



# Rawlinsons

## ePublications User Guide



Quick Start



Login & Install



My Publications



Subscription details



Users



Offline

**New Feature in Version 3.2: It is now possible to use Snipping tool to take screen shots of data for your reports**

## Quick Start:



After purchase or access assignment, look out for your 'Welcome to Rawlinsons' email with login details, (these remain the same if you have had previous access).



Follow the link from the email to our online EPUB portal, login with the password provided <https://epub.rawlhouse.com/rawlinsonsweb/#/login> . Bookmark this page for easy future access.



From the EPub portal homepage, Download and Install Rawlinsons latest viewer software app. You will need this app locally installed on each machine that will use the publication. (Uninstall the previous version first if you are updating).



Once installed, return to the EPub portal and go to 'My Publications' in the left hand menu. Here you will see the publications you have access to.



Click 'Access Now', the app will work in the background to launch the publication. You will see a fully searchable and bookmarked pdf version of our publication.

## Login & Install

**From:** Rawlinsons Publishing <electronic@rawlhouse.com>  
**Sent:** Thursday, 7 May 2020 3:23 PM  
**To:** Me  
**Subject:** Welcome to Rawlinsons ePublication | Rawlinsons Digital Publications

 **Rawlinsons** PUBLISHING  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

Welcome to Rawlinsons ePublications. Access your digital subscription by following the instructions below.  
Before you begin, take a moment to read our [Q & A and user guides](#)

You have been assigned shared access to the following license(s):  
**2022 Digital Rawlinsons Construction Cost Guide**

Getting started:  
To view your publication(s), follow these steps:

- Visit the EPub portal via the web link below and login with the details provided. Bookmark this page for easy future access.
- **Download and install the latest version of our viewer software**, available as iOS or 32 & 64 bit versions for windows (see our [user guides](#) on how to identify your windows system).
- **Remain logged in to the portal**, go to 'My Publications' in the left-hand menu to access your chosen Ebook.

 (You do not need to open the software app outside of the portal, once installed it runs in the background to open the publication for you.)

Visit: <https://epub.rawlhouse.com/rawlinsonsweb/>

Login With:

Username: [example@rawlhouse.com](mailto:example@rawlhouse.com)  
Password: hwjH82828bksi2

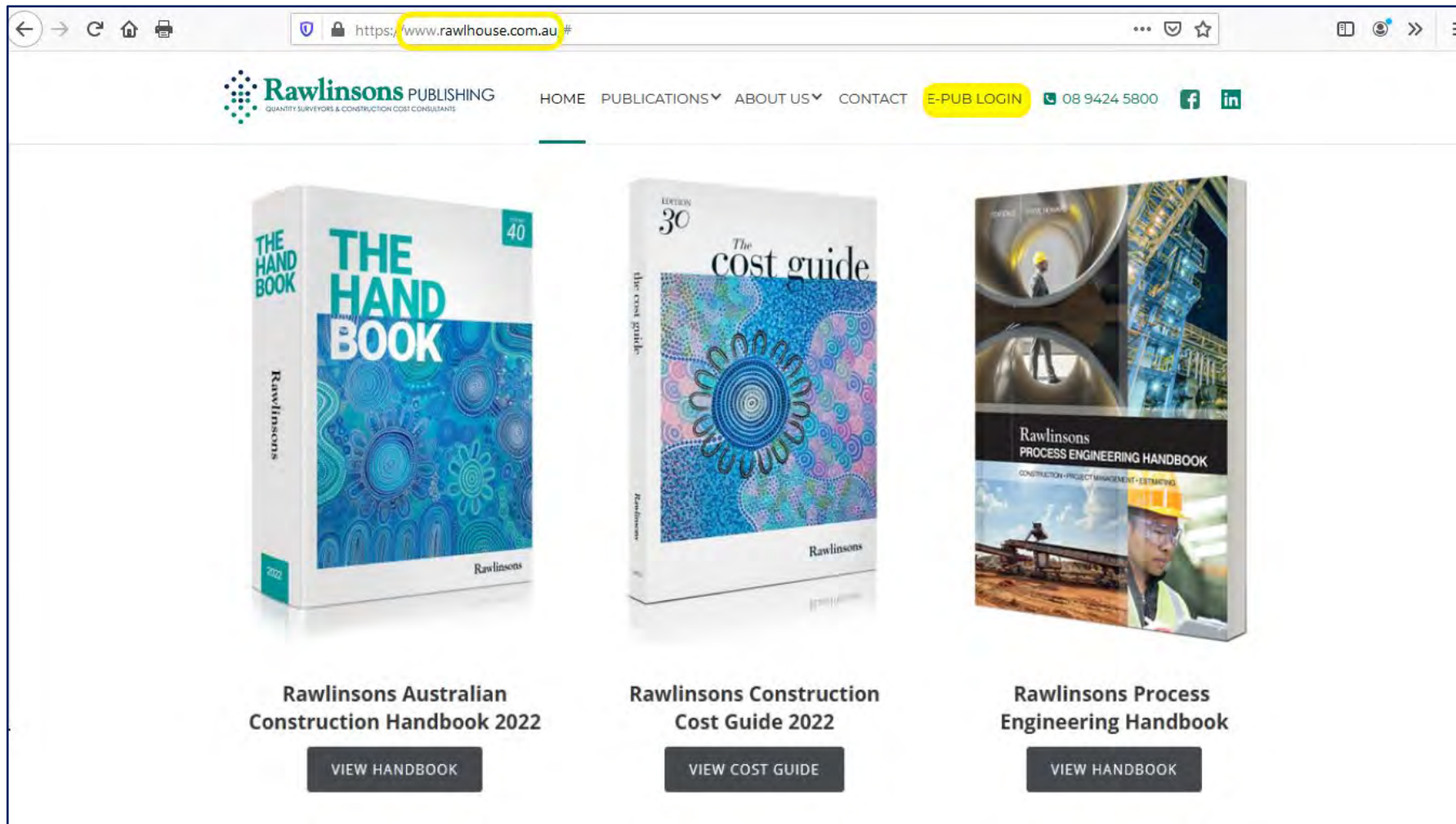
Once you have logged in, please go to the dropdown menu next to your name in the top right of the screen and select change password, to choose something memorable to you.

Visit the **Help** section within the portal, or our website to view our [user guides](#) for more detailed information about navigating the site and using the publications.

If you have any questions, reply to this email or contact us at [electronic@rawlhouse.com](mailto:electronic@rawlhouse.com) Or call: 08 9424 5800

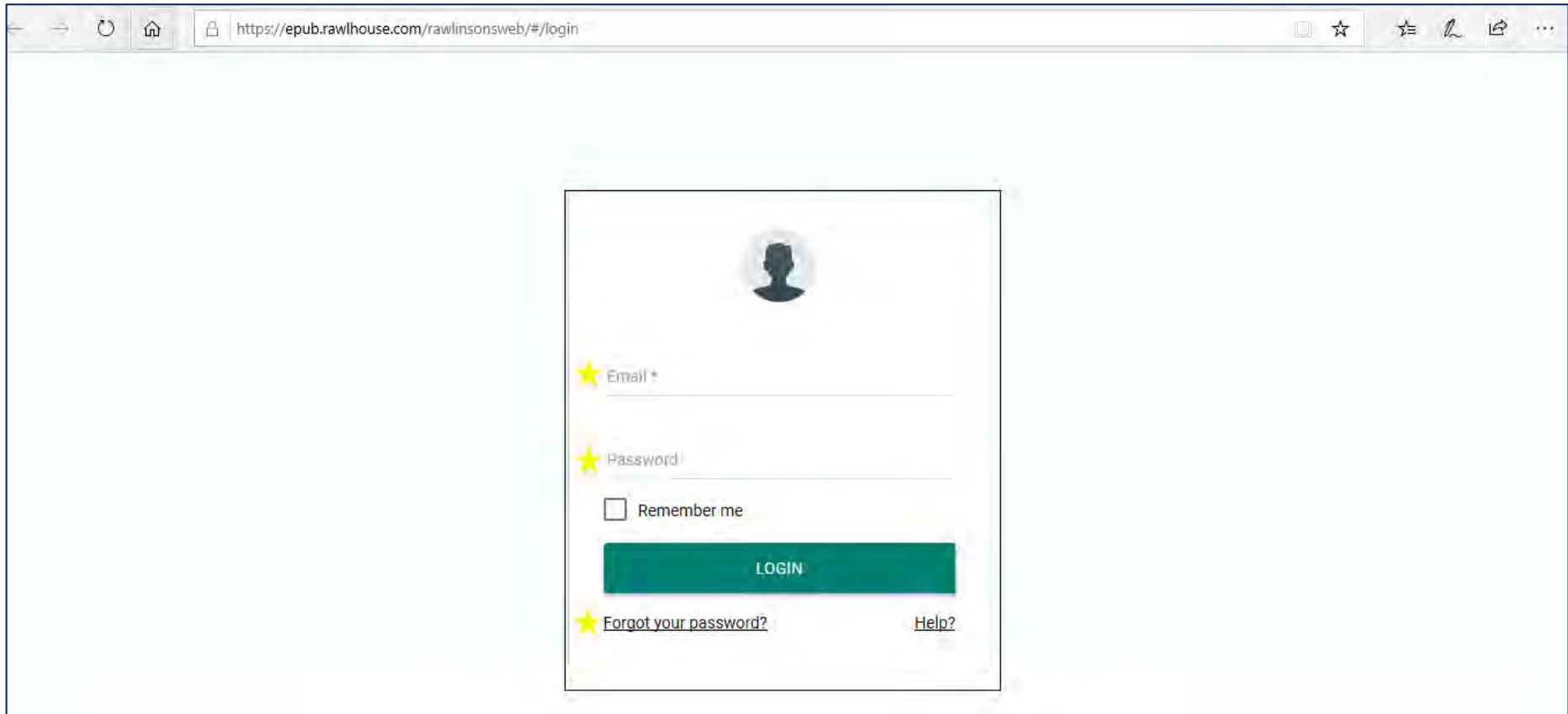
**Your Welcome email provides your login details and instructions on getting started. Please read it carefully and store it for future reference**

## Login & Install



If you cannot see your Welcome email or you need a quick link to the EPUB portal login page, please visit our website and click EPUB LOGIN [www.rawlhouse.com.au](https://www.rawlhouse.com.au)

## Login & Install



A screenshot of a web browser window showing the login page for <https://epub.rawlhouse.com/rawlinsonswb/#/login>. The page features a central white login box with a silhouette icon at the top. Below the icon are two input fields: 'Email' and 'Password', each preceded by a yellow star icon. A 'Remember me' checkbox is located below the password field. A green 'LOGIN' button is positioned below the checkbox. At the bottom of the box, there are two links: 'Forgot your password?' (preceded by a yellow star icon) and 'Help?'.

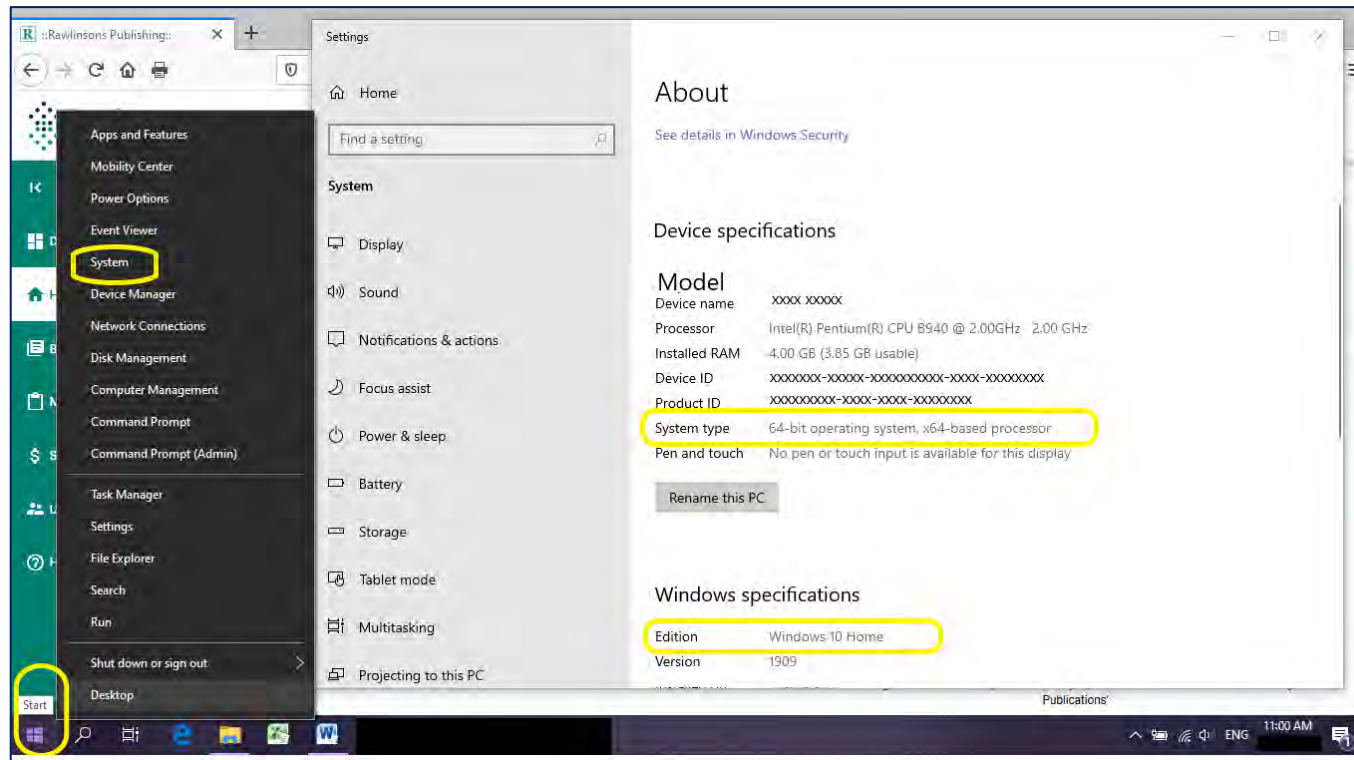
**Use your registered email address and the password provided to login. If you cannot see your Welcome email or have lost your details, use the 'Forgot your Password' link to have a reset password emailed to you. Let us know if you don't get the reset emails.**

## Login & Install

The screenshot shows the Rawlinsons Publishing EPUB portal homepage. The browser address bar displays <https://epub.rawlhouse.com/rawlinsonsweb/#/home>. The Rawlinsons Publishing logo is at the top left, and a user profile dropdown labeled 'USERNAME' is at the top right. A green sidebar on the left contains a menu with items: Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users, and Help. A green callout box points to the 'Home', 'Browse Publications', and 'My Publications' items, stating: 'General Users will see these menu items only Licensee Users will see all items'. The main content area features three book covers: 'THE HAND BOOK', 'The Cost guide', and 'Rawlinsons PROJECT ENGINEERING HANDBOOK'. To the right, a yellow callout box highlights the 'Download and Install Rawlinsons Viewer Software' section, which includes buttons for '32 bit' and '64 bit' downloads of 'Rawlinsons Publication Viewer Software' version 3.2. Below these buttons, a yellow box states: 'Then go to 'My Publications' to access your digital library' with a link 'Help to identify your Windows system'. A purple callout box points to the 'Important Notice' section, which contains the text: 'It is essential to download and install Rawlinsons Viewer Software to access your Publications. You do not need to open the file outside of this portal. Once installed, it operates in the background to launch the publication for you, via the 'Access Now' buttons within 'My Publications'. Launch the app via the Rawlinsons folder in your programmes list for offline leases'. The footer of the sidebar says 'Powered by vLinkD'.

On the EPUB portal Homepage you will see the download links for our viewer software app (see below for how to identify your system). Please take note of the information provided. You will also see your Username at the top right corner, you can use this dropdown to view your profile, change your password or logout

## Login & Install



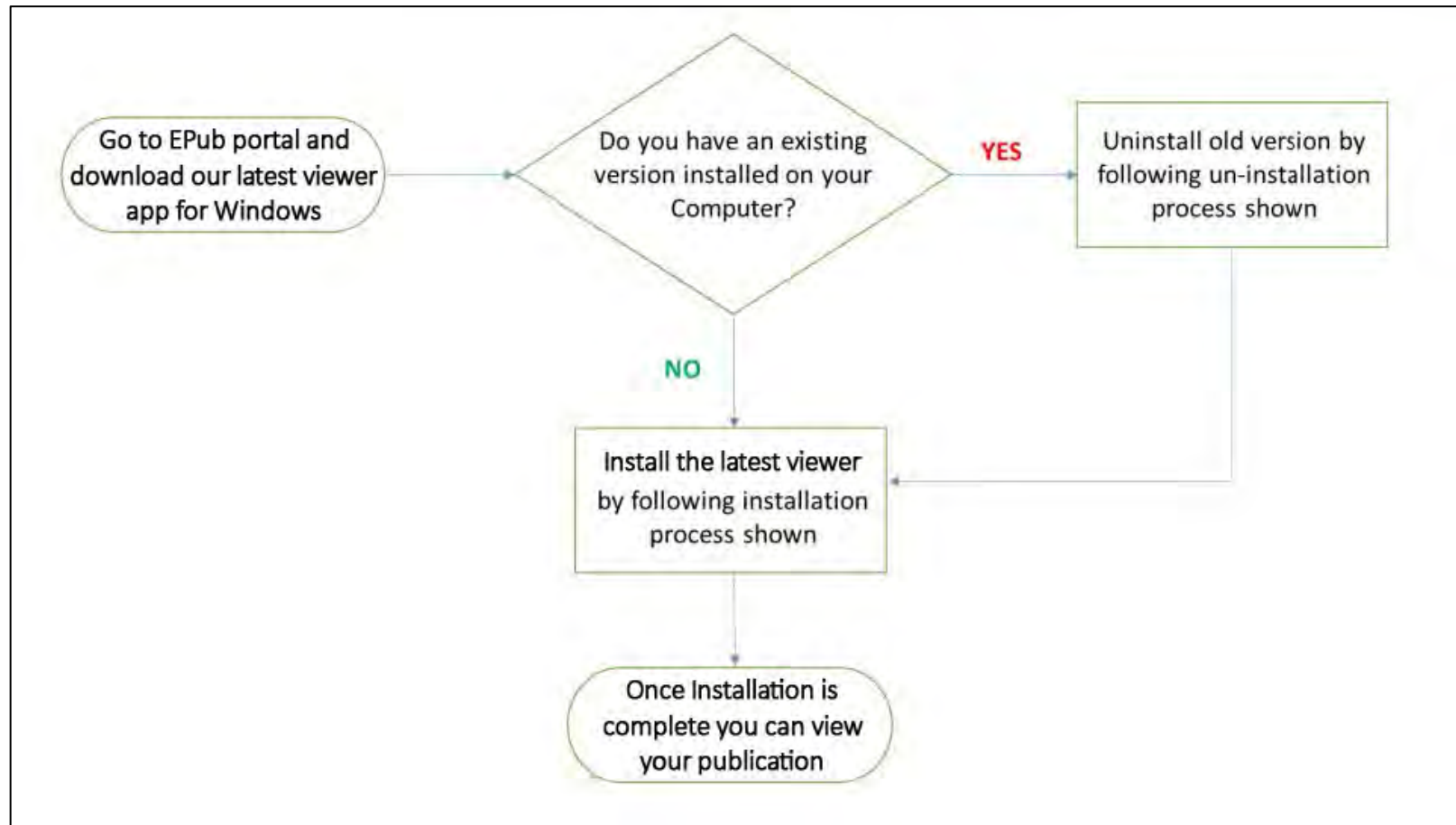
The viewer software is available in 32 or 64 bit versions, to identify the system type of your machine follow these steps



Right click on the Windows/start button in the bottom left of your screen

Click on System in the menu shown, the settings dialog will open: About system shows the details you need. Please also check that you are using Windows 10 or above as previous versions are not supported.

