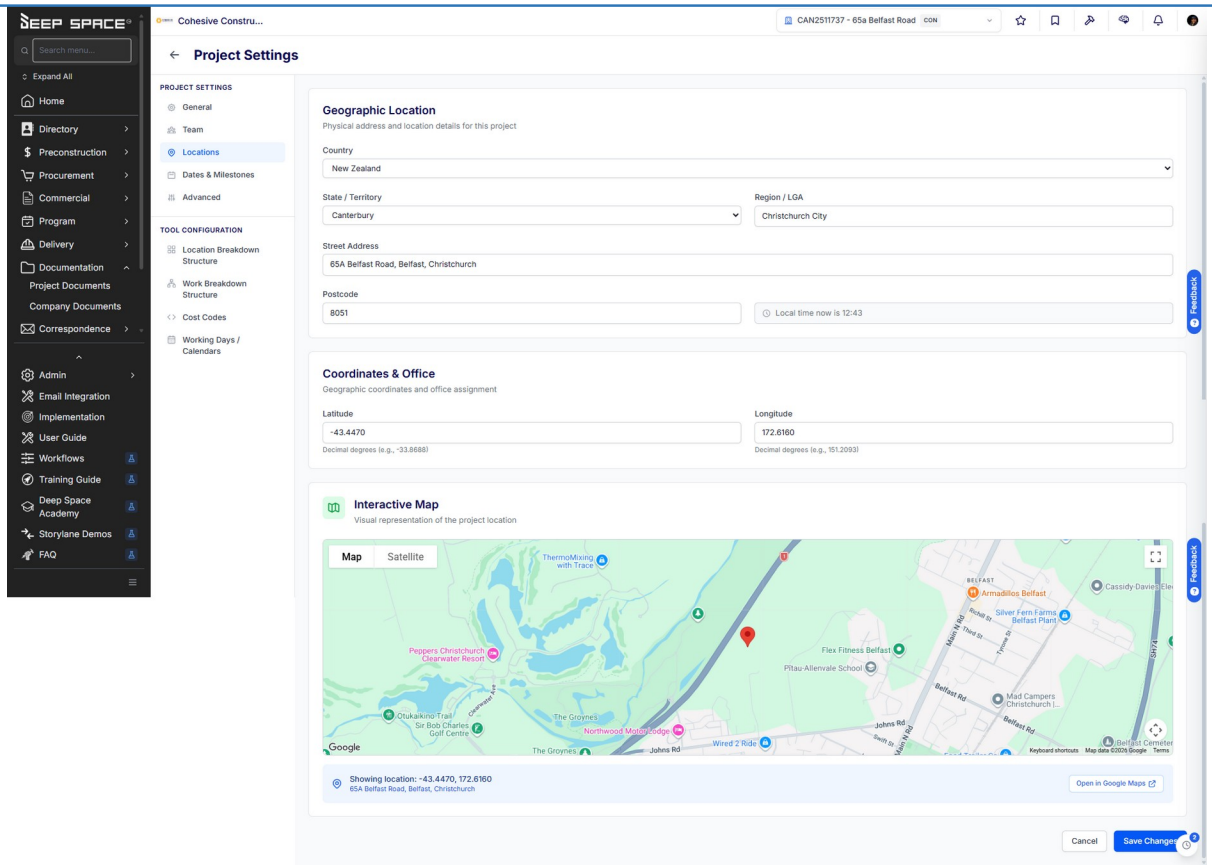


Figure: Project Settings > Locations - address, coordinates and map.

- Dates & Milestones: planned start, planned completion, forecast finish and warranty dates (from the contract programme).

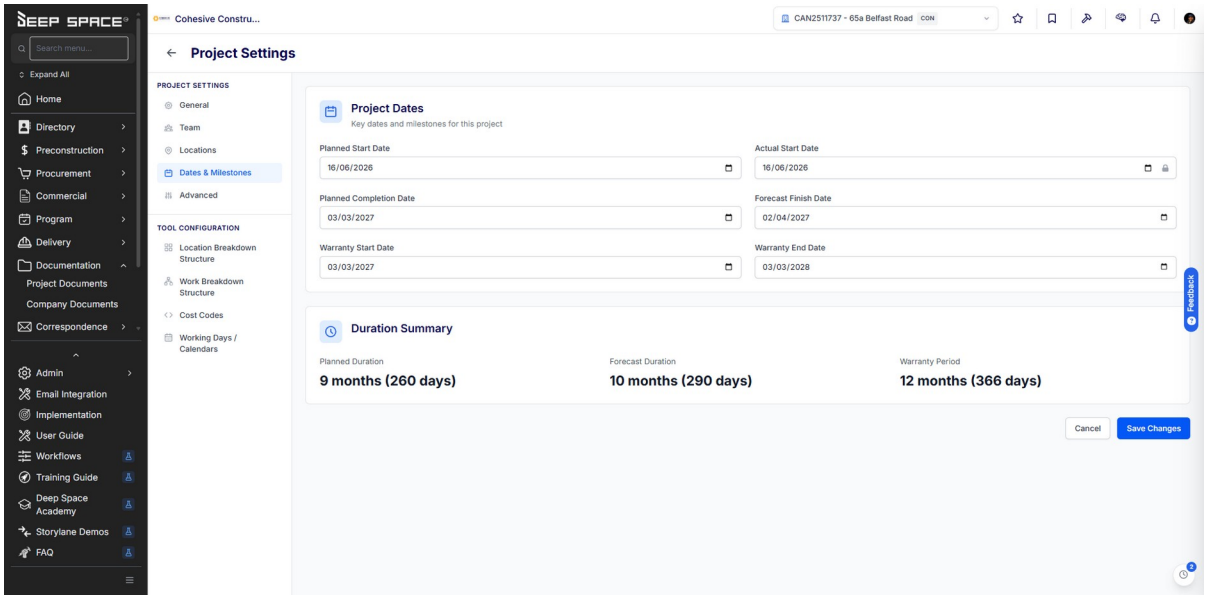


Figure: Project Settings > Dates & Milestones, with the Duration Summary.