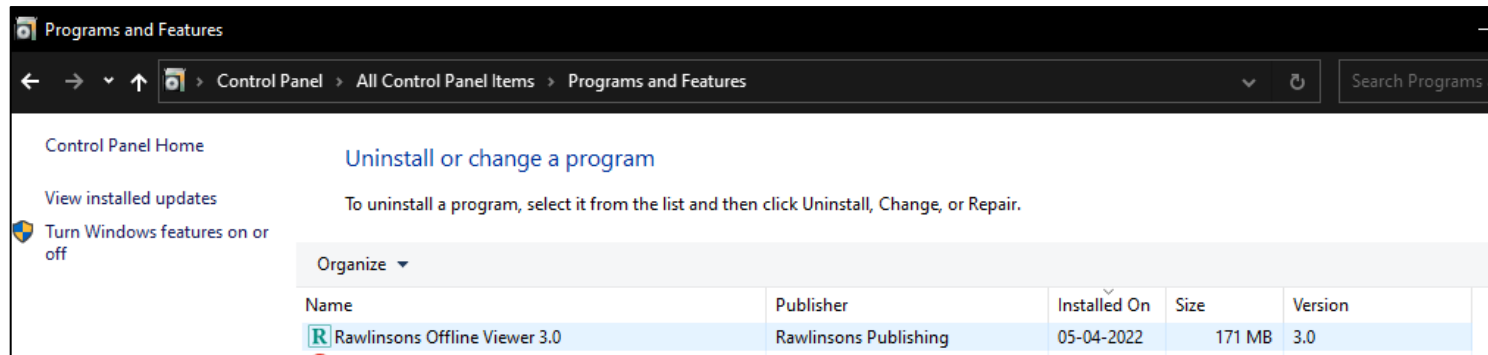
Click out of this dialog to return to the Homepage and start your download



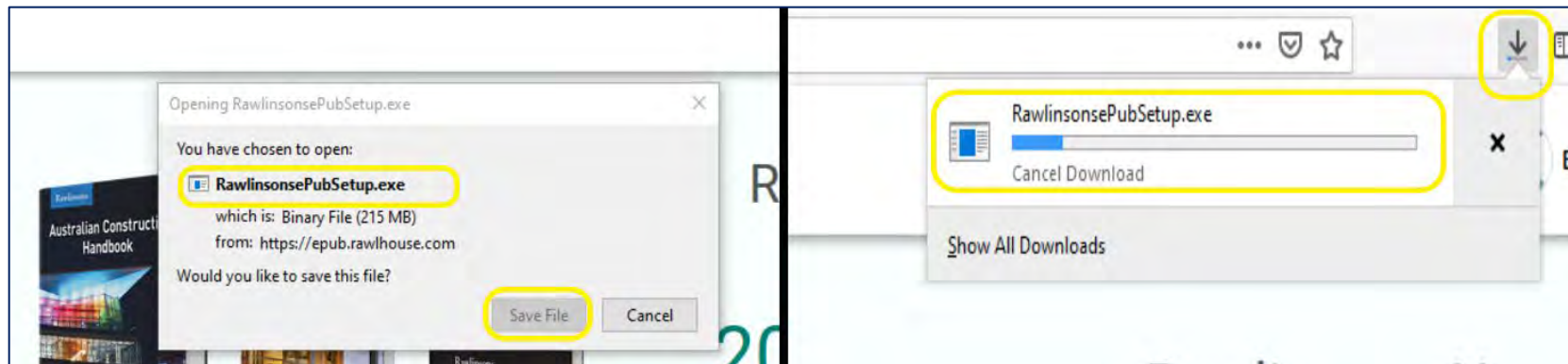
**Note: If you have a previous version of our viewer software already installed, you should uninstall it before completing the new installation. To Uninstall a previous version of Rawlinsons Viewer App, go to your Control Panel > then programs and features > right click on Rawlinsons offline viewer (previous version), select uninstall and confirm to complete the action**

*Please note: The viewer is labelled as 'offline' as it is also used for that feature if needed; offline use is covered later in this guide*

## Login & Install

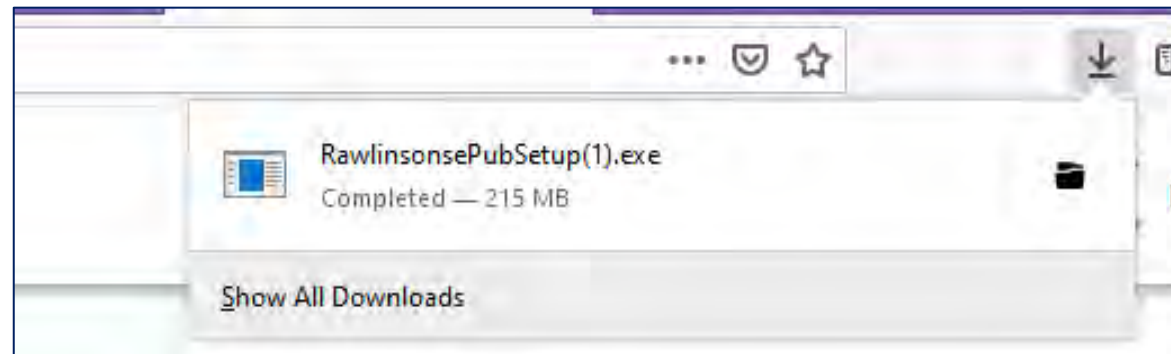


**To Uninstall a previous version of Rawlinsons Viewer App, go to your Control Panel > then programs and features > right click on Rawlinsons offline viewer (previous version), select uninstall and confirm to complete the action**

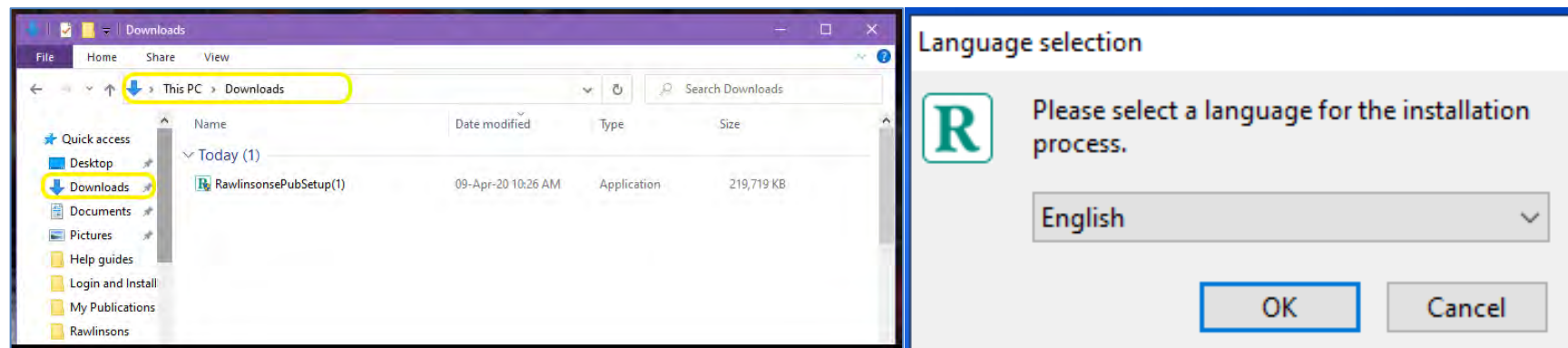


**Start the Download. Progress will display differently in various browsers, you should see the progress of the in your downloads list**

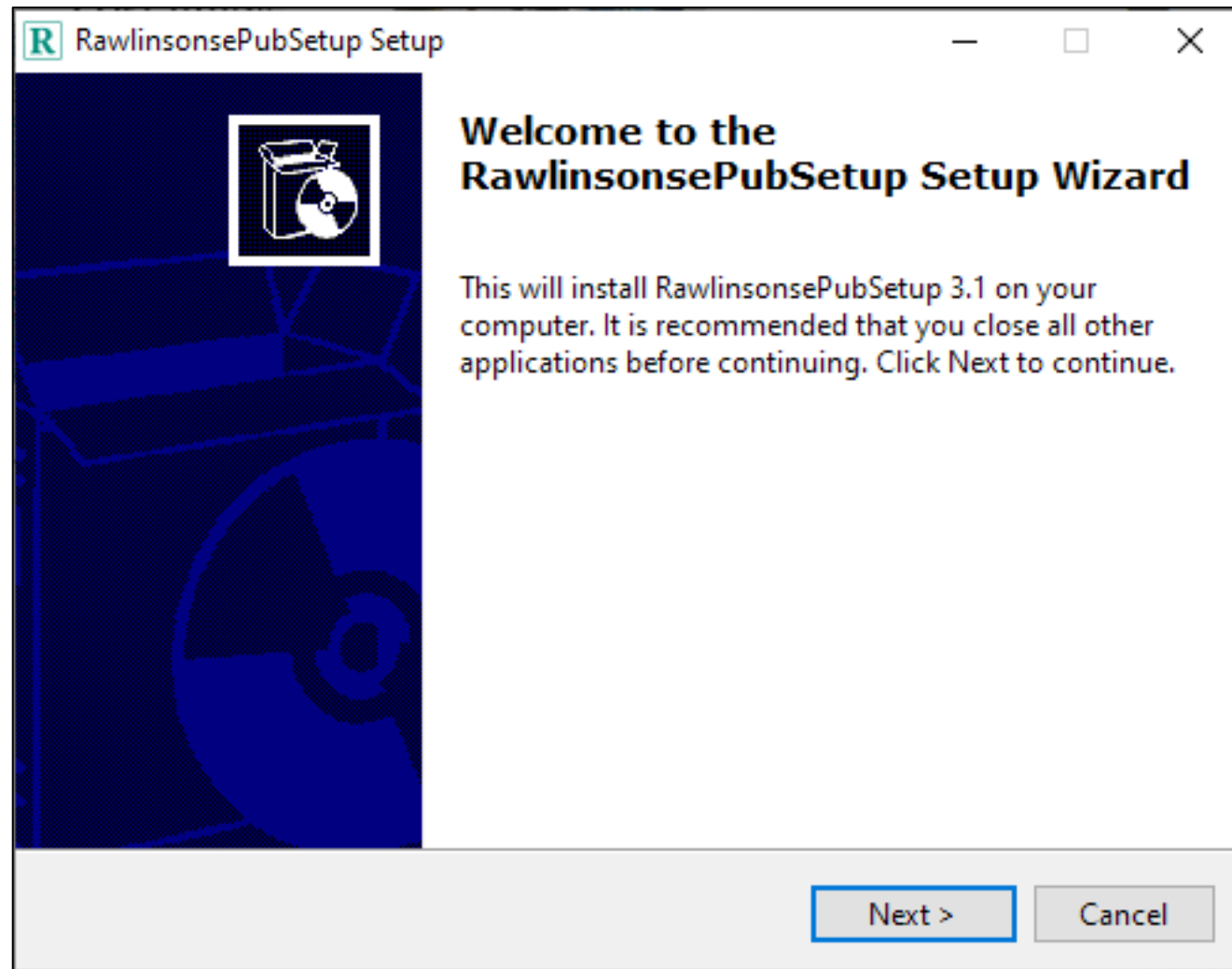
## Login & Install



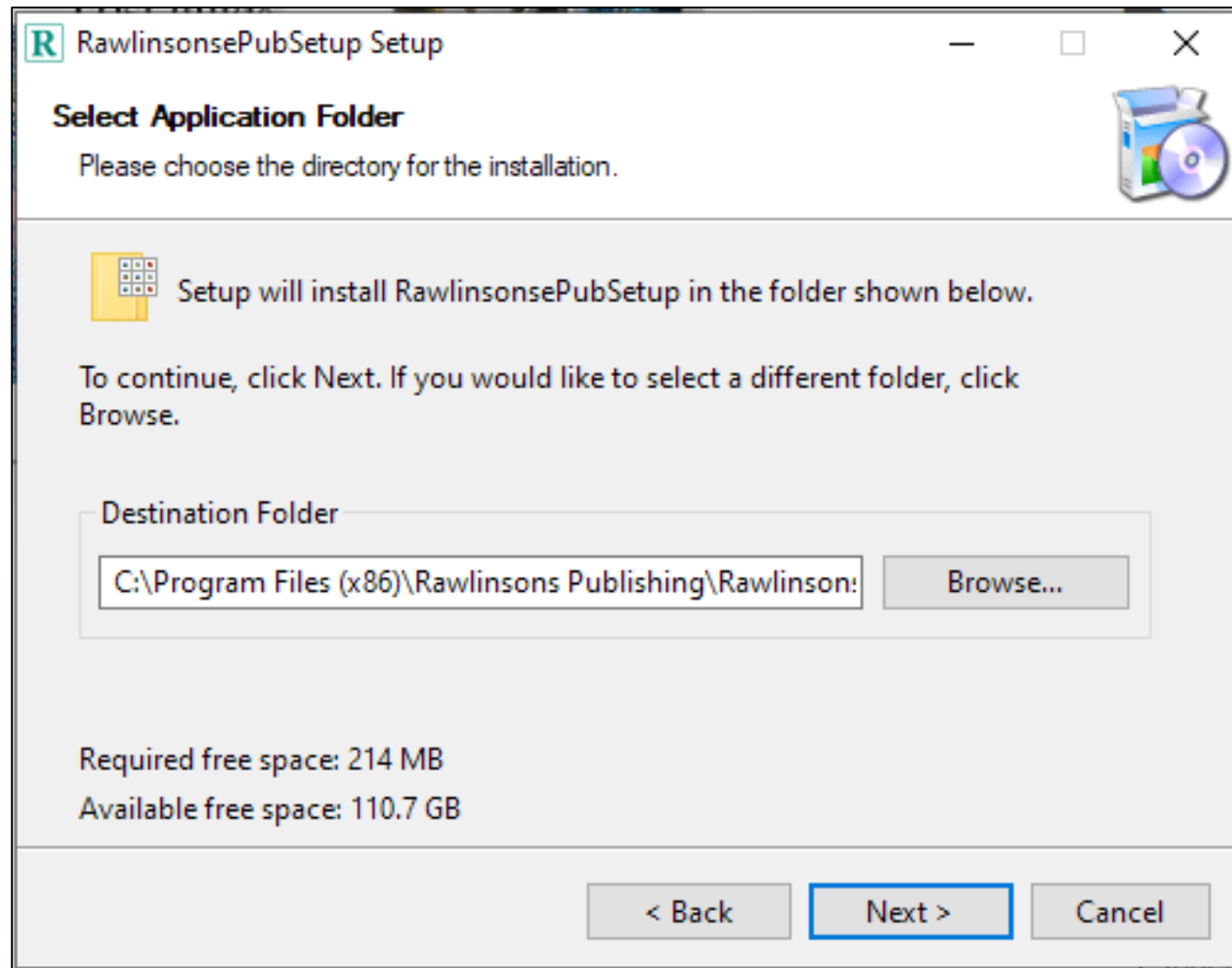
**Click on the newly downloaded setup file via your browser list or downloads folder (as below).**



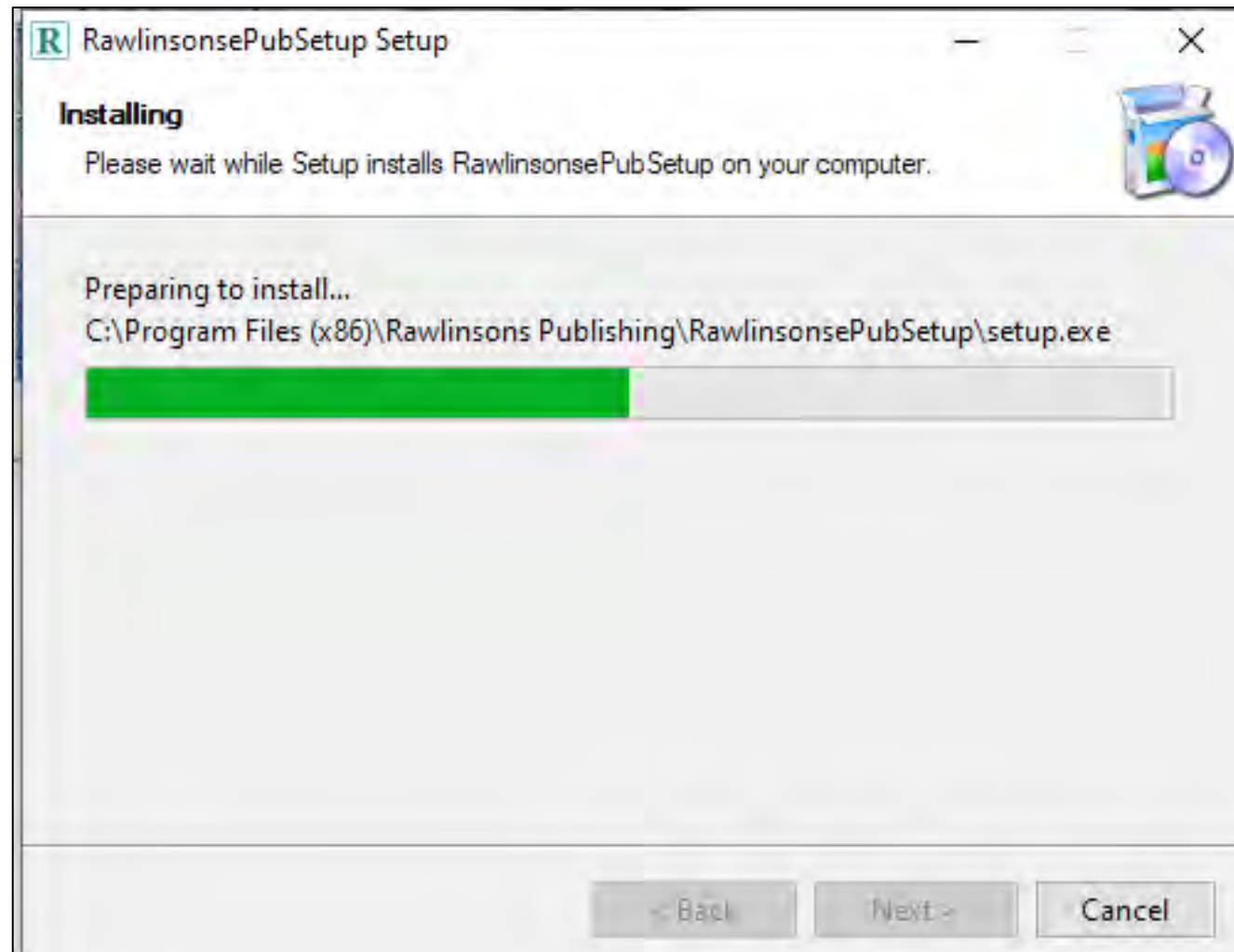
**Double click the file to begin installation setup. Please 'allow' if any security approval is required. Click OK on the language selection screen**