- Location Breakdown Structure (LBS): buildings, levels and zones - what you track progress, quality and defects against. Build it top-down (create a parent before its children).

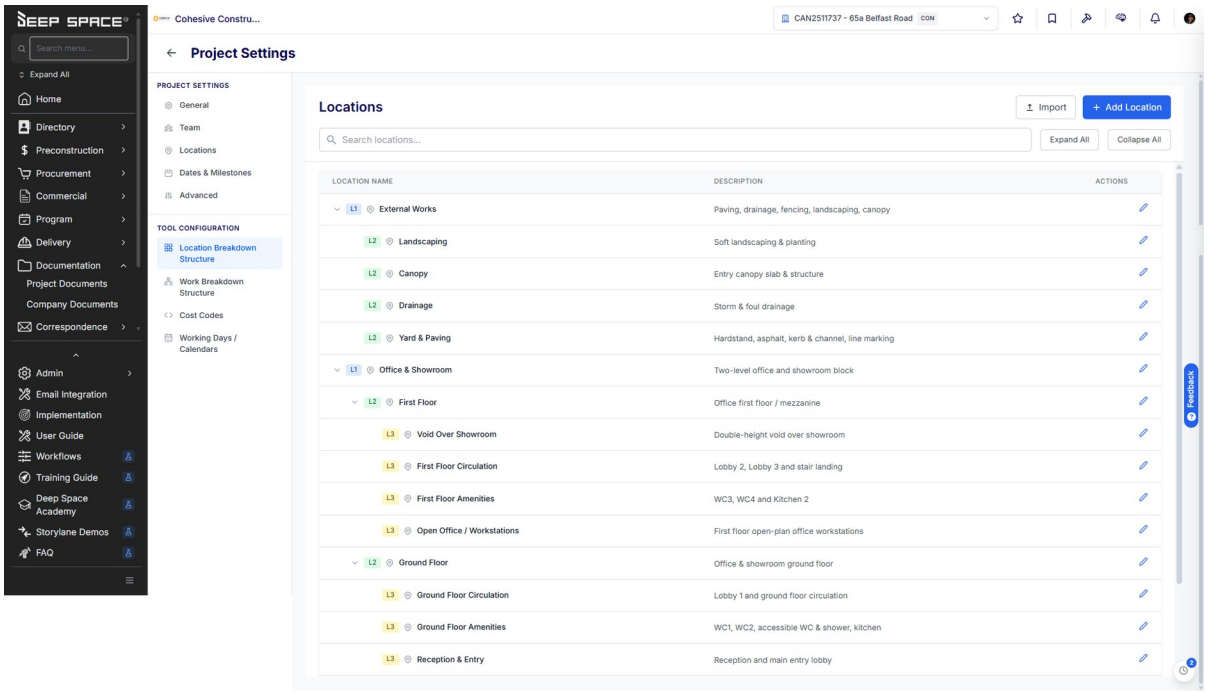


Figure: Project Settings > Location Breakdown Structure - buildings, levels and zones.

5.3 Project lifecycle

Projects move through stages: Opportunity (pursuing) to Tender (pricing) to Delivery (building) to DLP (defects liability). Set the Project Stage on the General tab as the job progresses.

Expected outcome: a fully configured project ready for documents, programme and budget.

Notes

6. Microsoft Project Integration

Goal: bring your construction programme into Deep Space from Microsoft Project. Deep Space reads the MS Project XML format.

6.1 Export from Microsoft Project

16. In Microsoft Project, open your schedule.
17. File > Save As (or Export) and choose the XML format: Microsoft Project XML (*.xml). Save the .xml file.

> **NOTE**
> **Use XML, not .mpp.** Deep Space imports the MS Project XML file (the same format as the 65 Belfast Rd Contract Programme.xml used here), not the native .mpp.

6.2 Import into Deep Space

18. Open the project, then Program > Construction Program.
19. Open the overflow menu (the three-dot button at the top-right of the programme toolbar, next to Publish).
20. Choose Import, then select your MS Project XML file and confirm.
21. The tasks load into the Gantt. Use Publish to make the programme live for the team.

> **TIP**
> **Export HTML** is in the same menu - a quick way to share a read-only snapshot of the programme.

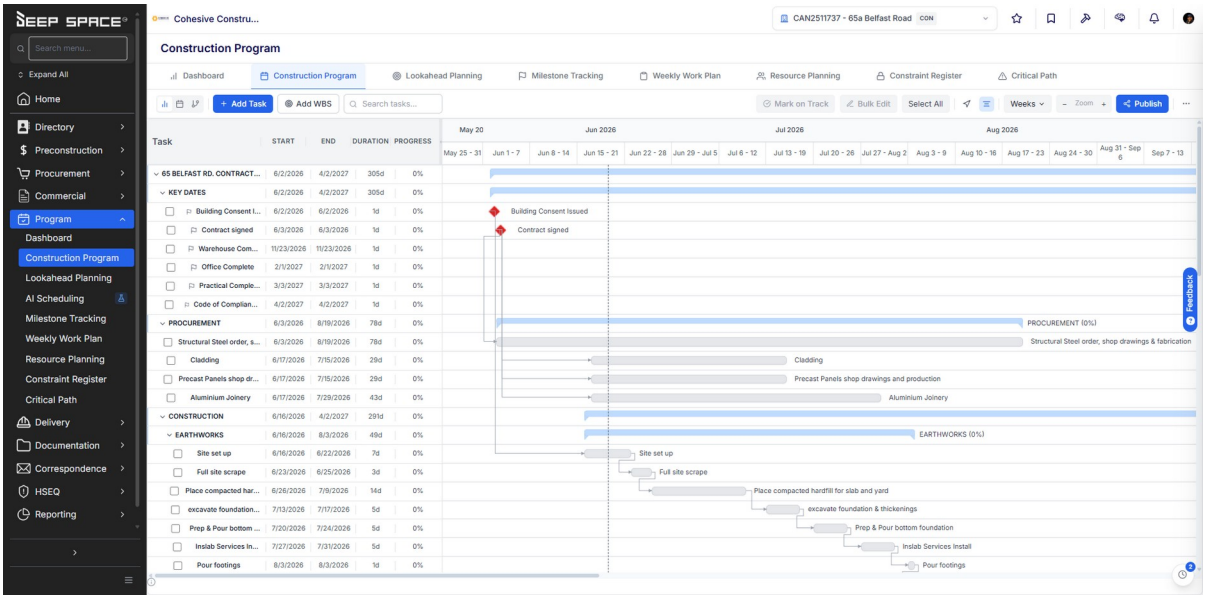


Figure: Program > Construction Program after import - the Gantt with Key Dates and phases. Import / Export HTML are in the overflow menu.

6.3 How tasks map in

Microsoft Project	Deep Space
Summary tasks / WBS	Programme groupings (WBS / phases, e.g. Procurement, Construction).

Microsoft Project	Deep Space
Tasks	Schedule activities with Start, End, Duration and Progress.
Milestones	Key Dates (e.g. Practical Completion, Code of Compliance).
Start / Finish dates	Used to drive the project Dates & Milestones (Section 5.2).

6.4 Validation & troubleshooting

Issue	Fix
Import does nothing / file rejected	Confirm the file is MS Project XML (.xml), not .mpp. Re-export as XML.
Dates look wrong	Check the calendar and time zone in MS Project before exporting; re-import.
Want to start over	Use Clean Project or Delete All Tasks in the overflow menu, then re-import.
Programme not visible to team	You haven't pressed Publish yet.

NOTE

On the roadmap: programme baselines and a working-days calendar are planned features (see the feedback portal). Until then, manage the baseline in MS Project.

Expected outcome: your programme is in Deep Space, milestones flow into project dates, and the team can see it.

Notes

7. Document Management

Goal: upload and organise drawings, specs, reports, contracts, site photos and supporting documents.

7.1 Upload files

22. Documentation > Project Documents (Explorer tab).
23. In the Folders panel, click + Add Folder to create folders (Plans, Specifications, Supporting Documents, Reports, Contracts, Site Photos).
24. Select a folder, then click the blue Upload button (top-right) and choose your files (PDF, images, Office files).
25. For a multi-sheet drawing PDF, click Split Drawing with KAI to split it into individual, searchable sheets (a background job runs; sheets land in a Split Files folder).

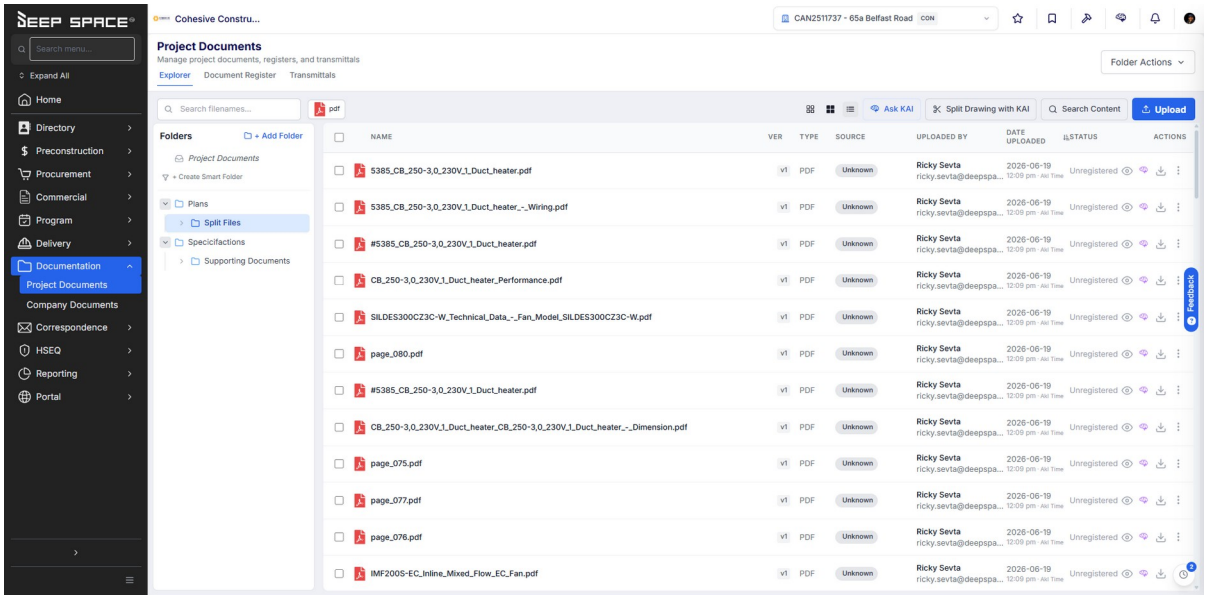


Figure: Documentation > Project Documents > Explorer - folders, uploaded files, Upload, Split Drawing with KAI, Ask KAI and Search Content.