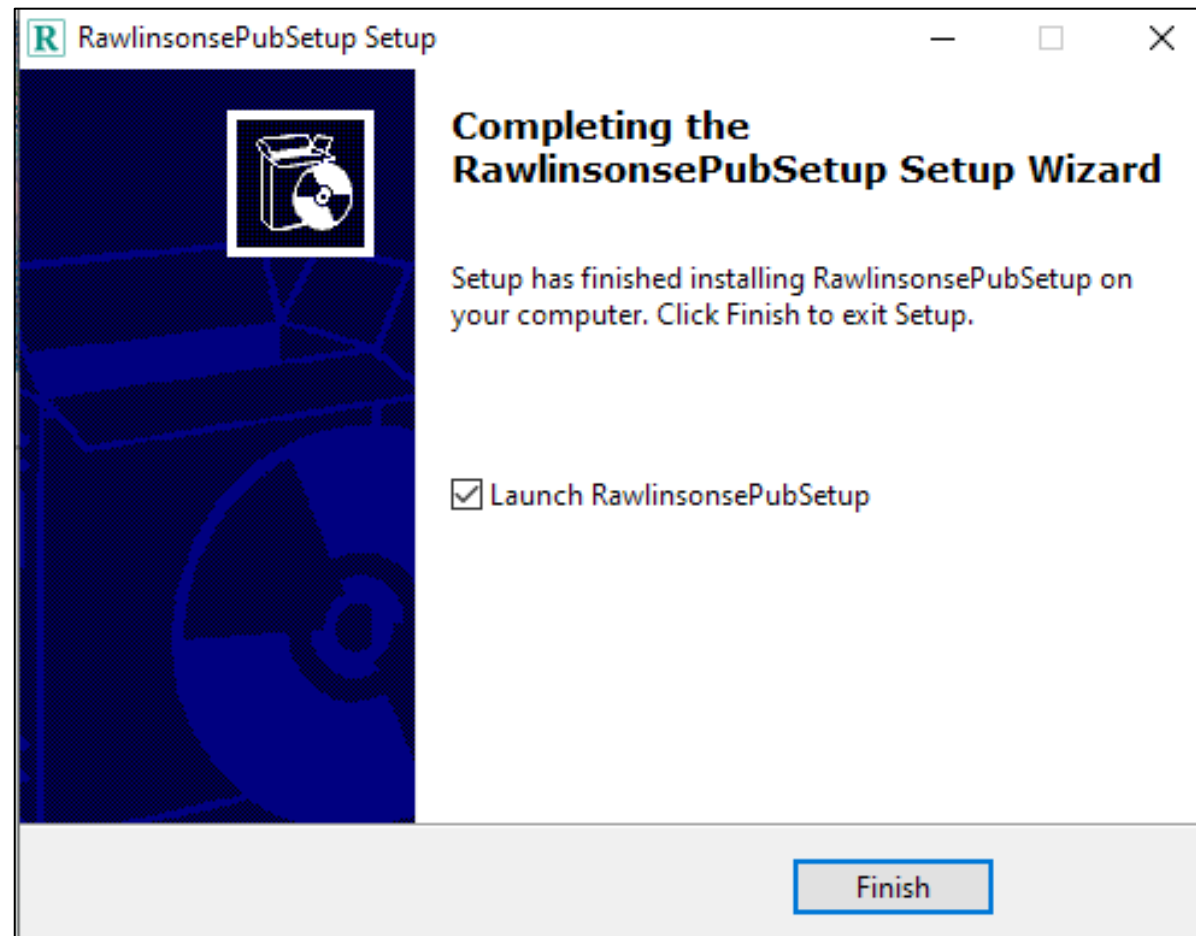
The setup Wizard will begin, click Next to proceed



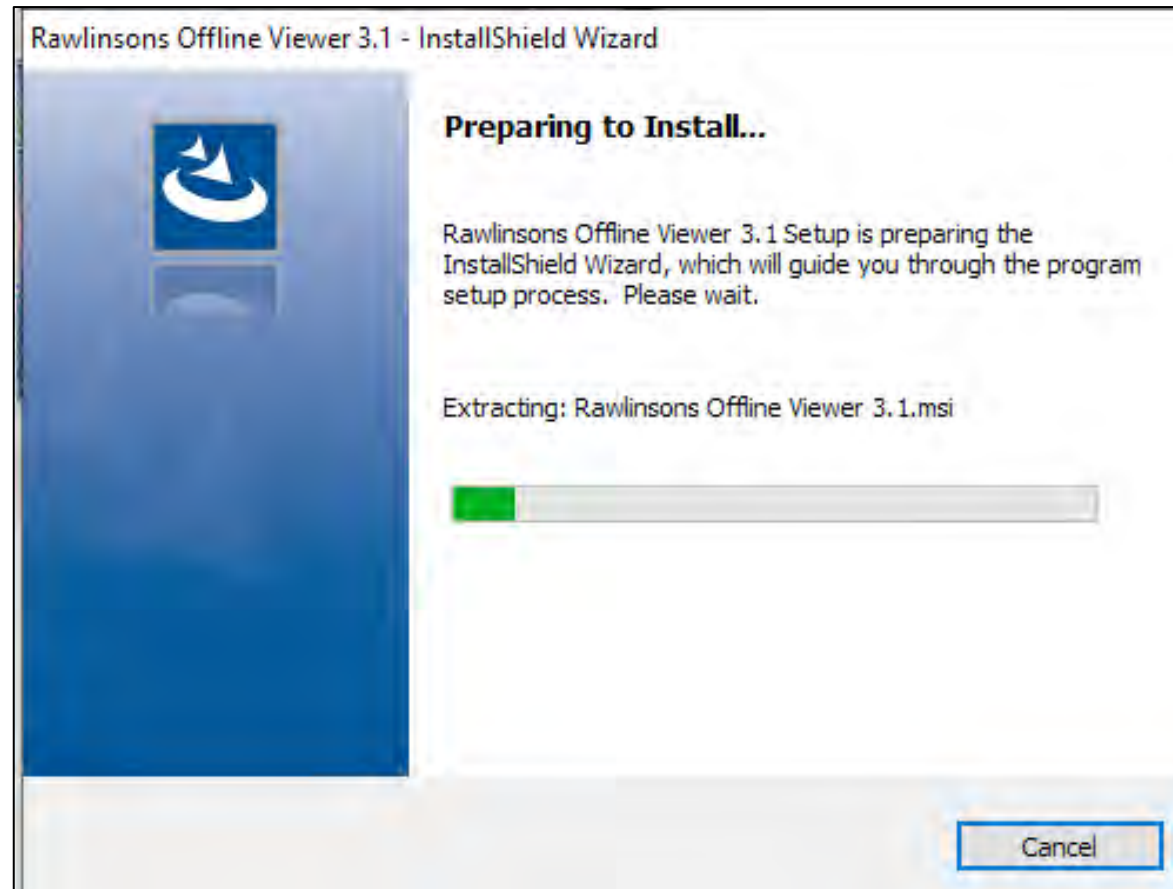
Click Next to continue the process



The setup file installation will complete

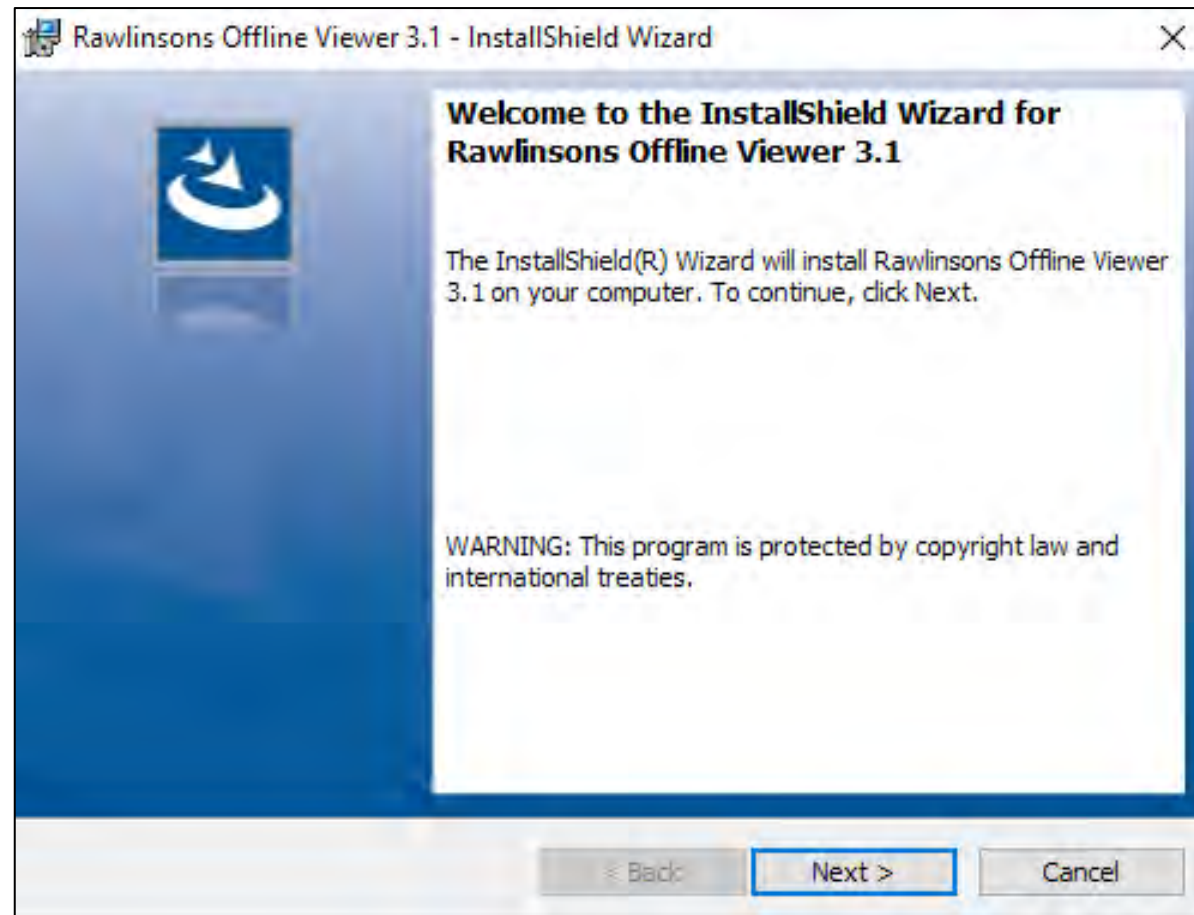


Click finish to launch the next stage of installation

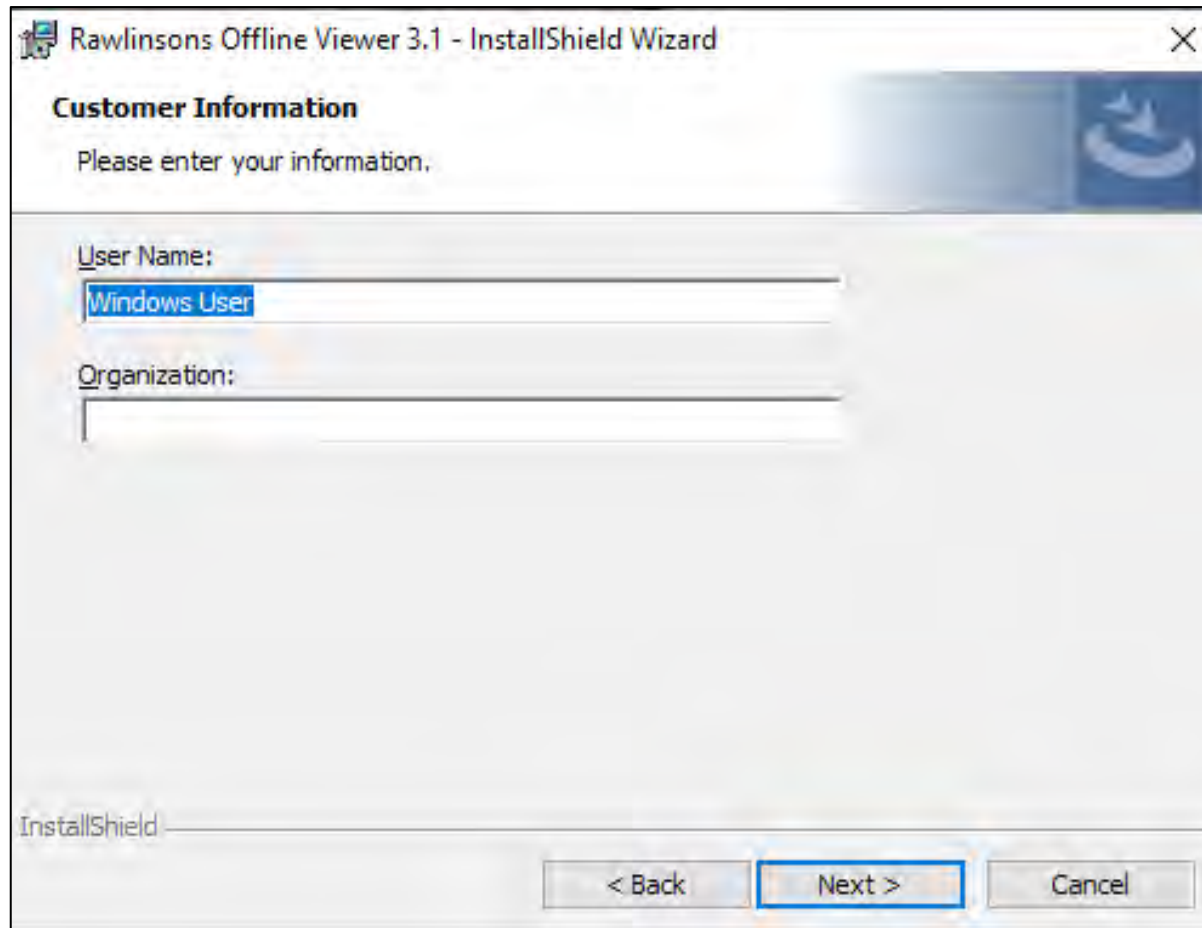


**Installation will begin**

**Please note: The viewer is labelled as 'offline' as it is also used for that feature if needed; offline use is covered later in this guide**



Click Next to begin the viewer installation



Rawlinsons Offline Viewer 3.1 - InstallShield Wizard

**Customer Information**

Please enter your information.

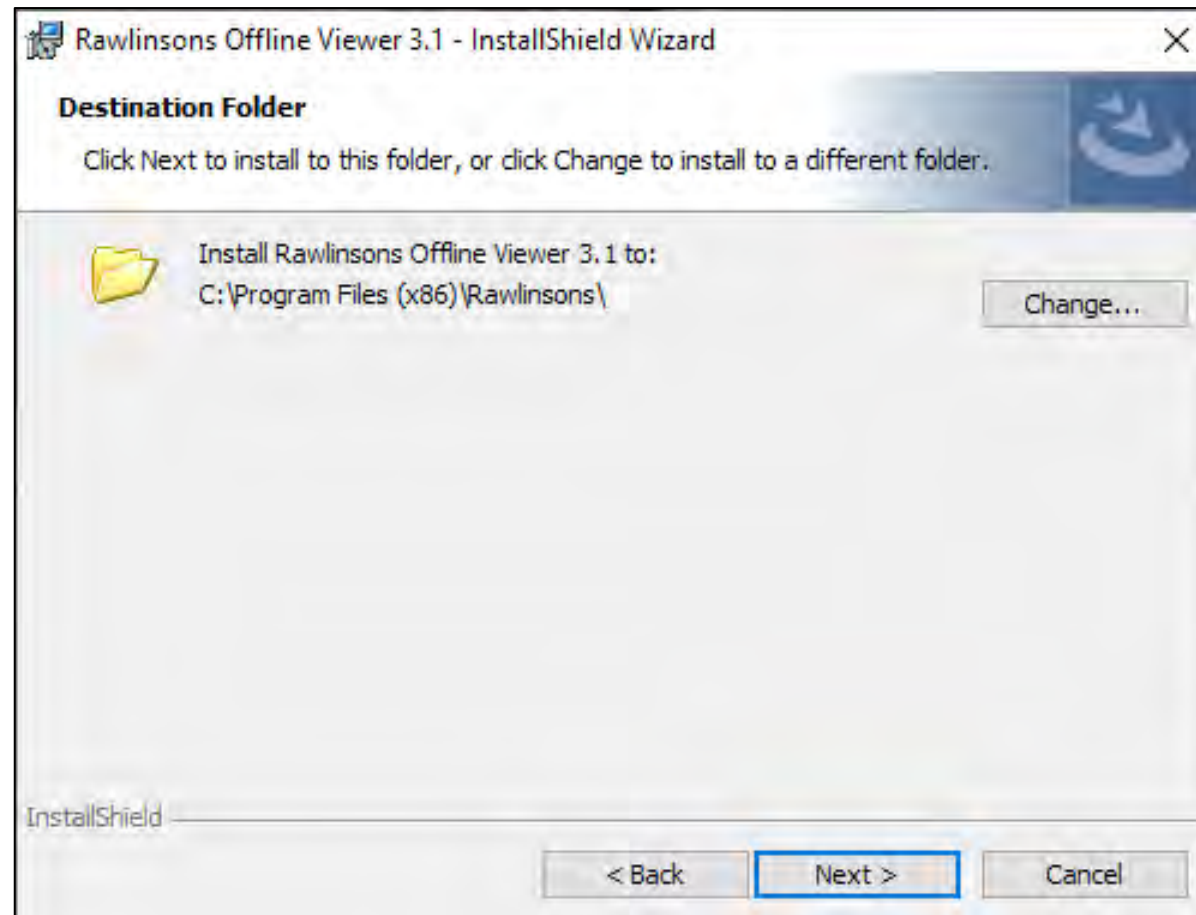
User Name:  
Windows User

Organization:

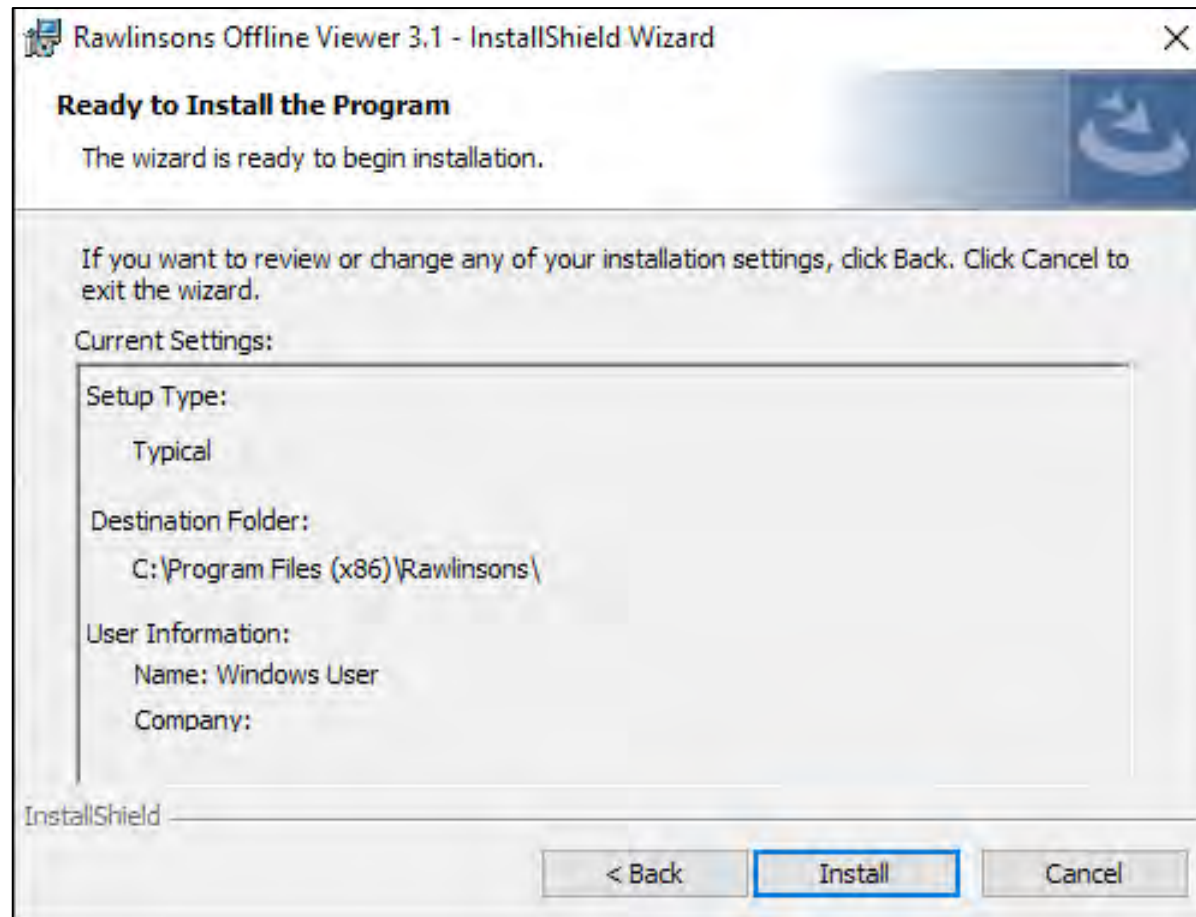
InstallShield

< Back   Next >   Cancel

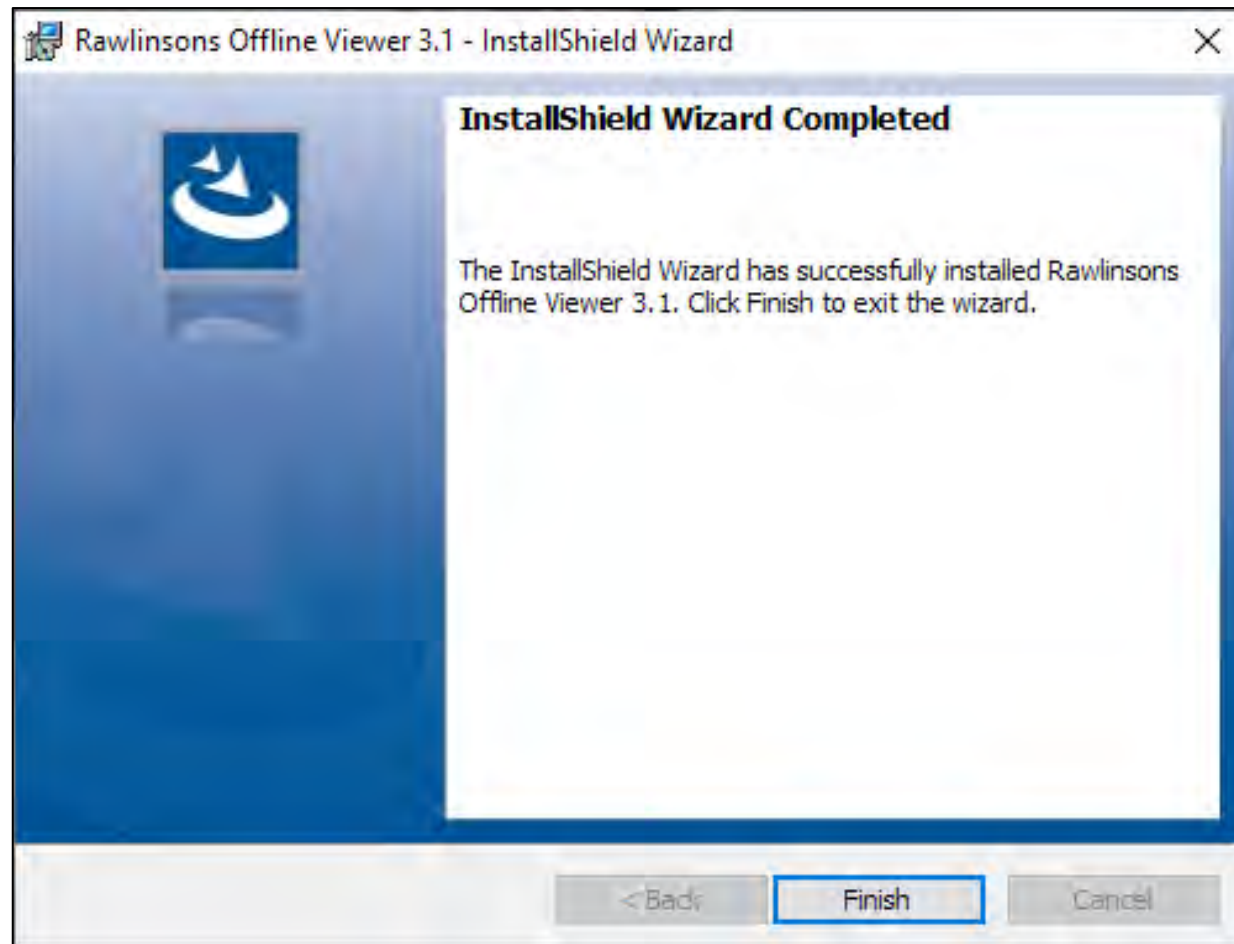
This ID relates to your local machine and is not usually required so you can click Next to proceed



The install wizard shows where the software will be stored. It is recommended to go with the selected destination, so click Next



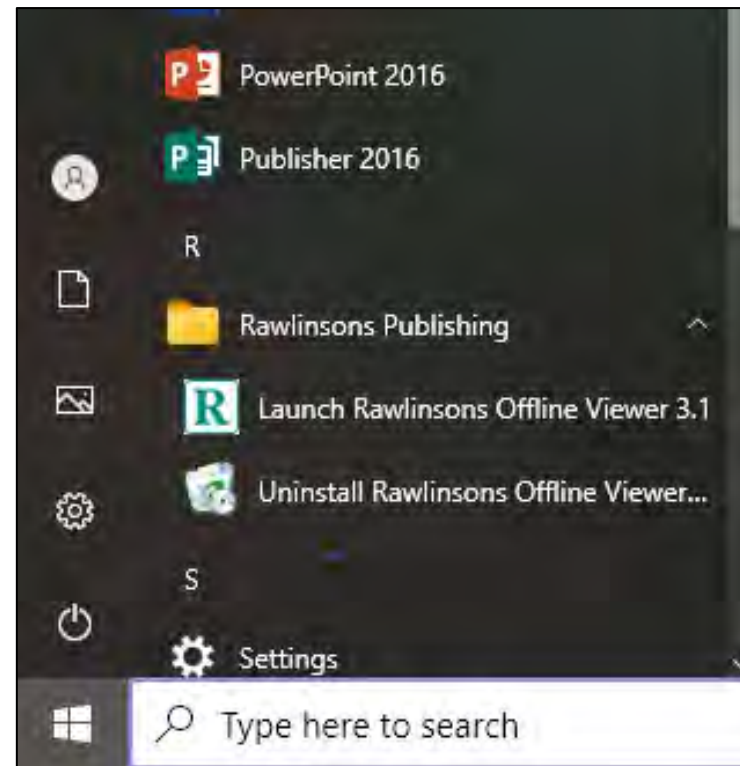
Click Install to complete the process



**Finally, click finish to close the install wizard.**

**Next, go to 'My Publications' to view your digital library. Click 'Access Now', you will see the app launch your publication.**

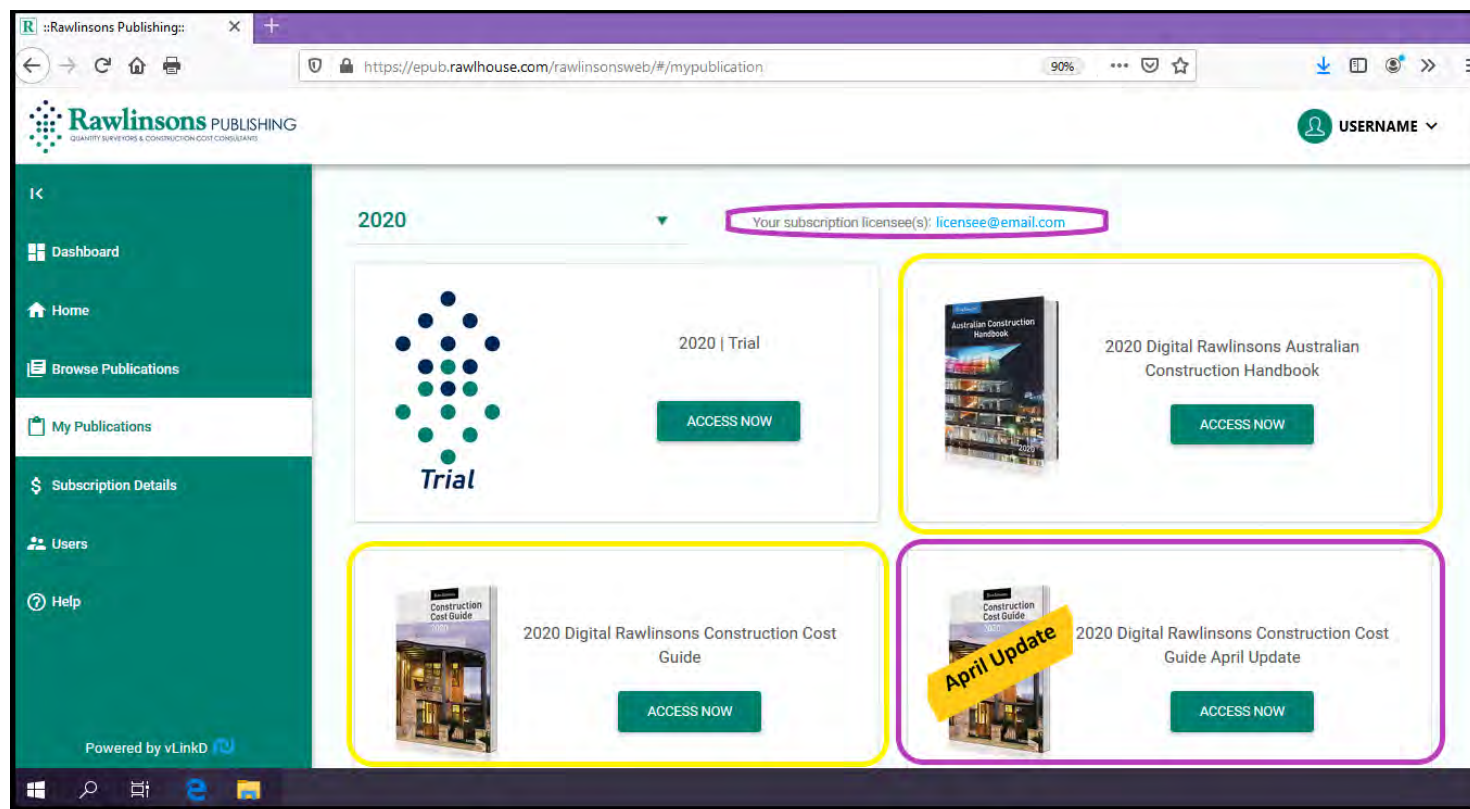
**Note: Check for popup permissions if the publication does not begin loading**



You will find a 'Rawlinsons Publishing' folder within your programmes list. **You should NOT open the app here for initial access.** In the first instance, you **Must** access your publications from within the EPUB portal 'My Publications' section, the app will work in the background to open the publications for you. Launch the viewer from this list for offline access once you have assigned your license from within the EPUB portal. Further information on using this function is provided later in this guide.



## My Publications



Select 'My Publications' from the left hand menu to view the titles you have purchased or have been assigned access to

Your subscription licensee

This is the email address of the licensee(s) for your subscription. Contact the licensee with any access issues



The publications that you have access to will be displayed like this

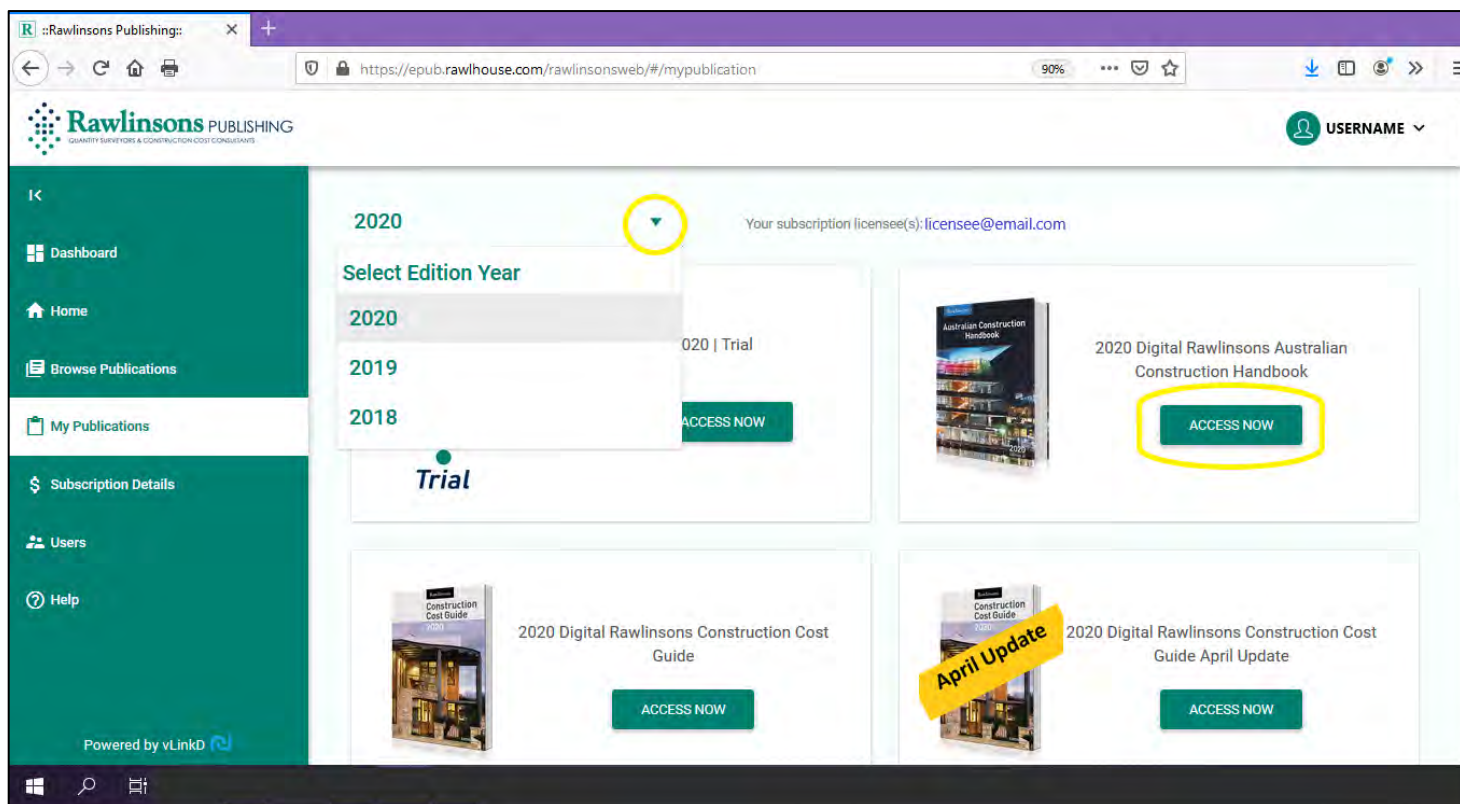


Quarterly updates will be shown here in April, July and October

You will have perpetual access to any year you have purchased, along with the quarterly updates for that year



## My Publications



As you add new or past editions you can view the other years by using the dropdown menu



Click the dropdown arrow to show and select from available years

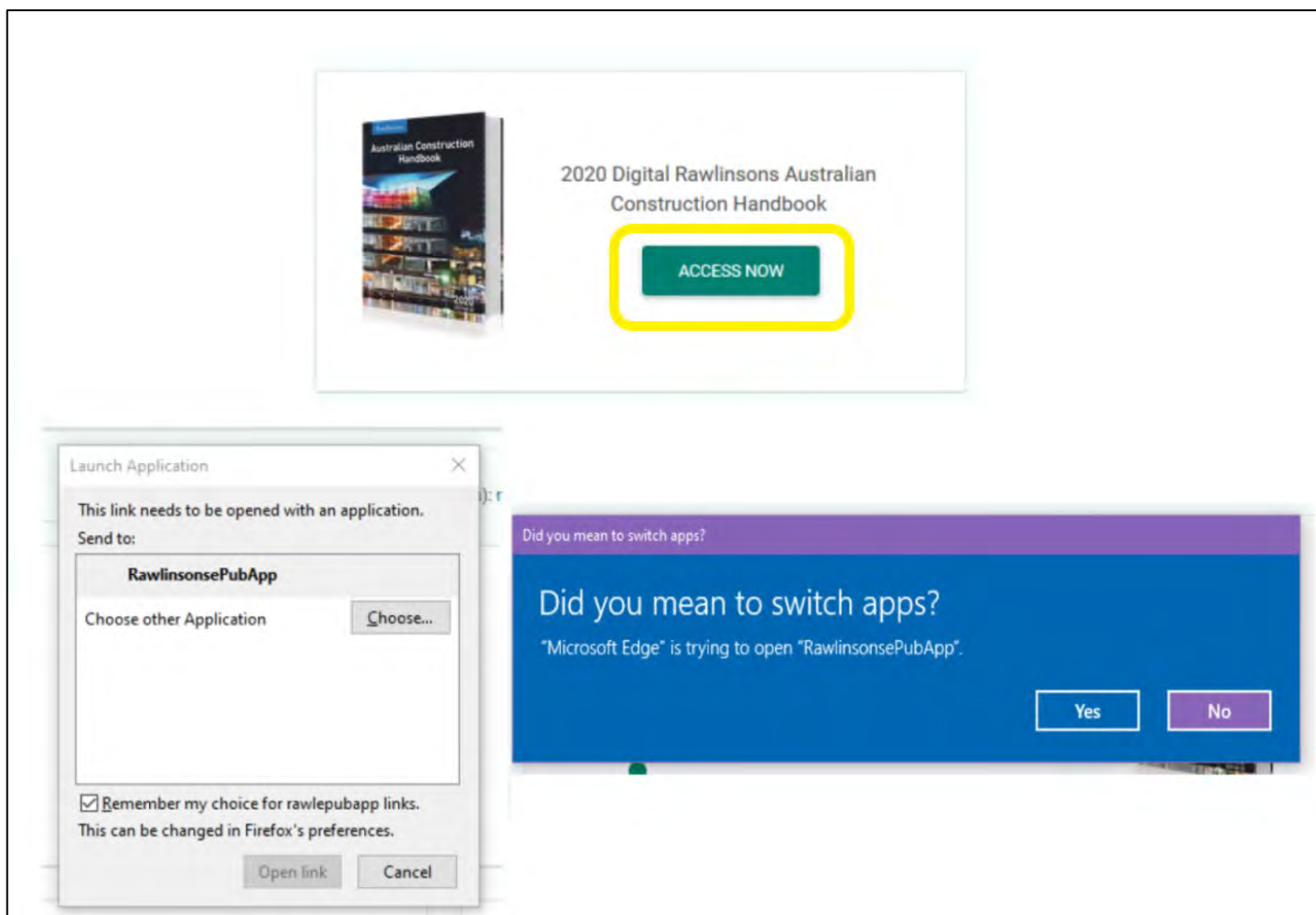


Click 'ACCESS NOW' to launch the required publication

Rawlinsons ePub viewer app will run in the background to open up the publication for you



## My Publications



**When you click ACCESS NOW you may be asked to confirm that you want to use 'RawlinsonsePubApp' to open the publication. This looks different in various browsers. You will need to click yes, or confirm, or open to allow the publication to launch. If there is no progress, check your 'popup' and 'allowed sites' permissions. Ensure that our EPub url is whitelisted/allowed.**

**<https://epub.rawlhouse.com>**



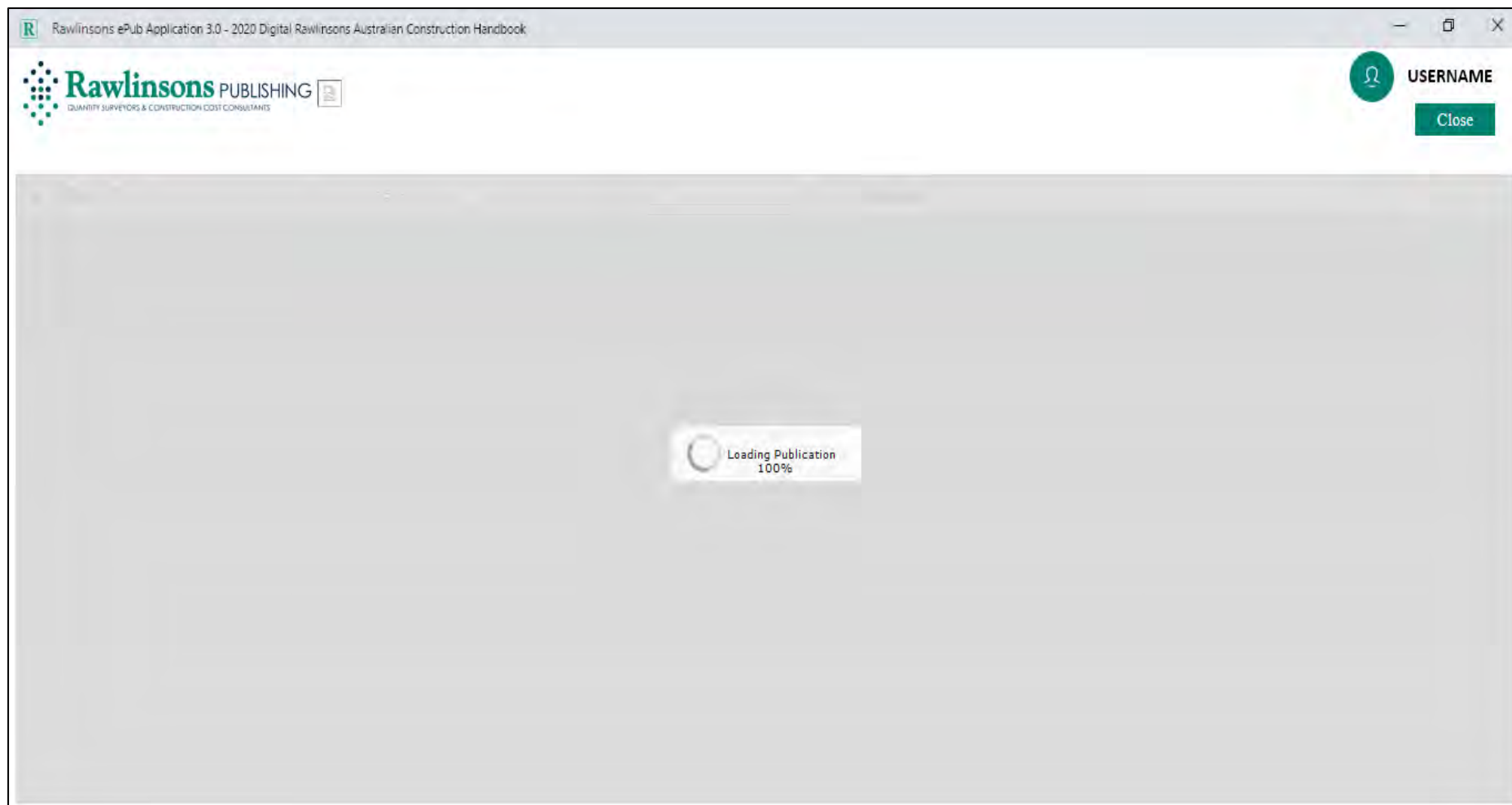
## My Publications

The screenshot shows the Rawlinsons Publishing website interface. The top navigation bar includes the Rawlinsons Publishing logo and a user profile dropdown labeled 'USERNAME'. The left sidebar contains navigation links: Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users, and Help. The main content area displays a large banner for the '2020 Digital Rawlinsons Australian Construction Handbook' with an 'ACCESS NOW' button. Below this, there are two smaller banners for the '2020 Digital Rawlinsons Construction Cost Guide' and its 'April Update', both with 'ACCESS NOW' buttons. A yellow box highlights the banner for the '2020 Digital Rawlinsons Construction Cost Guide'.