7.2 Find, version & track

- Search Content and Ask KAI search across documents (filenames and contents).
- Re-uploading a document creates a new version (the VER column shows v1, v2...).
- Document Register tracks document numbers, revisions and status; Transmittals formally issues documents to other parties.

WATCH OUT

Known issue from the feedback portal: when approving a document, the linked document being approved may not always show in the approval view. Open the document directly to review before approving.

Expected outcome: documents are organised, versioned and findable.

Notes

8. BoQ Management & Budget Register

Goal: load a priced Bill of Quantities, validate it, and turn it into the live project Budget Register.

8.1 Import the BoQ

26. Preconstruction > Estimation > BOQ Builder tab.
27. Click Import BOQ, choose Template Import, and download the BOQ template if you don't have it.
28. Fill the template (or paste from your estimate's Deep Space Export tab as values), then upload.
29. Deep Space validates each row. Fix any flagged rows, then confirm.

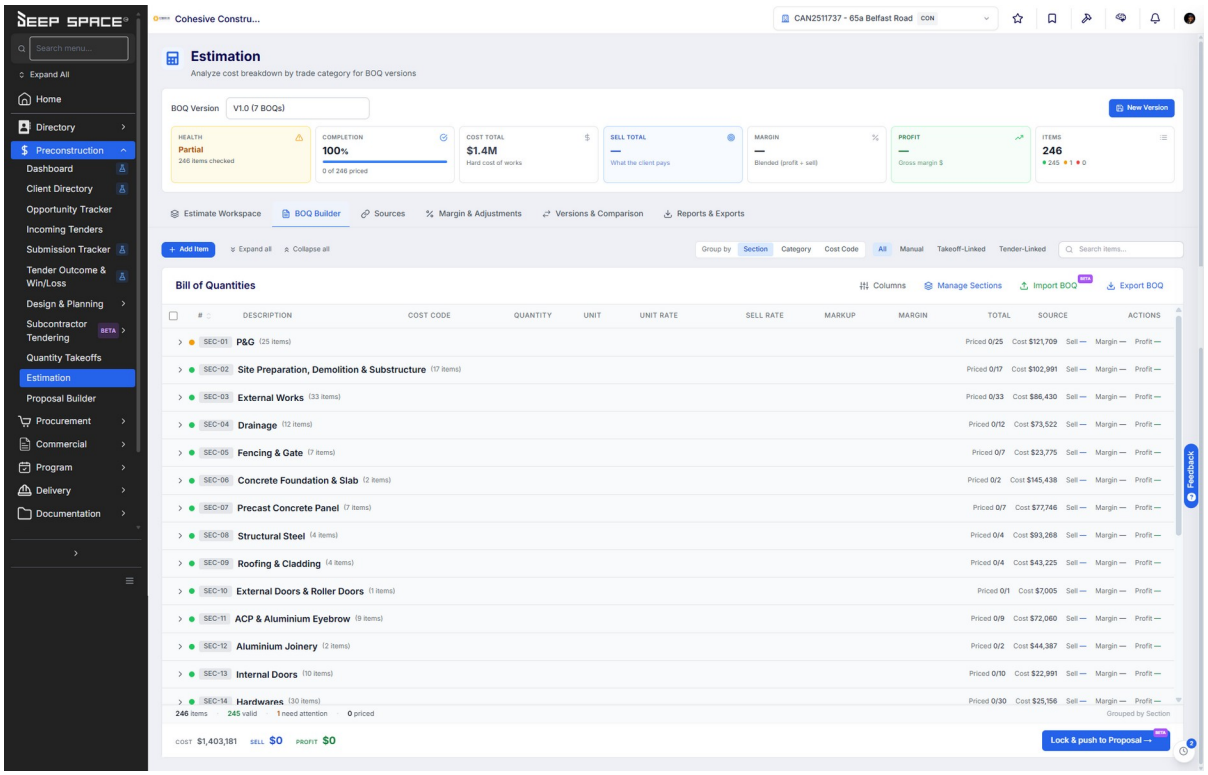


Figure: Preconstruction > Estimation > BOQ Builder - the imported BoQ grouped by section with the cost total (worked example: 246 items, Cost Total $1.4M, 100% complete).

8.2 Validate quantities, rates & cost codes

- Every line needs a valid cost code (from your workspace list) and a positive cost rate.
- The Cost Type on each line must match a workspace cost type label exactly (e.g. ELAB-External Labour / Subcontract).
- Switched-off / zero lines should be removed before import.

Validation error	Cause & fix
Valid cost rate is required	A line has a zero / blank / negative rate. Remove zero lines, make rates positive.
Invalid cost code	The code isn't in the workspace. Use a valid code or have it added (Appendix A).

Validation error	Cause & fix
Cost type rejected	The label doesn't match. Use the exact workspace label.

8.3 Convert BoQ into the Budget Register

The Budget Register is the live budget you run the job against. You generate it from the priced BoQ.

30. From Preconstruction > Estimation, click Push to Budget Register - confirm to create the initial Budget Register from your current BoQ (it tells you which BOQ Version it is using).
31. Alternatively, go to Commercial > Budget Register; if it is empty it shows Generate Budget Register Data - click it to pull and generate the register from Estimation.
32. Deep Space builds the register from the BoQ, grouped by your budget categories and cost codes.
33. Apply margin and contingency via Markups & Adjustments (not as scope lines).