This image will appear as the app begins to launch the publication.  
Progress can be slowed down by low internet speeds or on first viewing before the data is cached



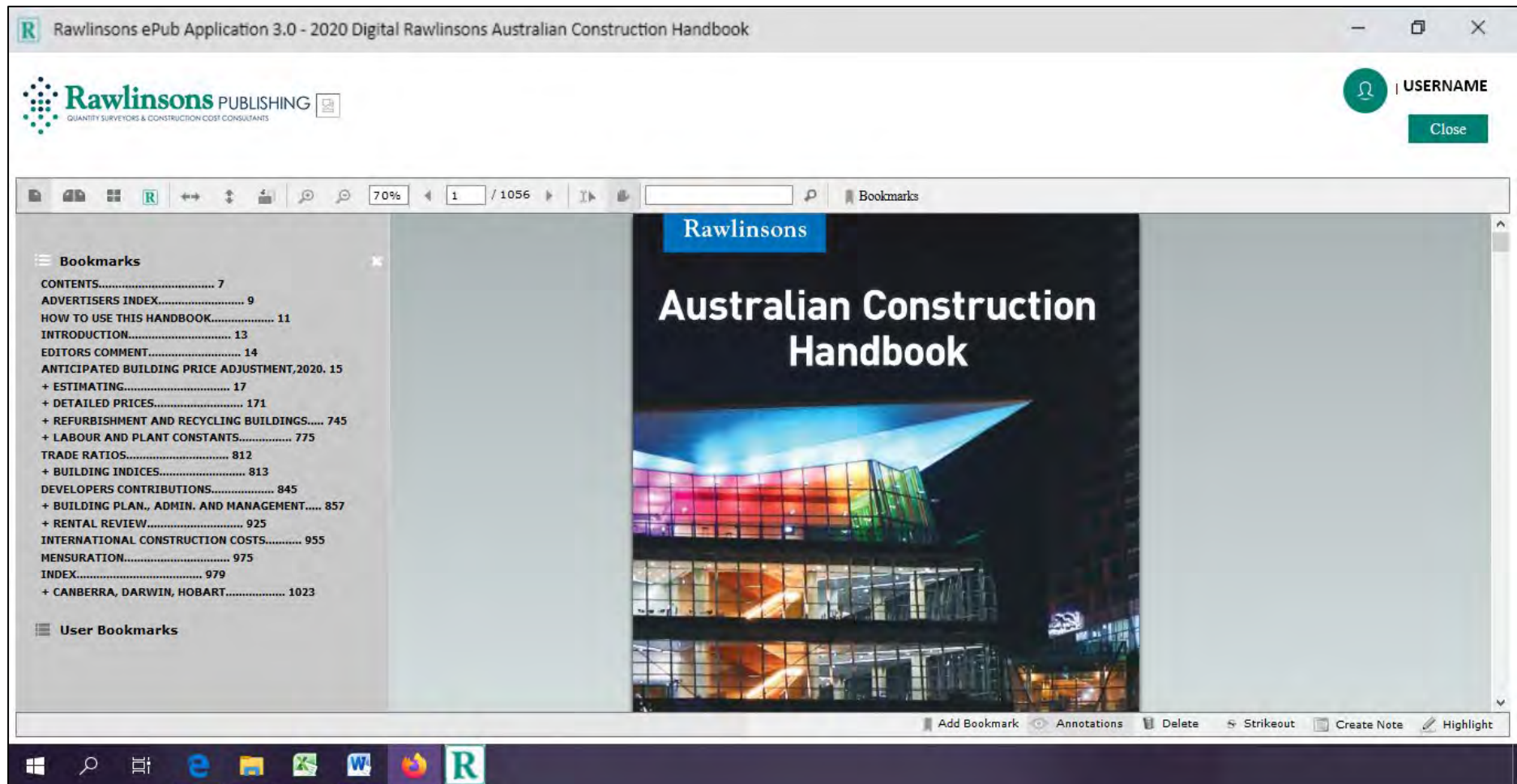
## My Publications



As the publication loads a dialog box will open to full screen and show loading progress



## My Publications



Once loaded, the cover of the publication will show as page 1 of the document. Contents are listed as bookmarks on the left

**New Feature in version 3.2: It is now possible to use Snipping tool to take screen shots of data for your reports**



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work .....237-2...

p.22 : and two side walls, reinforced  
[concrete] ground slab

p.22 : or :2.1.4.5 | ground slab ...

p.24 : for :4.5.5 balconies, walkway type,  
reinforced [concrete] with balustrade to one  
side, no roof over ...

p.29 : 5-695645-6958.1.1.2 precast or  
tilt-up [concrete] external walls ... sqm ...

concrete

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2.1.1 BULK STORAGE SHED - steel framed with  
metal deck roof and metal clad walls to  
one end and two sides, no ground slab  
- sqm 265-266 215-230 230-236 266-268 260-270

2.1.2 BULK SUPERPHOSPHATE SHED - steel  
framed with sliding metal roof, plywood  
or cellulose fibre cement wall lining to  
one end and two side walls, reinforced  
concrete ground slab  
- sqm 465-500 375-405 390-420 445-480 430-485

2.1.3 HAY SHED, steel framed with metal  
roof, no ground slab  
2.1.3.1 Open all round  
2.1.3.2 50% metal clad enclosure walls  
- sqm 190-205 155-165 155-165 195-215 180-195  
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2.1.4 MACHINERY SHED, steel framed with  
metal deck roof and metal clad walls

2.1.5 SHEARING SHED, steel framed with metal  
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internal yards and doors, ramps and  
loading platforms, sliding external doors  
- sqm 530-570 440-475 440-475 465-525 470-505

2.1.5.1 ADD extra for:  
Electrical services - Note  
2.1.5.2 Rink-out in addition to internal yards - Note

NOTE - ADD - INCREASED COSTS  
- COUNTRY LOADINGS  
- REFER PAGE 20 FOR NOTES ON USE OF THESE COSTS  
- REFER PAGE 58 FOR DETAILED ELEMENTAL BREAKDOWN OF ABOVE POLICE STATION COST

Edition 38 22 Rawlinsons 2020

Add Bookmark Annotations Delete Strikeout Create Note Highlight

Using the search function within the top tool bar provides a list of results in the left hand column. Click on the result to navigate to that page. The one you are viewing will be highlighted in the list and the search term will be highlighted on the page (blown up here as an example). When you want to return to Bookmarks, click the icon in the top tool bar



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All page numbers within the index, and page references throughout the text, are hyperlinked to allow quick access to that page



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**ESTIMATING BUILDING COSTS PER SQUARE METRE**

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Bookmarks can be expanded out to 3 levels within sections, to allow for quick access to your required pages.

If you prefer to close the bookmarks list, use the x  
Click the Bookmarks icon in the top tool bar to re-open the list



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**HOW TO USE THIS HANDBOOK**

**BUILDING PRICE INDICES**  
These indices are a guide to the percentage variation in building costs for each year since 1960. This facilitates the updating of known costs to approximate current levels.

The indices are not valid for housing, small projects or remote country work, nor do they reflect the relative cost differential of the various cities.

The indices generally relate to all construction types, and as such, can only be a guide to specific project types.

**REGIONAL INDICES**  
Regional indices give an indication of the locality adjustment factor to be applied to the figures of the base city in each state in order to arrive at a figure for country towns.

The respective index figures are a broad indication only of the cost variation and are applicable to the total project cost.

Choice of material, degree of protuberance and general work load will have a considerable bearing on cost differentials.

**ESTIMATING - BUILDING COSTS PER SQUARE METRE**  
This provides the average cost range for a wide selection of typical buildings. Whilst square metre costs are recommended for use in initial feasibility studies only, they also provide the base figure in the valuation of buildings, however when so used they should be adjusted as described in the following Elemental Costs of Buildings. It should also be noted that, as the figures given are for a typical building on a flat site, adjustment must be made for such factors as sloping sites, ground conditions, unusual shape and other design considerations.

The costs given are based on the total floor area of all levels, measured between the inner faces of external walls, refer pages 8/70 to 8/12 for measurement of areas.

It is important to refer to page 20 for further notes on the use of these costs.

**ESTIMATING - ELEMENTAL COSTS OF BUILDINGS**  
This assists in the compilation of a more accurate cost per square metre through evaluation and adjustment of the mean figures of the various elements of the foregoing typical buildings, to reflect the particular building being examined. Examples of the major variations from the typical are the likes of special facade treatments, the extent of floor finishes and whether or not the building services include air-conditioning, lifts, etc.

It is important to refer to pages 20, 50 and 51 for further notes on the allowances and use of these costs.

**ESTIMATING - COMPARATIVE COSTS**  
The more detailed rates given in this section facilitate a finer adjustment of the foregoing elemental figures through the application of unit costs to a particular element i.e. different design treatments such as facades, interior finishes, etc.

The costs given are all-up estimating costs, i.e. they include allowance for labour and minor items. For items not covered in this section it will be necessary to refer to the Detailed Prices section.

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Enter bookmark text

Page Number  
11

SUBMIT CANCEL

**Bookmarks**

CONTENTS..... 7  
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HOW TO USE THIS HANDBOOK..... 11  
INTRODUCTION..... 13  
EDITORS COMMENT..... 14  
ANTICIPATED BUILDING PRICE ADJUSTMENT, 2020. 15  
+ ESTIMATING..... 17  
+ DETAILED PRICES..... 171  
+ REFURBISHMENT AND RECYCLING BUILDINGS..... 745  
+ LABOUR AND PLANT CONSTANTS..... 775  
TRADE RATIOS..... 812  
+ BUILDING INDICES..... 813  
DEVELOPERS CONTRIBUTIONS..... 845  
+ BUILDING PLAN., ADMIN. AND MANAGEMENT..... 857  
+ RENTAL REVIEW..... 925  
INTERNATIONAL CONSTRUCTION COSTS..... 955  
MENSURATION..... 975  
INDEX..... 979  
+ CANBERRA, DARWIN, HOBART..... 1023

**User Bookmarks**  
No bookmarks available

ESTIMATING - BUILDING COSTS PER SQUARE METRE  
This provides the average cost range for a wide selection of typical buildings. Whilst square metre costs are recommended for use in initial feasibility studies only, they also provide the base figure in the valuation of buildings; however when so used they should be adjusted as described in the following Elemental Costs of Buildings. It should also be noted that, as the figures given are for a typical building on a flat site, adjustment must be made for such factors as sloping sites, ground conditions, unusual shape and other design considerations.

The costs given are based on the total floor area of all levels, measured between the inner faces of external walls, refer pages 6/75 to 6/116 for measurement of areas.

It is important to refer to page 2/0 for further notes on the use of these costs.

**ESTIMATING - ELEMENTAL COSTS OF BUILDINGS**  
This assists in the compilation of a more accurate cost per square metre through evaluation and adjustment of the mean figures of the various elements of the foregoing typical buildings, to reflect the particular building being examined. Examples of the major variations from the typical are the likes of special facade treatments; the extent of floor finishes and whether or not the building services include air conditioning, lifts, etc.

It is important to refer to pages 2/0, 5/2 and 5/1 for further notes on the allowances and use of these costs.

**ESTIMATING - COMPARATIVE COSTS**  
The more detailed rates given in this section facilitate a finer adjustment of the foregoing elemental figures through the application of unit costs to a particular element i.e. different design treatments such as facades, interior finishes, etc.

The costs given are all-up estimating costs i.e. they include allowance for labour and minor items. For items not covered in this section it will be necessary to refer to the Detailed Prices section.

Add Bookmark Annotations Delete Strikeout Create Note Highlight

The page number you are currently viewing will show automatically in the dialog box. You just need to add a your chosen name for the page in the Bookmark text box



## My Publications

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Bookmarks

**Bookmarks**

- CONTENTS..... 7
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- HOW TO USE THIS HANDBOOK..... 11
- INTRODUCTION..... 13
- EDITORS COMMENT..... 14
- ANTICIPATED BUILDING PRICE ADJUSTMENT, 2020, 15
- + ESTIMATING..... 17
- + DETAILED PRICES..... 171
- + REFURBISHMENT AND RECYCLING BUILDINGS..... 745
- + LABOUR AND PLANT CONSTANTS..... 775
- TRADE RATIOS..... 812
- + BUILDING INDICES..... 813
- DEVELOPERS CONTRIBUTIONS..... 845
- + BUILDING PLAN, ADMIN. AND MANAGEMENT..... 857
- + RENTAL REVIEW..... 925
- INTERNATIONAL CONSTRUCTION COSTS..... 955
- MENSURATION..... 975
- INDEX..... 979
- + CANBERRA, DARWIN, HOBART..... 1023

**User Bookmarks**

- How To...11

How To...11

**HOW TO USE THIS HANDBOOK**

**BUILDING PRICE INDICES**  
These indices are a guide to the percentage variation in building costs for each year since 1963. This facilitates the updating of known costs to approximate current levels.

The indices are not valid for housing, small projects or remote country work, nor do they reflect the relative cost differential of the various sites.

The indices generally relate to all construction types, and as such, can only be a guide to specific project types.

**REGIONAL INDICES**  
Regional indices give an indication of the locality adjustment factor to be applied to the figures of the basic city in each state in order to arrive at a figure for country towns.

The respective index figures are a broad indication only of the cost variation and are applicable to the total project cost.

Choice of material, degree of prefabrication and general work load will have a considerable bearing on cost differentials.

**ESTIMATING - BUILDING COSTS PER SQUARE METRE**  
This provides the average cost range for a wide selection of typical buildings. Whilst square metre costs are recommended for use in initial feasibility studies only, they also provide the base figure in the valuation of buildings, however when so used they should be adjusted as described in the following Elemental Costs of Buildings. It should also be noted that, as the figures given are for a typical building on a flat site, adjustment must be made for such factors as sloping sites, ground conditions, unusual shape and other design considerations.

The costs given are based on the total floor area of all levels, measured between the inner faces of external walls; refer pages 8/6 to 8/8 for measurement of areas.

It is important to refer to page 20 for further notes on the use of these costs.

**ESTIMATING - ELEMENTAL COSTS OF BUILDINGS**  
This assists in the compilation of a more accurate cost per square metre through evaluation and adjustment of the mean figures of the various elements of the foregoing typical buildings, to reflect the particular building being examined. Examples of the major variations from the typical are the likes of special facade treatments, the extent of floor finishes and whether or not the building services include air-conditioning, lifts, etc.

It is important to refer to pages 20, 50 and 51 for further notes on the allowances and use of these costs.

**ESTIMATING - COMPARATIVE COSTS**  
The more detailed rates given in this section facilitate a finer adjustment of the foregoing elemental figures through the application of unit costs to a particular element (i.e. different design treatments such as facades, interior finishes, etc.

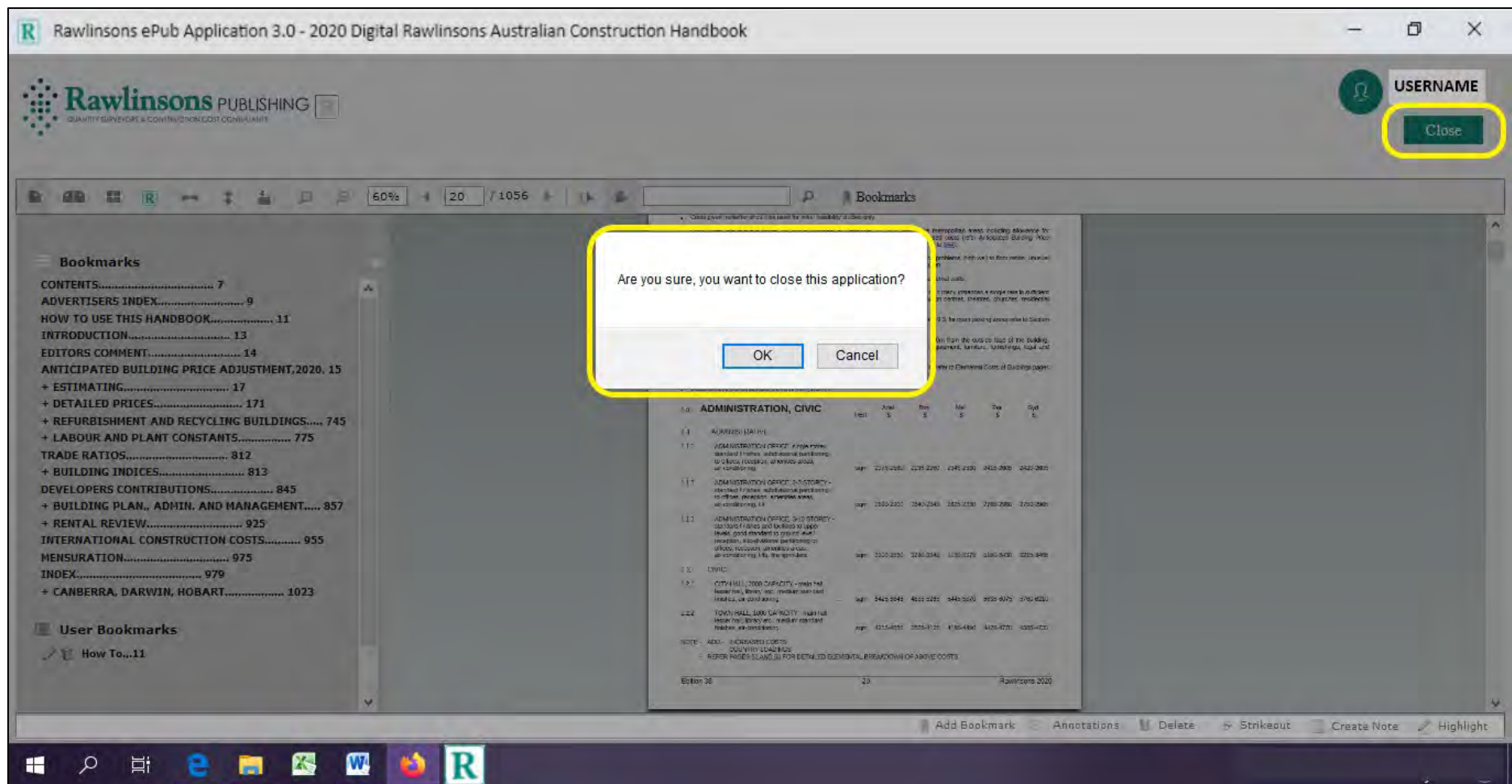
The costs given are all-up estimating costs, i.e. they include allowance for labour and minor items. For items not covered in this section it will be necessary to refer to the Detailed Prices section.

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Your new Bookmarks will be shown when the User Bookmarks menu is expanded and provide a direct link to the chosen page



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Use the Close button to shut down the publication viewer fully when you are finished. This ensures that the license will become available for another user, or for your next visit



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Subscriptions

ADVANCED SEARCH ▼ CLEAR

| SNO | Title                                                                        | Edition Year | Edition | Licensees | License in Use | Statistics | Order N... |
|-----|------------------------------------------------------------------------------|--------------|---------|-----------|----------------|------------|------------|
| 6   | 2019 Bundle - Digital & Hardcopy Rawlinsons Australian Construction Handbook | 2019         | 37      | 1         | 0              | 1 Views    | N/A        |
| 7   | 2020 Digital Rawlinsons Australian Construction Handbook                     | 2020         | 38      | 1         | 0              | 6 Views    | N/A        |
| 8   | 2020 Digital Rawlinsons Construction Cost Guide                              | 2020         | 28      | 1         | 0              | 0 Views    | N/A        |

1 2 items per page 6 - 8 of 8 items

Licensed Users

Search

- Assign user license
- Revoke user license
- Assign offline lease
- Revoke offline lease

| SNO                   | Name | Email | Viewing Publication | Statistics | Status | Actions |
|-----------------------|------|-------|---------------------|------------|--------|---------|
| No records available. |      |       |                     |            |        |         |

0 items per page No items to display

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The top section of the page lists the publications you have subscribed to by year. The number of licenses available for each publication and whether any licenses are in use, is shown in the further columns. You can also see general viewing statistics



## Subscription Details – Licensee Users Only

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### Subscriptions

ADVANCED SEARCH ▾

CLEAR

| SNO | Title                                                                        | Edition Year | Edition | Licensees | License in Use | Statistics | Order N... |
|-----|------------------------------------------------------------------------------|--------------|---------|-----------|----------------|------------|------------|
| 6   | 2019 Bundle - Digital & Hardcopy Rawlinsons Australian Construction Handbook | 2019         | 37      | 1         | 0              | 1 Views    | N/A        |
| 7   | 2020 Digital Rawlinsons Australian Construction Handbook                     | 2020         | 38      | 1         | 0              | 6 Views    | N/A        |
| 8   | 2020 Digital Rawlinsons Construction Cost Guide                              | 2020         | 28      | 1         | 0              | 0 Views    | N/A        |

1 2

items per page

6 - 8 of 9 items

### Licensed Users

Search

Assign user license

Revoke user license

Assign offline lease

Revoke offline lease

| SNO | Name       | Email                | Viewing Publication | Statistics | Status | Actions |
|-----|------------|----------------------|---------------------|------------|--------|---------|
| 1   | User Name  | user@email.com       | No                  | 0 Views    | Active |         |
| 2   | Named User | named.user@email.com | No                  | 0 Views    | Active |         |
| 3   | Joe Bloggs | joe.b@email.com      | No                  | 0 Views    | Active |         |

1

items per page

1 - 3 of 3 items

Click on a title line so that it becomes defined in grey, the list of users for that publication is then displayed in the lower section of the page.



If you have a large list of users you can expand it out via the dropdown arrow



## Subscription Details – Licensee Users Only

### Subscriptions

ADVANCED SEARCH ▼ CLEAR

| SNO | Title                                                                        | Edition Year | Edition | Licensees | License in Use | Statistics | Order N... |
|-----|------------------------------------------------------------------------------|--------------|---------|-----------|----------------|------------|------------|
| 6   | 2019 Bundle - Digital & Hardcopy Rawlinsons Australian Construction Handbook | 2019         | 37      | 1         | 0              | 1 Views    | N/A        |
| 7   | 2020 Digital Rawlinsons Australian Construction Handbook                     | 2020         | 38      | 1         | 1              | 7 Views    | N/A        |
| 8   | 2020 Digital Rawlinsons Construction Cost Guide                              | 2020         | 28      | 1         | 0              | 0 Views    | N/A        |

1 2

items per page

6 - 8 of 8 items

When a license is in use it will be shown on the title line in the top section of the page



## Subscription Details – Licensee Users Only

### Licensed Users

Search 



Assign user license

Revoke user license

Assign offline lease

Revoke offline lease

| SNO | Name       | Email                | Viewing Publication | Statistics                                                                                  | Status | Actions                                                                                                                                                                                                                                                                                |
|-----|------------|----------------------|---------------------|---------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | User Name  | user@email.com       | Yes                 |  7 Views | Active |    <div>Release License</div> |
| 2   | Named User | named.user@email.com | No                  |  0 Views | Active |                               |
| 3   | Joe Bloggs | joe.b@email.com      | No                  |  0 Views | Active |                               |

1

items per page

1 - 3 of 3 items

You can see who is currently using the publication in the users list below. It will show 'Yes' in the viewing publication column and display an eye icon in the actions column. You can release the license for other users by clicking this icon. The current user will be informed that the licensee has ended the session



## Subscription Details – Licensee Users Only

### Licensed Users

Search

✓ Assign user license

✗ Revoke user license

📄 Assign offline lease

✗ Revoke offline lease

✗

📄

| SNO | Name       | Email                | Viewing Publication | Statistics | Status | Actions                             |
|-----|------------|----------------------|---------------------|------------|--------|-------------------------------------|
| 1   | User Name  | user@email.com       | No                  | 0 Views    | Active | <div><div>✗</div><div>📄</div></div> |
| 2   | Named User | named.user@email.com | No                  | 0 Views    | Active | <div><div>✗</div><div>📄</div></div> |
| 3   | Joe Bloggs | joe.b@email.com      | No                  | 0 Views    | Active | <div><div>✗</div><div>📄</div></div> |

1

items per page

1 - 3 of 3 items

The Actions column contains active icons for making adjustments to users of each publication. The legend above the table shows the meaning of each icon. For instance, if you click a red stop sign, it will revoke the user and they will show as Inactive  
(To Add new users or Deactivate/Delete users overall, go to the Users section)



## Subscription Details – Licensee Users Only

### Licensed Users

Search 

✓ Assign user license

✗ Revoke user license

Ⓜ Assign offline lease

Ⓜ Revoke offline lease

| SNO | Name       | Email                | Viewing Publication | Statistics                                                                                  | Status | Actions                                                                                                                                                                 |
|-----|------------|----------------------|---------------------|---------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | User Name  | user@email.com       | No                  |  0 Views | Active |   |
| 2   | Named User | named.user@email.com | No                  |  0 Views | Active |   |
| 3   | Joe Bloggs | joe.b@email.com      | No                  |  0 Views |        |   |

1

items per page

3 of 3 items

Hover your cursor over the icon to see a pop up of the action, click the icon to complete it.  
Revoke User: makes the user inactive on the selected publication and they won't have access



## Subscription Details – Licensee Users Only

### Licensed Users

Search 

✓ Assign user license

✗ Revoke user license

📄 Assign offline lease

📄 Revoke offline lease

| SNO | Name       | Email                | Viewing Publication | Statistics                                                                                  | Status   | Actions                                                                                                                                                                                                                                                        |
|-----|------------|----------------------|---------------------|---------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | User Name  | user@email.com       | No                  |  0 Views | Active   |                                                                                          |
| 2   | Named User | named.user@email.com | No                  |  0 Views | InActive |  <br> |
| 3   | Joe Bloggs | joe.b@email.com      | No                  |  0 Views | Active   |                                                                                          |

1 items per page 1 - 3 of 3 items

Once a user's license is revoked, you will see that their status has changed to InActive. To make them active once again, click on the green tick to Assign user, their publication access will resume



## Subscription Details – Licensee Users Only

### Licensed Users

Search 

 Assign user license  
 Revoke user license  
 Assign offline lease  
 Revoke offline lease

| SNO | Name       | Email                | Viewing Publication | Statistics                                                                                  | Status    | Actions                                                                                                                                                                                                                                                        |
|-----|------------|----------------------|---------------------|---------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | User Name  | user@email.com       | No                  |  0 Views | Active    |  <br> |
| 2   | Named User | named.user@email.com | No                  |  0 Views | In Active |                                                                                                                                                                             |
| 3   | Joe Bloggs | joe.b@email.com      | No                  |  0 Views | Active    |                                                                                          |

1 items per page 1 - 3 of 3 items

Use the page icons to assign or revoke offline lease for a user of the selected publication. Assigning a lease means a license will be 'In Use' until it expires or is revoked. (You can learn more about offline lease here)  
When you click assign, the following dialog will open to set up the lease



## Subscription Details – Licensee Users Only

The screenshot shows the Rawlinsons Publishing website interface. A modal dialog titled "Assign offline lease" is open, allowing a user to assign an offline lease to a publication. The dialog includes the following fields and options:

- Publication Category:** Construction Cost Guide
- Publication:** 2020 Digital Rawlinsons Construction Cost Guide
- Start Date:** 2020-05-25
- No of days to lease 1 license offline:** 7
- Buttons:** SUBMIT, CANCEL

The background shows the "Subscriptions" and "Licensed Users" sections of the website. The "Licensed Users" table lists three users: User Name, Named User, and Joe Bloggs.

When assigning an offline lease for one of your publications you can adjust the number of days for your needs. The dialog defaults to today's date and 7 days. Change this as you wish. Keep in mind that the license will then be 'In use' and only available to that user



## Subscription Details – Licensee Users Only

### Licensed Users

Search

- Assign user license
- Revoke user license
- Assign offline lease
- Revoke offline lease

Offline lease assigned successfully.

| SNO | Name       | Email                | Viewing Publication | Statistics | Status   | Actions                                                                                                                                                                 |
|-----|------------|----------------------|---------------------|------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | User Name  | user@email.com       | No                  | 0 Views    | Active   |   |
| 2   | Named User | named.user@email.com | No                  | 0 Views    | InActive |   |
| 3   | Joe Bloggs | joe.b@email.com      | No                  | 0 Views    | Active   |   |

A message will flash up to say that the lease was assigned. You will see that the page icon is now red in the actions column to indicate that the user has an active lease



## Subscription Details – Licensee Users Only

### Licensed Users

Search 

Please confirm if you want to revoke the offline lease of the selected user?  
YES NO

| SNO | Name       | Email                | Viewing Publication | Statistics                                                                                  | Status   | Actions                                                                                                                                                                                         |
|-----|------------|----------------------|---------------------|---------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | User Name  | user@email.com       | No                  |  0 Views | Active   |                           |
| 2   | Named User | named.user@email.com | No                  |  0 Views | InActive |  <br>Revoke offline lease |
| 3   | Joe Bloggs | joe.b@email.com      | No                  |  0 Views | Active   |                           |

Click the red page icon to revoke the lease. You will be asked to confirm this action. You will also need to complete this action if you want to apply more time to a lease, revoke it first, then assign again for more days



## Subscription Details – Licensee Users Only

### Licensed Users

Search 

 Assign user license  
 Revoke user license  
 Assign offline lease  
 Revoke offline lease

Offline lease revoked successfully.

| SNO | Name       | Email                | Viewing Publication | Statistics                                                                                  | Status   | Actions                                                                                                                                                                 |
|-----|------------|----------------------|---------------------|---------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | User Name  | user@email.com       | No                  |  0 Views | Active   |   |
| 2   | Named User | named.user@email.com | No                  |  0 Views | InActive |   |
| 3   | Joe Bloggs | joe.b@email.com      | No                  |  0 Views | Active   |   |

Once the lease is revoked the icon will show in black again. The license will be released for that publication and will be available to other users again



## Users – Licensee user only

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Home  
Browse Publications  
My Publications  
Subscription Details  
Users  
Help

Users

ADVANCED SEARCH ▼ CLEAR

ADD NEW USER

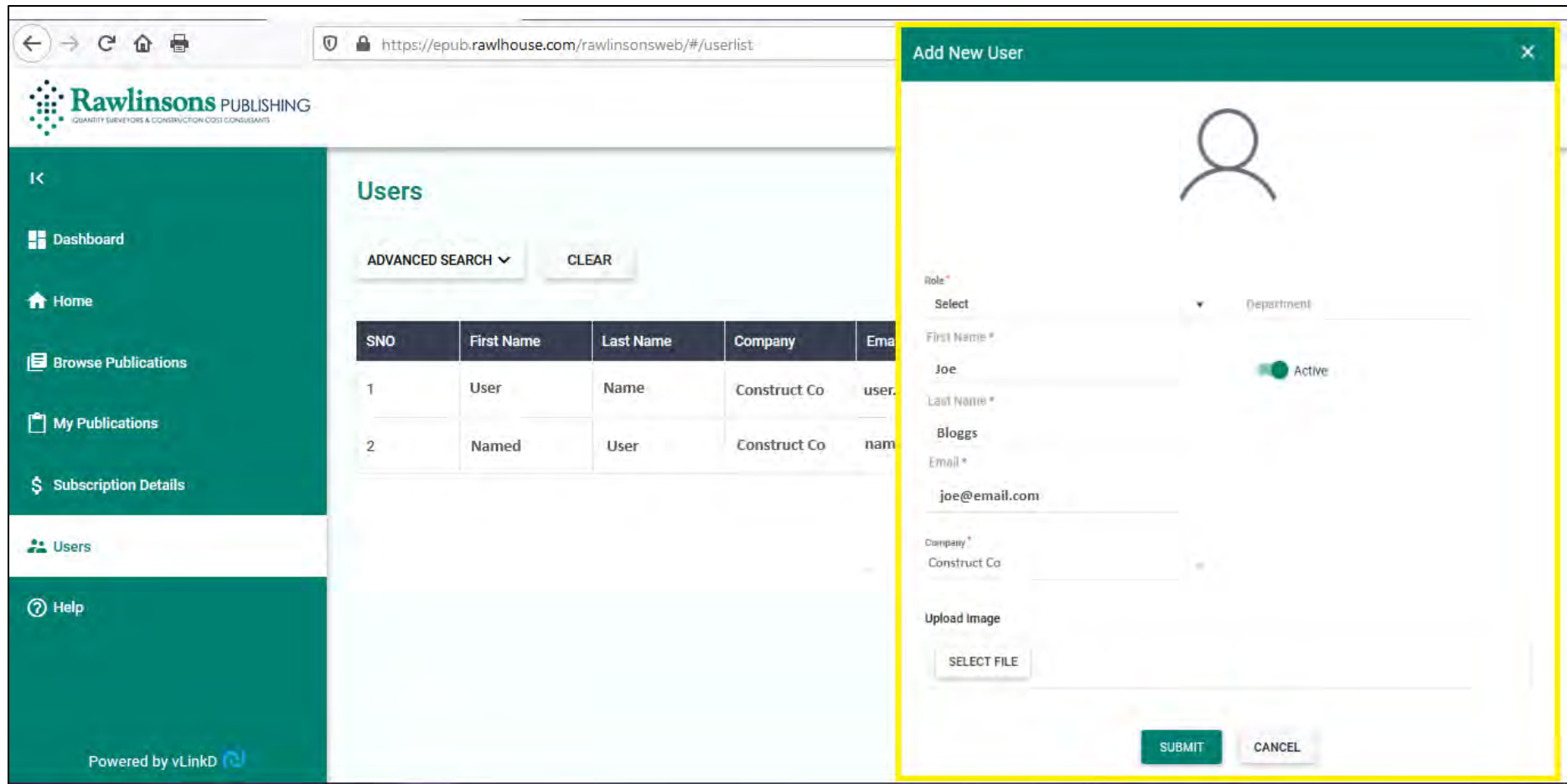
| SNO | First Name | Last Name | Company      | Email Address | Role         | Phone | Status | Actions                                                                                                                                                                 |
|-----|------------|-----------|--------------|---------------|--------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | User       | Name      | Construct Co | user.name@cma | Licensee     | N/A   | Active |                                                                                      |
| 2   | Named      | User      | Construct Co | nameduser@em  | General User | N/A   | Active |   |

1 of 2 items

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This page lists all the users included under your Company name (or individual name). The contact that made the initial purchase of a subscription is always a licensee user. To prevent any mistakes, a licensee user cannot deactivate themselves, so the actions column will not show a deactivate button (stop sign). Use 'ADD NEW USER' to input the contacts you will share your subscription access with

## Users – Licensee user only



**Rawlinsons PUBLISHING**  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

### Users

ADVANCED SEARCH ▼ CLEAR

| SNO | First Name | Last Name | Company      | Email |
|-----|------------|-----------|--------------|-------|
| 1   | User       | Name      | Construct Co | user. |
| 2   | Named      | User      | Construct Co | nam   |

#### Add New User



Role \*  
Select ▼ Department

First Name \*  
Joe

Last Name \*  
Bloggs

Email \*  
joe@email.com

Company \*  
Construct Co

Upload Image  
SELECT FILE

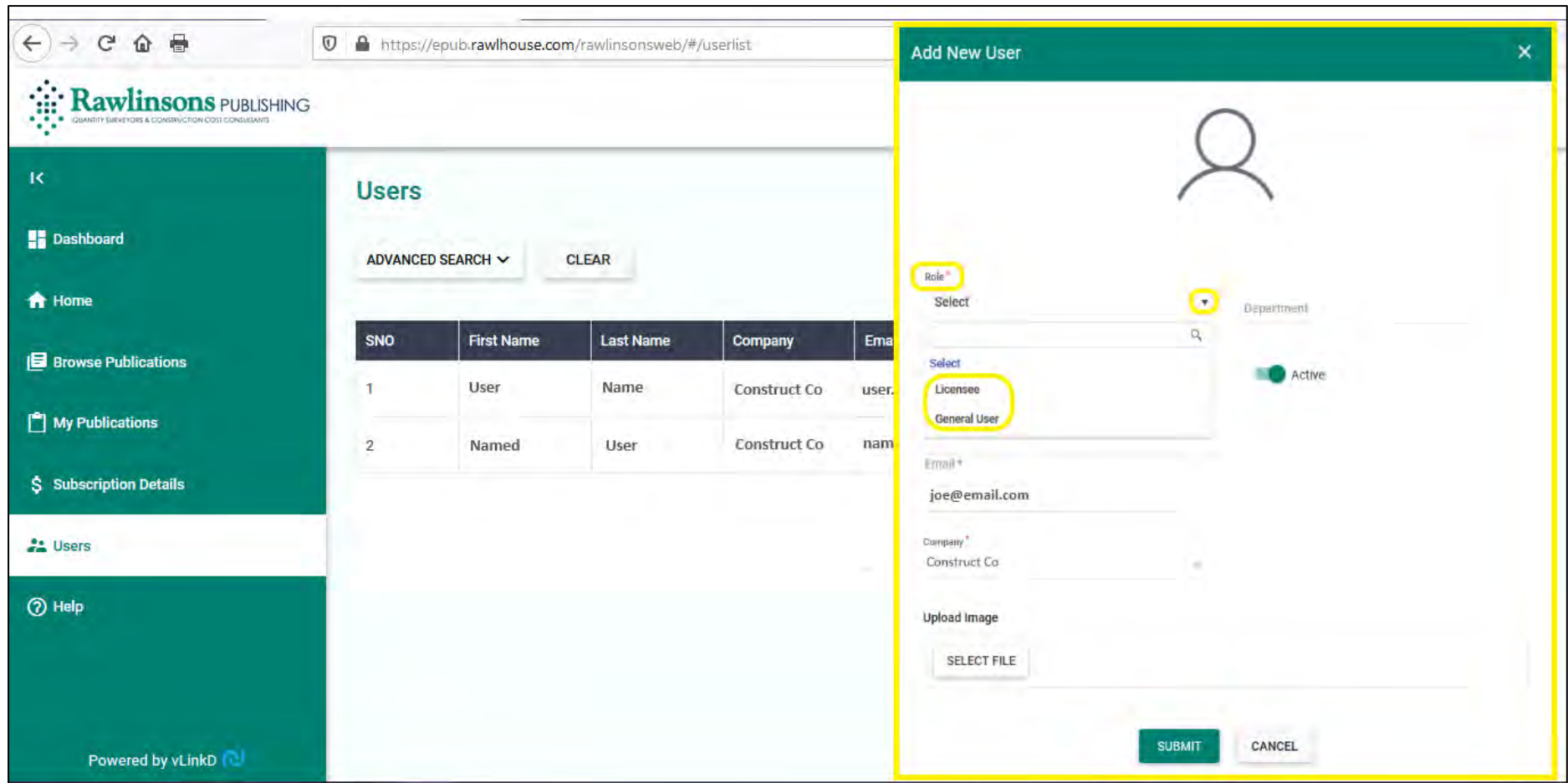
☒ Active

SUBMIT CANCEL

The new user dialog includes compulsory and optional fields. Completing user Names, Email and Role sections will be enough to give automatic subscription access to that user. The company name will show automatically and cannot be changed.