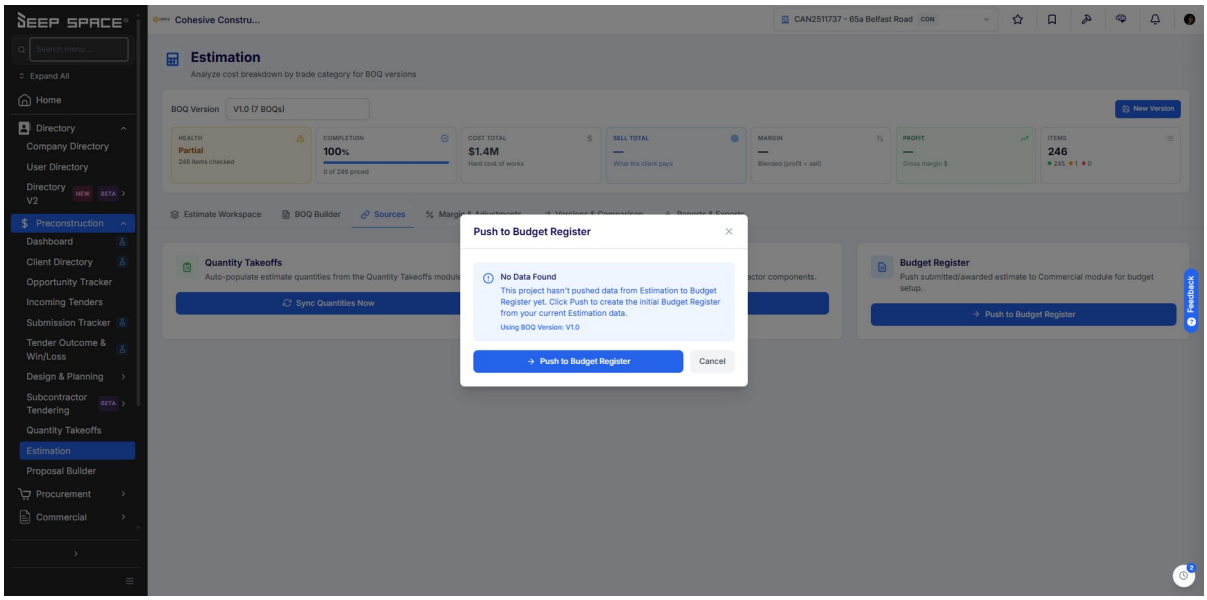


Figure: Preconstruction > Estimation - Push to Budget Register creates the initial Budget Register from the priced BoQ (BOQ Version V1.0).

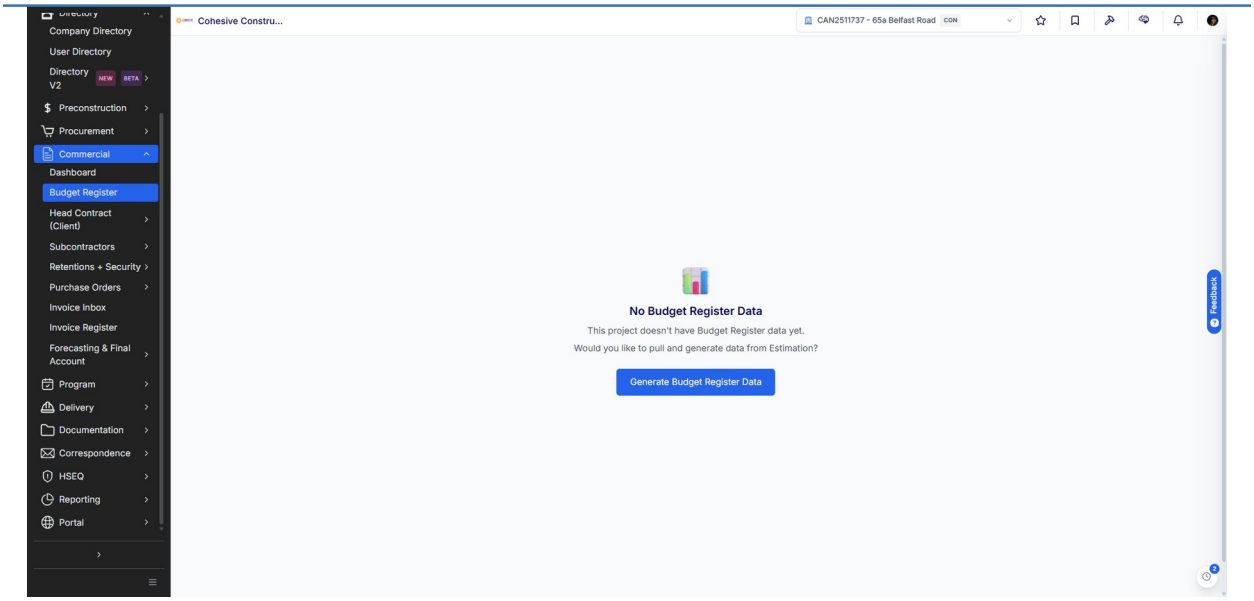


Figure: Commercial > Budget Register - when empty, the Generate Budget Register Data button pulls and generates the register from Estimation.

TIP

Why this order: the BoQ is your priced estimate; the Budget Register is the controlled budget. Generating from the BoQ means the budget ties back to the estimate with no re-keying.

Worked example (65a Belfast Road): 246 priced lines totalling about $1.4M imported cleanly into the BoQ, then generated into the Budget Register under the 9 budget categories.

Expected outcome: a priced BoQ and a live Budget Register that reconciles to it.

Notes

9. Notices, RFIs & Communications

Goal: raise and manage every formal project communication. In Deep Space these are Notices (Correspondence > Notice). An RFI is one type of notice.

9.1 Notice types

Type	Name	Use it to
RFI	Request for Information	Ask the consultant or design team a question.
CAN	Consultant Advice Notice	Issue advice or direction. Often closes an open RFI.
CI	Client Instruction	Record an instruction issued by the owner.
SI	Site Instruction	Give a direct instruction to a sub on site.
NTS	Notice to Subcontractor	Hand a CI down to subs for pricing or action.
VO	Variation Order	Raise a head-contract priced variation to the client.
SVO	Sub-Variation Order	Price work outside your scope.
NoD	Notice of Delay	Flag a delay event (EoT usually follows).
EoT	Extension of Time	Claim time relief against the contract date.

9.2 Raise a notice

34. Correspondence > Notice > + New notice.
35. Choose the notice type (e.g. RFI).
36. Fill the required fields (see RFI example below), attach files, and Issue. A number is assigned on issue.

9.3 Worked example - an RFI from start to finish

37. Correspondence > Notice > + New notice > RFI.
38. Subject (required): a clear one-line question, e.g. "Confirm grout spec under precast panels at Grid A".
39. Recipients (required): + Add recipients - pick the company or specific people (e.g. the structural engineer). The RFI closes on the first organisation response by default.
40. Clause category (required): pick the contract clause area - 9.5.1 Design, 9.5.2 Programme / Methodology, 9.5.3 Pricing / Cost, 9.5.4 Statutory / Regulatory, 9.5.5 Coordination, or 9.5.6 Other.
41. Question (required): type the actual question clearly. Then set Response required by (the due date).
42. Add Attachments if needed - drag files in, Upload from device, or Attach from CDE (your document register). Tick Attachments required if the responder must attach something. Auto-save can be turned on to keep a draft.
43. Click Issue RFI (or Save and close to keep it as a draft). It is numbered and sent; it now shows under Awaiting them.
44. When the consultant responds (often via a CAN), the RFI moves to Closed. If you need more, re-issue or raise a follow-up.

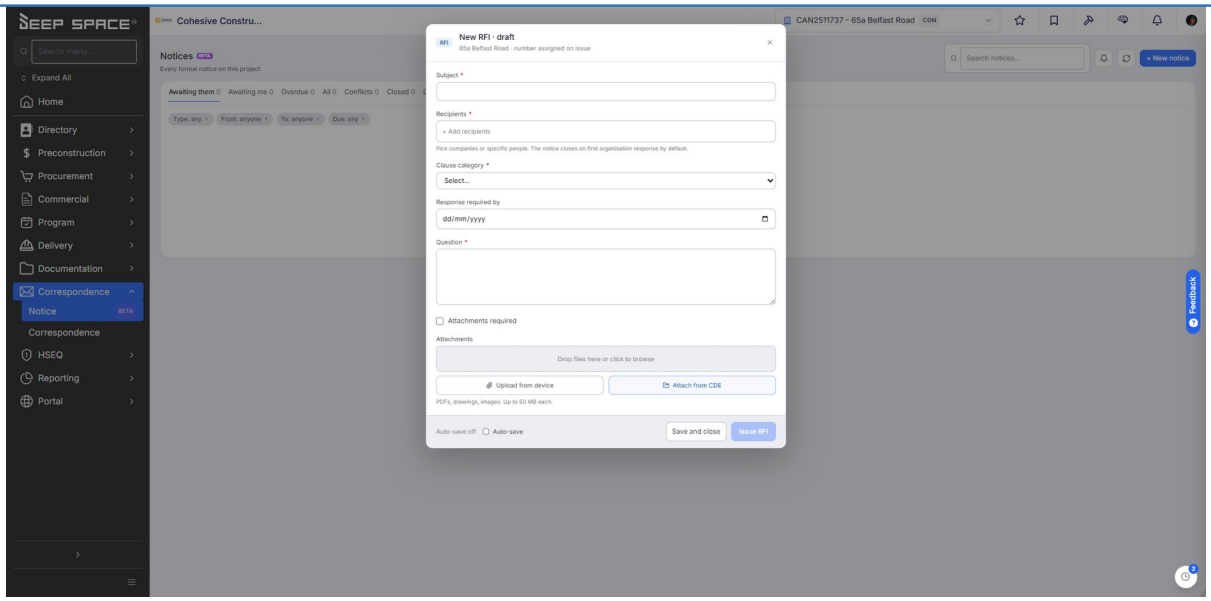


Figure: Correspondence > Notice > New RFI - Subject, Recipients, Clause category, Response required by, Question, Attachments (Upload from device / Attach from CDE), and the Issue RFI button.

TIP

One question per RFI keeps tracking and close-out clean. Use the Clause category so RFIs report by contract area.

Expected outcome: a numbered, tracked RFI that closes on response, with a full audit trail.

Notes

10. Inbox & Notification Flow

Goal: never miss something that needs your action. Deep Space tells you in three places: the Notice list filters, the in-app notifications bell, and email.

10.1 Your notice inbox

On Correspondence > Notice, the status filters across the top are your inbox:

Filter	Means
Awaiting me	Notices where the ball is in your court - act on these first.
Awaiting them	You've issued it; you're waiting on the other party.
Overdue	Past the due date - chase or escalate.
Conflicts	Competing or clashing notices that need resolving.
Closed	Resolved / responded.
Draft	Not yet issued.

Filter further by Type, From, To and Due, and search across subject, body and attachment names.

10.2 Notifications & email

- In-app: the notifications bell (top-right) flags new responses, assignments and approaching due dates.
- Email: you also get an email for notices assigned to you and responses on yours (set what you receive in your profile preferences, Section 1.3).
- Escalation: items move into Overdue once past their due date - that's your cue to chase or escalate.