**\*Take Care when entering the email address of your user, this cannot be changed once it is submitted and a new record would be needed\***

## Users – Licensee user only



**Rawlinsons PUBLISHING**  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

**Users**

ADVANCED SEARCH ▼ CLEAR

| SNO | First Name | Last Name | Company      | Email |
|-----|------------|-----------|--------------|-------|
| 1   | User       | Name      | Construct Co | user. |
| 2   | Named      | User      | Construct Co | nam   |

**Add New User**

Role \*  
Select  
Licensee  
General User

Department  
Active

Email \*  
joe@email.com

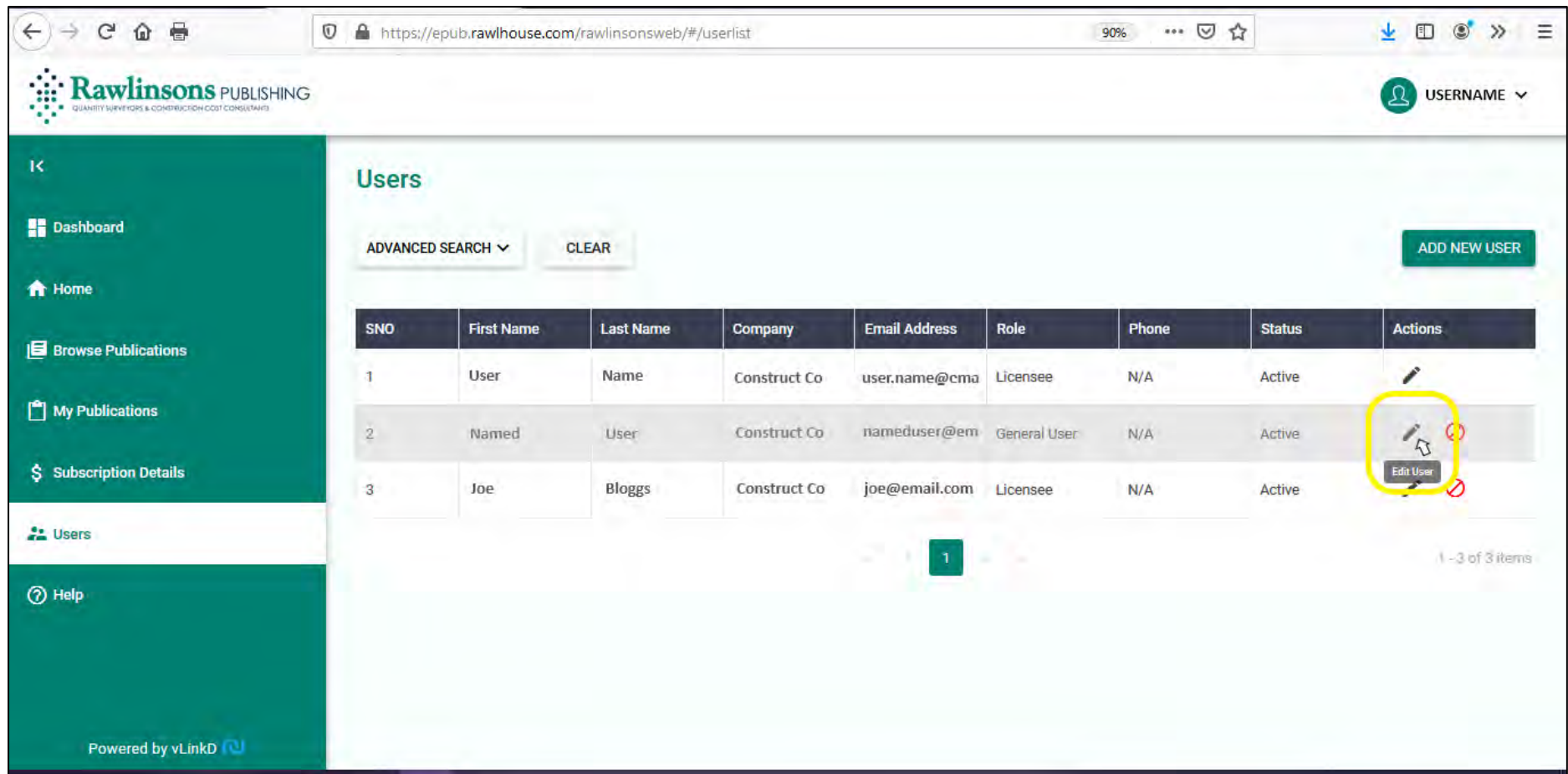
Company \*  
Construct Co

Upload Image  
SELECT FILE

SUBMIT CANCEL

Role is selected via a dropdown menu, the choices are Licensee or General user. General users will have access to the allotted publications via 'My Publications', they will not have access to the Users section or Subscription Details. Licensee users will have the level of access of the initial license purchaser and will be able to view/amend Users and subscription details. It is a good idea to have at least 2 licensees if you will be adding many users to share access. That way there is always a licensee available to assist/add colleagues

## Users – Licensee user only



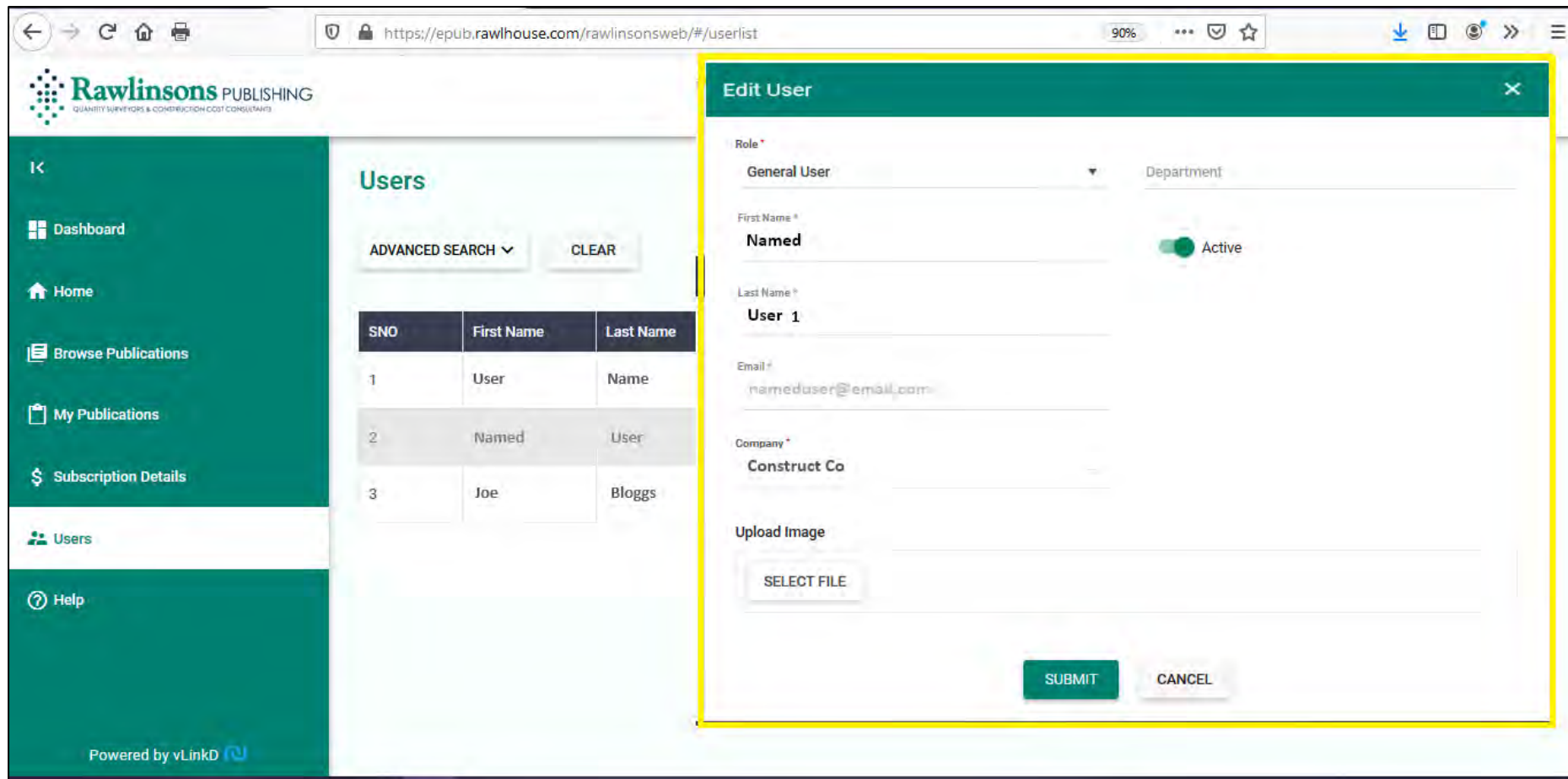
The screenshot displays the 'Users' management page in the Rawlinsons Publishing system. The page includes a sidebar with navigation links: Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users (selected), and Help. The main content area shows a table of users with the following data:

| SNO | First Name | Last Name | Company      | Email Address | Role         | Phone | Status | Actions                                                                                                                                                                 |
|-----|------------|-----------|--------------|---------------|--------------|-------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | User       | Name      | Construct Co | user.name@cma | Licensee     | N/A   | Active |                                                                                      |
| 2   | Named      | User      | Construct Co | nameduser@em  | General User | N/A   | Active |   |
| 3   | Joe        | Bloggs    | Construct Co | joe@email.com | Licensee     | N/A   | Active |   |

A yellow box highlights the 'pen' icon in the Actions column for the second user, which opens an 'Edit User' modal. The page also features an 'ADD NEW USER' button and a pagination indicator showing '1 - 3 of 3 items'.

Once you have submitted the new user, you will see them appear in the users list. At this point they will be automatically assigned access to all your active subscriptions. The system will send them a 'Welcome' email with their individual login details. If you wish to limit the publications that a user can access, go to 'Subscription Details' and amend the access on an individual publication basis. You can edit the basic details for each user by clicking the 'pen' icon in the actions column

## Users – Licensee user only



**Rawlinsons PUBLISHING**  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

**Users**

ADVANCED SEARCH ▼ CLEAR

| SNO | First Name | Last Name |
|-----|------------|-----------|
| 1   | User       | Name      |
| 2   | Named      | User      |
| 3   | Joe        | Bloggs    |

**Edit User**

Role \*  
General User

First Name \*  
Named

Last Name \*  
User 1

Email \*  
nameduser@email.com

Company \*  
Construct Co

Upload Image  
SELECT FILE

Active

SUBMIT CANCEL

Powered by vLinkD

You can change details such as Role and name, or add further information to the record. You cannot amend an email address once it has been entered as this forms the basis of login and access records. If you have entered it incorrectly, make the initial record inactive (info to follow) and create a new user with the correct email



## Users – Licensee user only

Rawlinsons PUBLISHING  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

USERNAME ▾

Users

ADVANCED SEARCH ▾ CLEAR

ADD NEW USER

| SNO | First Name | Last Name | Company      | Email Address | Role         | Phone | Status | Actions |
|-----|------------|-----------|--------------|---------------|--------------|-------|--------|---------|
| 1   | User       | Name      | Construct Co | user.name@cma | Licensee     | N/A   | Active |         |
| 2   | Named      | User 1    | Construct Co | nameduser@em  | General User | N/A   | Active |         |
| 3   | Joe        | Bloggs    | Construct Co | joe@email.com | Licensee     | N/A   | Active |         |

1 - 3 of 3 items

✓ User successfully updated.

Powered by vLinkD

Your submitted changed will be confirmed by a success message



## Users – Licensee user only

Rawlinsons PUBLISHING  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

USERNAME ▾

Users

ADVANCED SEARCH ▾ CLEAR

ADD NEW USER

| SNO | First Name | Last Name | Company      | Email Address | Role         | Phone | Status | Actions |
|-----|------------|-----------|--------------|---------------|--------------|-------|--------|---------|
| 1   | User       | Name      | Construct Co | user.name@cma | Licensee     | N/A   | Active |         |
| 2   | Named      | User 1    | Construct Co | nameduser@em  | General User | N/A   | Active |         |
| 3   | Joe        | Bloggs    | Construct Co | joe@email.com | Licensee     | N/A   | Active |         |

1

1 - 3 of 3 items

Deactivate user

Powered by vLinkD

Use the deactivate icon (stop sign) to halt a user's access to all publications and prevent them from being added to any further publications



## Users – Licensee user only

The screenshot shows the 'Users' management page in the Rawlinsons Publishing system. A confirmation dialog is displayed over the user list table.

**Rawlinsons PUBLISHING**  
QUANTITY TAKE OFFS & CONSTRUCTION COST CONSULTANTS

USERNAME

**Users**

ADVANCED SEARCH ▼ CLEAR ADD NEW USER

| SNO | First Name | Last Name | Email        | Company       | Role     | Status | Actions |
|-----|------------|-----------|--------------|---------------|----------|--------|---------|
| 1   | User       |           |              |               |          | ive    |         |
| 2   | Named      |           |              |               |          | ive    |         |
| 3   | Joe        | broggs    | Construct Co | joe@email.com | Licensee | N/A    | Active  |

Please confirm if you want to delete ( show as inactive) the selected user?

YES NO

1 3 of 8 items

Powered by vLinkD

**Confirm that you wish to deactivate the user. Their record will stay in place but they will have no access to current subscriptions**



## Users – Licensee user only

Rawlinsons PUBLISHING  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

USERNAME ▾

Users

ADVANCED SEARCH ▾ CLEAR

ADD NEW USER

| SNO | First Name | Last Name | Company      | Email Address | Role         | Phone | Status   | Actions |
|-----|------------|-----------|--------------|---------------|--------------|-------|----------|---------|
| 1   | User       | Name      | Construct Co | user.name@cma | Licensee     | N/A   | Active   |         |
| 2   | Named      | User 1    | Construct Co | nameduser@em  | General User | N/A   | Active   |         |
| 3   | Joe        | Bloggs    | Construct Co | joe@email.com | Licensee     | N/A   | InActive |         |

1

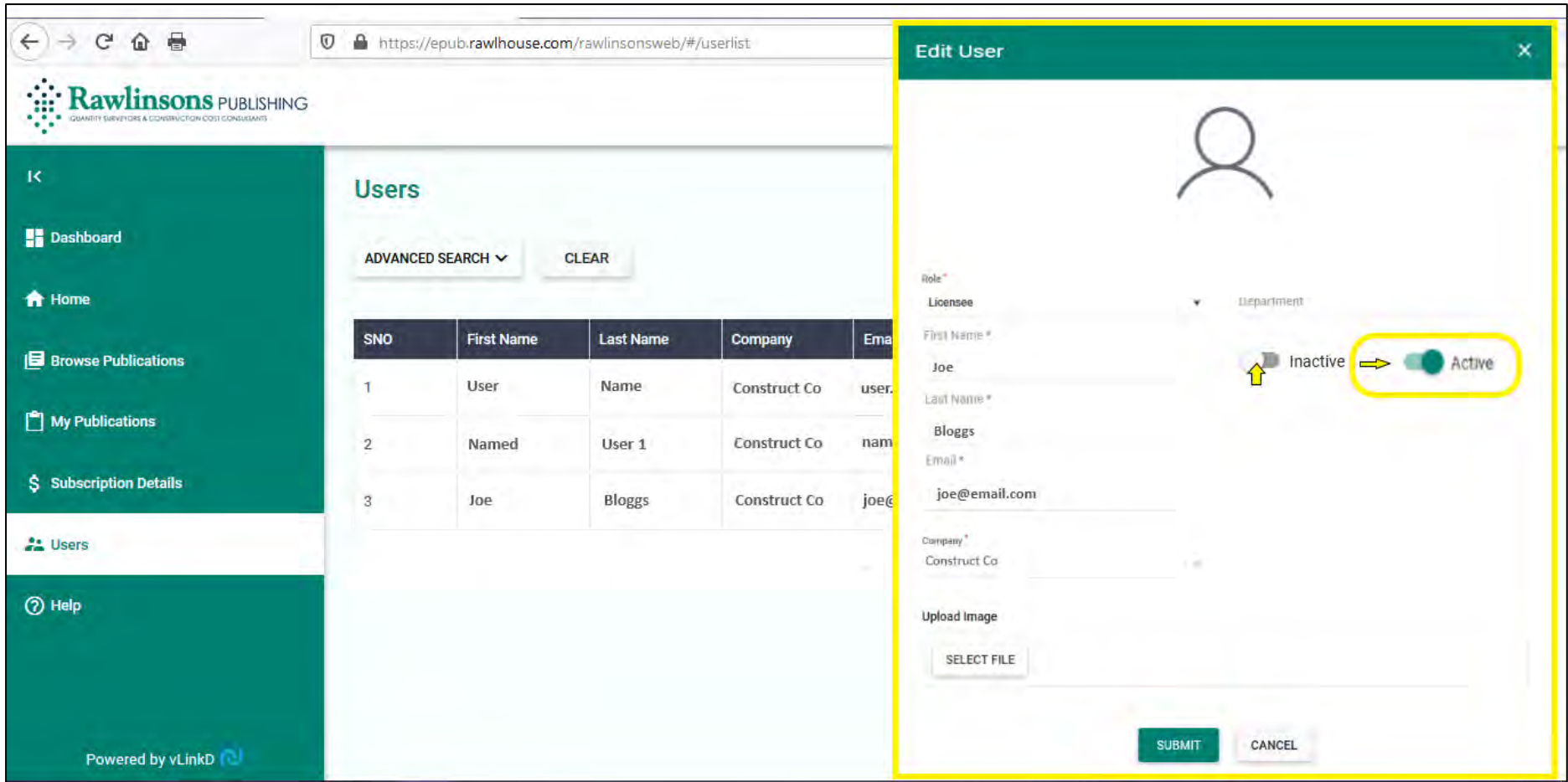
1 - 3 of 3 items

✓ User successfully updated.