10.3 Acting from the inbox

45. Open Awaiting me.
46. Click a notice to read it and its attachments.
47. Respond, forward (e.g. hand a CI down as an NTS), or close it.

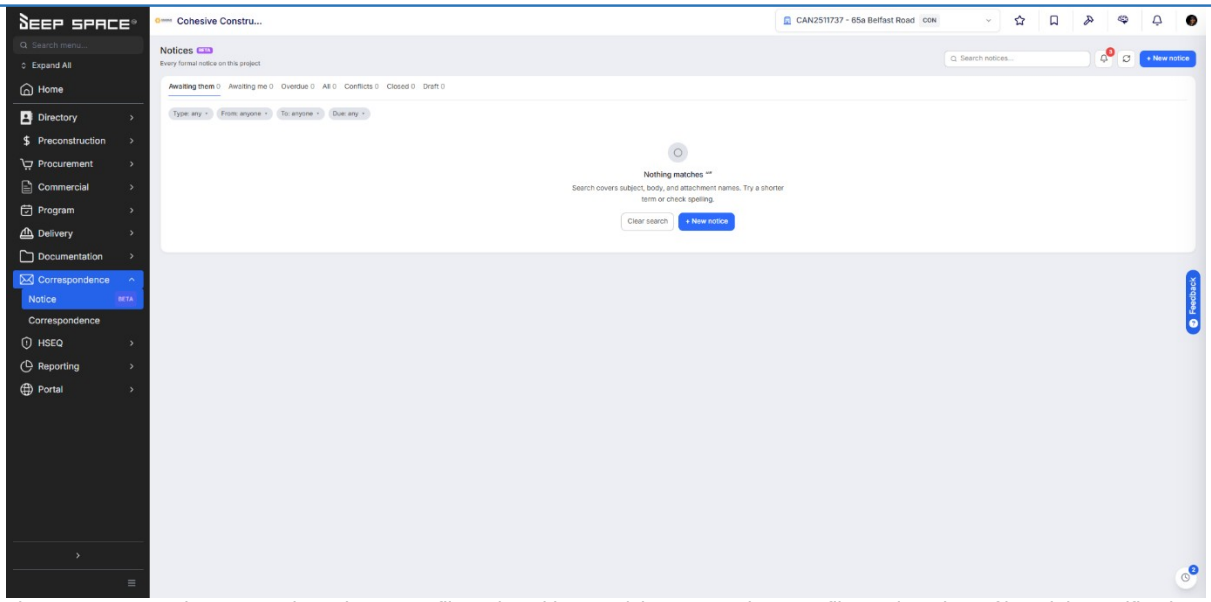


Figure: Correspondence > Notice - the status filters (Awaiting me / them, Overdue, Conflicts, Closed, Draft) and the notifications bell.

Expected outcome: you can see what needs your action and respond from one place.

Notes

11. Reporting & Monitoring

Goal: see how the project is tracking on cost, programme and delivery.

11.1 Dashboards

- From a project card on Home, click for dashboards: Commercial dashboard, Delivery dashboard and HSEQ dashboard.
- Commercial dashboard: budget vs committed vs forecast, margin, contract value.
- Delivery dashboard: progress against the programme.
- The Reporting module holds the broader reports and exports.

11.2 Common reports & exporting

Report	Shows
Budget / cost report	Budget vs committed vs actual vs forecast by cost code and category.
Schedule report	Programme progress, milestones, critical path (Program module).
Progress report	Percent complete by location / trade.

Export reports from the report view (look for an Export option) to share with the client or for monthly reporting.

> **NOTE**
> **On the roadmap:** a Project Financial Summary and portfolio rollup is a planned reporting feature (feedback portal). For now, report per project.

Expected outcome: you can read project health and export a report.

Notes

12. Troubleshooting & FAQ

Drawn from common onboarding questions, mistakes we see, and the Deep Space feedback portal (feedback.deepspacesync.com).

Access & login

Question	Answer
I can't log in / SSO won't work	Use your work email; if SSO, reset via your company login. Start from hub.deepspacesync.com.
I can't see my project	You're not added to it yet, or you're in the wrong workspace. Check the switcher; ask an admin to add you.
A permission change didn't apply	Refresh your browser - role changes need a refresh.

Finance & BoQ

Question	Answer
"47 missing budget category" after cost-code import	Normal - set the category on each ROOT code; children inherit. Don't set every row.
BoQ import rejects a row	Usually a zero/blank cost rate or a cost-type label that doesn't match. Fix rates and labels and re-import (Section 8.2).
Where do margin & contingency go?	Markups & Adjustments on the Budget Register, not as BoQ scope lines.
Why are 530-S1 and 530-S2 two codes?	They're two different subbie packages; a cost type can't separate them, so they stay as separate codes.

Programme & documents

Question	Answer
My MS Project file won't import	Export as MS Project XML (.xml), not .mpp.
The programme isn't visible to the team	Press Publish on the Construction Program.
My drawing PDF is one big file	Use Split Drawing with KAI to split it into searchable sheets.
Document approval doesn't show the linked doc	Known issue (feedback portal) - open the document directly to review before approving.

On the roadmap (not yet available)

We're always building. To see what's planned, in progress, and recently shipped, visit feedback.deepspacesync.com.

Notes

DS Site Forms

DS Site is the phone companion to the Deep Space platform (formerly QIN, by CodeSafe). Cohesive's site forms have been converted into digital DS Site forms, so the site team completes them on a phone or tablet instead of on paper. Every submission is time-stamped, saved against Cohesive Construction, and available back in the office.

Available forms

These Cohesive forms are live in DS Site:

- Hot Works Permit
- Inspection: Roof and Cladding
- Monthly Site Audit
- Site Establishment Checklist
- Site Safety Inspection
- Worker Site Induction

How to open them

- Install DS Site on your phone using the download codes on page 2, or open it in a web browser.
- Scan the QR code below, or go to qin.fyi/C1yAy3zY. This opens Cohesive Construction's DS Site Forms page.
- Sign in with your DS Site login. The first time, tap Join channel to connect to Cohesive Construction.
- Pick the form you need, complete it on site, and submit.

Open Cohesive's DS Site forms

Scan with your phone camera to open the forms page.

Or visit **qin.fyi/C1yAy3zY**

Notes

Appendix A - Cost code structure (worked example)

The 47 cost codes built for Cohesive, grouped under 9 budget categories, with the cost types that apply to each.

Code	Name	Budget Category	Cost Types
100	Preliminaries	Preliminaries	-
101-L	Project Manager	Preliminaries	ILAB
102-L	Quantity Surveyor	Preliminaries	ILAB
104-L	Site Manager / Foreman	Preliminaries	ILAB
110	Temporary Buildings	Preliminaries	ELAB/MAT/HIRE
120	Temporary Services	Preliminaries	ELAB/MAT/HIRE
125	Signs and Marketing	Preliminaries	MAT/ELAB
127	Temporary Fire Protection	Preliminaries	MAT
130	Craneage, Hoists & Lifts	Preliminaries	HIRE/ELAB
145-P	Access / EWP (Prelim)	Preliminaries	HIRE
150	Small Tools & Consumables	Preliminaries	MAT/SUND
175	Plant Hire	Preliminaries	HIRE
175-P	Plant / EWP	Preliminaries	HIRE
187	Rubbish Removal	Preliminaries	ELAB/WAST
188	Cleaning	Preliminaries	ELAB
195	Sundries	Preliminaries	SUND/MAT
198-L	Health & Safety - Labour	Preliminaries	ILAB
198-M	Health & Safety - Materials	Preliminaries	MAT/OHS
205-M	Freight / Cartage	Preliminaries	MAT/FRE
70	Professional Fees / Design	Consultants & Fees	CONS
72	Engineering / Construction Monitoring	Consultants & Fees	CONS
380-S1	Site Works - Civil Package 1	Site Works & Sub-Structure	ELAB/MAT/HIRE
380-S2	Site Works - Fencing / Landscape Pkg 2	Site Works & Sub-Structure	ELAB/MAT/HIRE
418-S1	Concrete - Foundations & Slab	Concrete & Structure	ELAB/MAT/HIRE
520-S1	Structural Steel	Concrete & Structure	ELAB/MAT/HIRE
530-S1	Precast - Panels	Concrete & Structure	ELAB/MAT/HIRE
530-S2	Precast - Grout & Sealant	Concrete & Structure	ELAB/MAT
620-S1	Cladding - Access / Install (EWP)	Envelope & Building Fabric	HIRE/ELAB
620-S2	ACP / Eyebrow - Supply & Fabrication	Envelope & Building Fabric	ELAB/MAT
640-S1	Roofing & Cladding	Envelope & Building Fabric	ELAB/MAT/HIRE
660-S1	Aluminium Joinery / Windows & Ext Doors	Envelope & Building Fabric	ELAB/MAT
730-S1	Roller / External Doors	Envelope & Building Fabric	ELAB/MAT

Code	Name	Budget Category	Cost Types
670-L	Carpentry - Labour	Internal Fit-Out & Finishes	ILAB/ELAB/HIRE
670-M	Carpentry - Materials	Internal Fit-Out & Finishes	MAT
730-S2	Internal Doors	Internal Fit-Out & Finishes	ELAB/MAT
733-S1	Door Hardware	Internal Fit-Out & Finishes	ELAB/MAT
740-S1	Floor Finishes	Internal Fit-Out & Finishes	ELAB/MAT
810-S1	Wall/Ceiling Linings & Interiors	Internal Fit-Out & Finishes	ELAB/MAT
810-S2	Joinery / Kitchenette	Internal Fit-Out & Finishes	ELAB/MAT
903-S1	Electrical & HVAC	Building Services	ELAB/MAT
905-S1	Plumbing	Building Services	ELAB/MAT
907-S1	Drainage	Building Services	ELAB/MAT
911-S1	Fire Alarm	Building Services	ELAB/MAT
90-CONT	Contingency	Commercial Adjustments	-
90-MARG	Margin	Commercial Adjustments	-
ADJ-80	Provisional Sums	Commercial Adjustments	-
ADJ-99	Subcontractor Retentions	Commercial Adjustments	-

Appendix B - Cost types

Code	Name	Phase	Replaces
ILAB	Internal Labour	Phase 1	L (own staff)
ELAB	External Labour / Subcontract	Phase 1	S / S1 / S2
MAT	Materials	Phase 1	M (supply only)
HIRE	Plant & Equipment Hire	Phase 1	P / hire
CONS	Consultants	Phase 1	C (fees)
WAST	Waste Removal	Phase 2	-
FRE	Freight & Logistics	Phase 2	-
OHS	OH&S Compliance	Phase 2	-
APP	Applications & Certification	Phase 2	-
SUND	Sundries & Consumables	Phase 2	-

Appendix C - The estimate template

Cohesive_Estimate_Template_DeepSpace.xlsx builds your BoQ as you price. You only type on the Estimate tab.

Tab	What it does
Estimate	Price the job. Yellow cells are inputs; grey cells calculate.
Deep Space Export (BoQ)	Builds your Deep Space import automatically. Read-only.
Dashboard	Reconciles the export and flags any line missing a cost code.
DS Cost Codes / Units	Reference lists that drive the dropdowns (do not edit).