Powered by vLinkD

The User will then show as InActive. You can re-activate their access at a later date if you need to

## Users – Licensee user only



The screenshot displays the 'Users' management page for Rawlinsons Publishing. The page includes a sidebar with navigation links: Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users (selected), and Help. The main content area shows a table of users with the following data:

| SNO | First Name | Last Name | Company      | Email |
|-----|------------|-----------|--------------|-------|
| 1   | User       | Name      | Construct Co | user. |
| 2   | Named      | User 1    | Construct Co | nam   |
| 3   | Joe        | Bloggs    | Construct Co | joe@  |

An 'Edit User' modal is open, showing a form for user details. The modal includes fields for Role (Licensee), Department, First Name (Joe), Last Name (Bloggs), Email (joe@email.com), and Company (Construct Co). A yellow box highlights the 'Inactive' status and a slide switch that can be moved to 'Active'.

To re-activate a user, click the edit (pen) icon. The dialog box includes a slide switch which will display in grey when inactive. Slide it to the right to bring them back to Active



## Users – Licensee user only

Rawlinsons PUBLISHING  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

USERNAME ▾

Users

ADVANCED SEARCH ▾ CLEAR

ADD NEW USER

| SNO | First Name | Last Name | Company      | Email Address | Role         | Phone | Status | Actions |
|-----|------------|-----------|--------------|---------------|--------------|-------|--------|---------|
| 1   | User       | Name      | Construct Co | user.name@cma | Licensee     | N/A   | Active |         |
| 2   | Named      | User 1    | Construct Co | nameduser@em  | General User | N/A   | Active |         |
| 3   | Joe        | Bloggs    | Construct Co | joe@email.com | Licensee     | N/A   | Active |         |

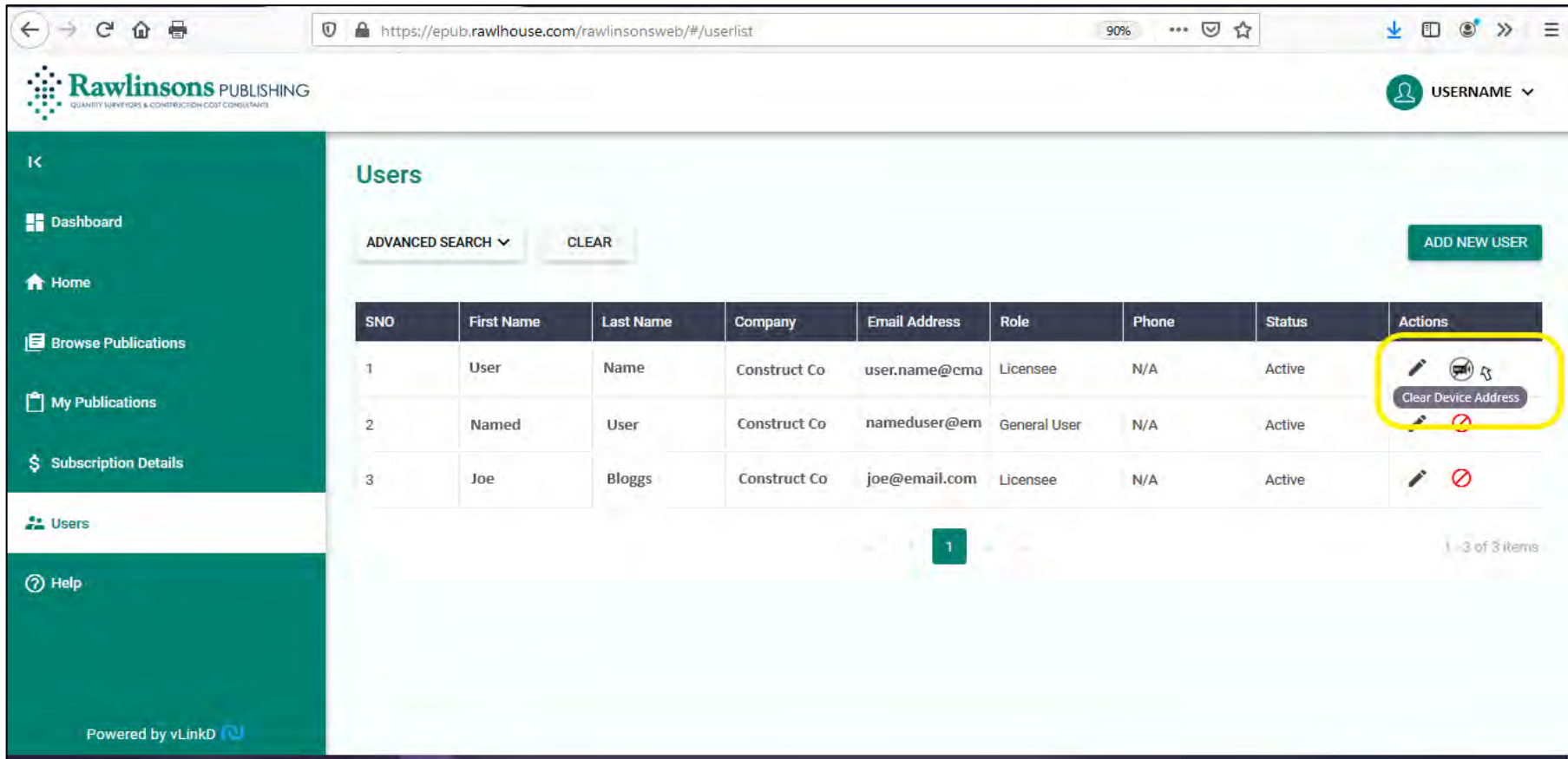
1 - 3 of 3 items

✓ User successfully updated.

Powered by vLinkD

The user will now be back to Active status and can again access active publications

## Device address



The screenshot displays the 'Users' management page in the Rawlinsons Publishing system. The page includes a sidebar with navigation links: Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users (selected), and Help. The main content area shows a table of users with the following data:

| SNO | First Name | Last Name | Company      | Email Address | Role         | Phone | Status | Actions                                         |
|-----|------------|-----------|--------------|---------------|--------------|-------|--------|-------------------------------------------------|
| 1   | User       | Name      | Construct Co | user.name@cma | Licensee     | N/A   | Active | [Edit] [Delete] [Device] [Clear Device Address] |
| 2   | Named      | User      | Construct Co | nameduser@em  | General User | N/A   | Active | [Edit] [Delete]                                 |
| 3   | Joe        | Bloggs    | Construct Co | joe@email.com | Licensee     | N/A   | Active | [Edit] [Delete]                                 |

A yellow box highlights the 'Actions' column for the first user, showing icons for edit, delete, and a 'device' icon. A tooltip 'Clear Device Address' is visible over the device icon. The page also includes an 'ADD NEW USER' button and a pagination indicator showing '1' of 3 items.

When a user has accessed (or attempted to access) the publication via offline lease you will see a 'device' icon in the actions column. If their next access is via a different computer an error message will display stating 'Device Mismatch'. This is to prevent users from having the publication open on more than one device. (This will cause no problems unless switching to a new device). To Clear the Device address, make sure the user has Closed the publication and logged out. Come to the Users section and click on the icon. The user is then free to open the publication on the current device.



## Offline Access – Digital Lease

Offline access is provided through direct access of our viewing software. Once downloaded and installed, the app is accessed via the 'Rawlinsons Publishing' folder in your programs list. It opens up for login once a lease has been assigned to you from within the online EPub portal. All of the same copyright restrictions apply, so printing and copying are not permitted. Access to your license offline is provided on a lease basis. The length of the lease is up to you, or your licensee if you have shared use.

An offline lease acts as one use of your current licenses and may be revoked by the licensee if another user needs to login. It is recommended that you have a pool of 2 or more licenses for shared use, if you feel that there will be regular offline leasing. Online connectivity is required initially so that your current leases can sync with the viewer. Once they are updated you can access publications offline via the desktop app for the assigned number of days.

### Quick Start Steps



Visit the [EPub portal](#) and login with the details provided to you initially



Download the latest version viewer software (if you haven't already). Rawlinsons offline viewer app will load into your programs list



Remaining in the online EPub portal, go to 'My Publications', those available to view Offline will be indicated



If no publications show as 'Available Offline', contact your licensee for a lease. If you are a licensee, visit 'Subscription Details' to assign a lease to any User. Use the buttons in the 'Actions' column for listed users of each publication. The default number of days for lease is 7 but this can be adjusted to suit your needs



Launch the offline app from your programs list and login with the same credentials as used for the online portal, allow it to sync publications. (Web connection needed initially)



Available publications will be listed within the app via the publication year dropdown and can be accessed for offline viewing for the assigned number of days or until revoked by a licensee



## Offline Access – Digital Lease

Rawlinsons PUBLISHING  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

Dashboard

Home

Browse Publications

My Publications

Subscription Details

Users

Help

Subscriptions

ADVANCED SEARCH ▼ CLEAR

| SNO | Title                                                                        | Edition Year | Edition | Licensees | License in Use | Statistics | Order N... |
|-----|------------------------------------------------------------------------------|--------------|---------|-----------|----------------|------------|------------|
| 6   | 2019 Bundle - Digital & Hardcopy Rawlinsons Australian Construction Handbook | 2019         | 37      | 1         | 0              | 1 Views    | N/A        |
| 7   | 2020 Digital Rawlinsons Australian Construction Handbook                     | 2020         | 38      | 1         | 0              | 6 Views    | N/A        |
| 8   | 2020 Digital Rawlinsons Construction Cost Guide                              | 2020         | 28      | 1         | 0              | 0 Views    | N/A        |

1 2 items per page 6 - 8 of 8 items

Licensed Users

Search

Assign user license

Revoke user license

Assign offline lease

Revoke offline lease

| SNO | Name       | Email                | Viewing Publication | Statistics | Status | Actions                 |
|-----|------------|----------------------|---------------------|------------|--------|-------------------------|
| 1   | User Name  | user@email.com       | No                  | 0 Views    | Active | <div></div> <div></div> |
| 2   | Named User | named.user@email.com | No                  | 0 Views    | Active | <div></div> <div></div> |
| 3   | Joe Bloggs | joe.b@email.com      | No                  | 0 Views    | Active | <div></div> <div></div> |

1 items per page 1 - 3 of 3 items

To assign an offline lease, go to 'Subscription Details' (licensee users only). Click on a title line so that it becomes defined in grey, the list of users for that publication is then displayed in the lower section of the page. If you have a large list of users you can expand it out via the dropdown arrow.



### Licensed Users

Search

✓ Assign user license

✗ Revoke user license

📄 Assign offline lease

📄 Revoke offline lease

| SNO | Name       | Email                | Viewing Publication | Statistics | Status    | Actions                                                            |
|-----|------------|----------------------|---------------------|------------|-----------|--------------------------------------------------------------------|
| 1   | User Name  | user@email.com       | No                  | 0 Views    | Active    | <div><div>✗</div><div></div></div> <div>Assign offline lease</div> |
| 2   | Named User | named.user@email.com | No                  | 0 Views    | In Active | <div><div>✗</div><div></div></div>                                 |
| 3   | Joe Bloggs | joe.b@email.com      | No                  | 0 Views    | Active    | <div><div>✗</div><div></div></div>                                 |

1 items per page 1 - 3 of 3 items

Use the 'page' icon in the Actions column to assign or revoke an offline lease as shown. When you click assign, the following dialog will open to set up the lease. Assigning a lease means a license will be 'In Use' until it expires or is revoked



## Offline Access – Digital Lease

The screenshot shows the Rawlinsons Publishing website interface. A modal dialog titled "Assign offline lease" is open, allowing users to configure offline access for a specific publication. The dialog includes the following fields and options:

- Publication Category:** Construction Cost Guide
- Publication:** 2020 Digital Rawlinsons Construction Cost Guide
- Start Date:** 2020-05-25
- No of days to lease 1 license offline:** 7
- Buttons:** SUBMIT, CANCEL

The background interface shows a sidebar with navigation links (Dashboard, Home, Browse Publications, My Publications, Subscription Details, Users, Help) and a main content area with a "Subscriptions" table and a "Licensed Users" table.

| SNO | Title                                       |
|-----|---------------------------------------------|
| 6   | 2019 Bundle - Dig Rawlinsons Austr Handbook |
| 7   | 2020 Digital Raw Construction Har           |
| 8   | 2020 Digital Raw Construction Cos           |

| SNO | Name       |
|-----|------------|
| 1   | User Name  |
| 2   | Named User |
| 3   | Joe Bloggs |

When assigning an offline lease for one of your publications you can adjust the number of days for your needs. The dialog defaults to today's date and 7 days. Change this as you wish. Keep in mind that the license will then be 'In use' and only available to that user



## Licensed Users

Search

Assign user license  
 Revoke user license  
 Assign offline lease  
 Revoke offline lease

Offline lease assigned successfully.

| SNO | Name       | Email                | Viewing Publication | Statistics | Status   | Actions |
|-----|------------|----------------------|---------------------|------------|----------|---------|
| 1   | User Name  | user@email.com       | No                  | 0 Views    | Active   |         |
| 2   | Named User | named.user@email.com | No                  | 0 Views    | InActive |         |
| 3   | Joe Bloggs | joe.b@email.com      | No                  | 0 Views    | Active   |         |

A message will flash up to say that the lease was assigned. You will see that the page icon in the actions column is now red to indicate that the user has an active lease. When you need to revoke the lease ahead of time, click this red icon. You can re-assign if you need to extend the number of days for that user.



## Offline Access – Digital Lease

**Rawlinsons** PUBLISHING  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

K

Dashboard

Home

Browse Publications

My Publications

Subscription Details

Users

Help

2020

Your subscription licensee(s): user@email.com



2020 | Trial

ACCESS NOW



2020 Digital Rawlinsons Australian Construction Handbook

ACCESS NOW

**AVAILABLE OFFLINE**  
Please launch Offline App via the Rawlinsons folder in your Programs/Applications list



2020 Digital Rawlinsons Construction Cost Guide April...

ACCESS NOW



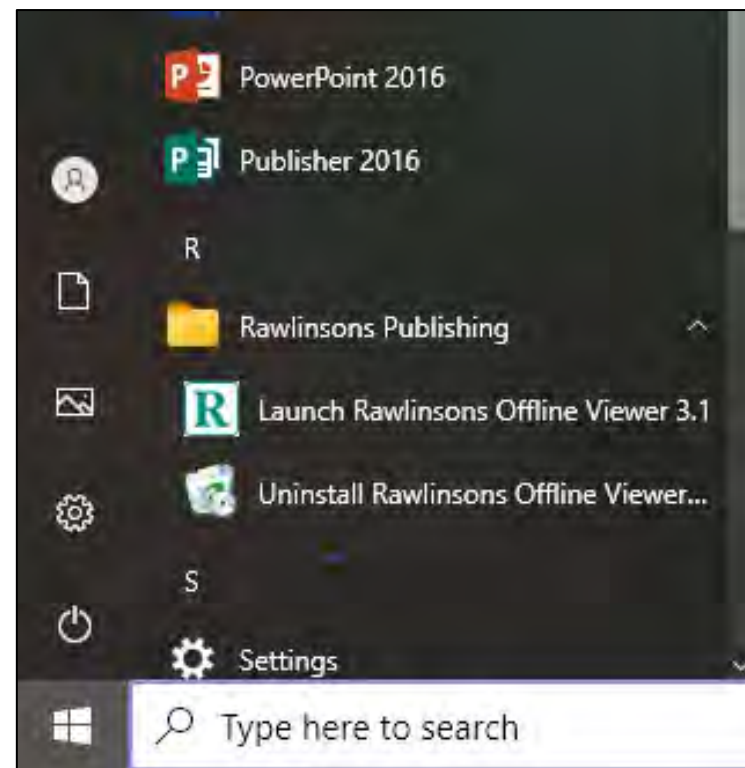
2020 Digital Rawlinsons Australian Construction Handbook April Update

ACCESS NOW

Once a lease has been assigned, you will see that the publication is marked as 'Available Offline' within 'My Publications'. You can then launch the offline viewer app to access your publications.

If you are not a licensee user you will need to request a lease from the licensee, contact details are shown above your publications

64



**Launch the offline app via the Rawlinsons Publishing folder in your programs list once a lease has been assigned.**



Rawlinsons Offline Viewer 3.0

**Rawlinsons PUBLISHING**  
QUANTITY SURVEYORS & CONSTRUCTION COST CONSULTANTS

**Login here for Offline Access ONLY**



Email\*

Password\*

☒ Sync Publications ☐ Remember me

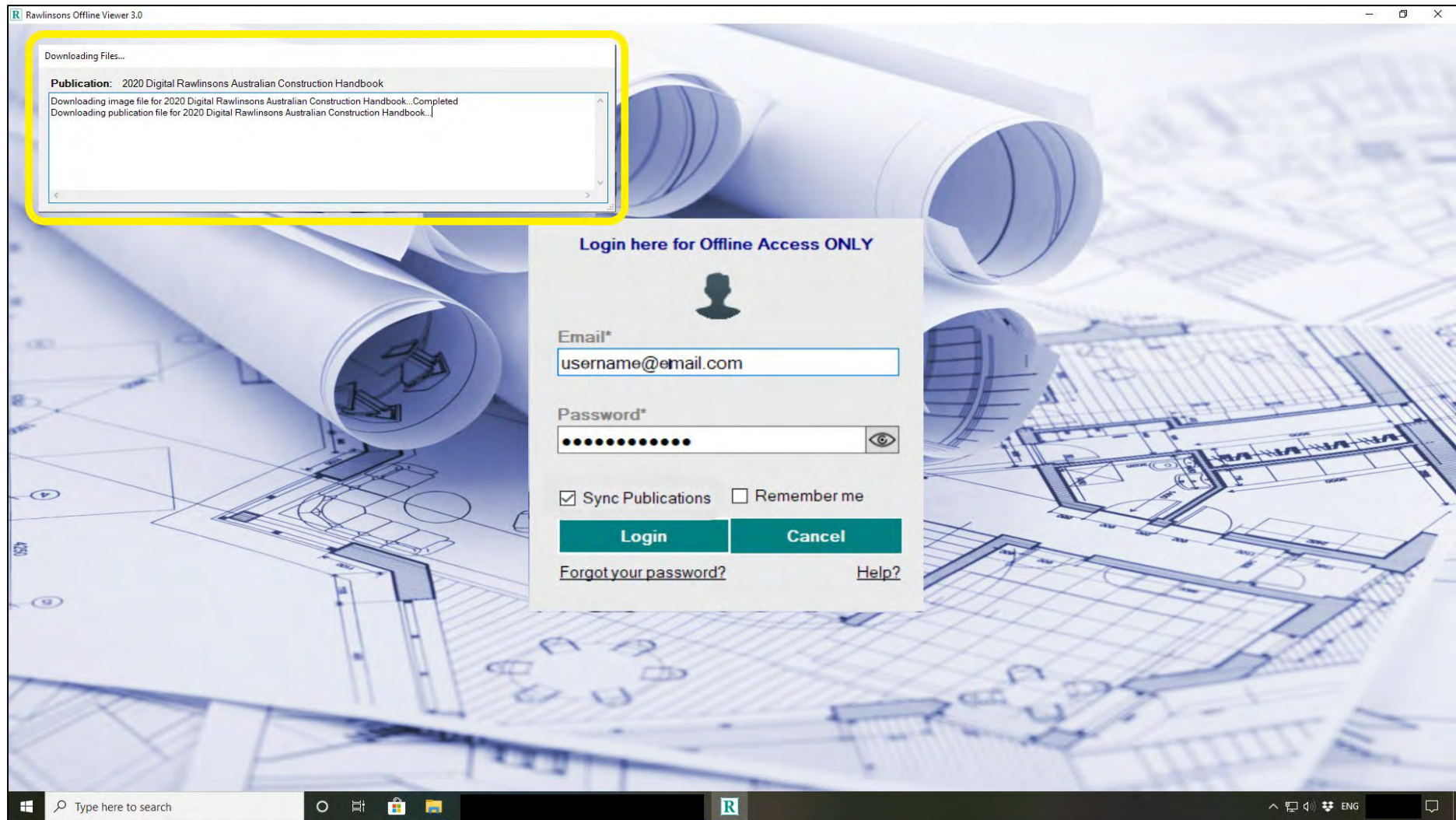
**Login** **Cancel**

[Forgot your password?](#) [Help?](#)

Use the same login credentials as in the online portal. 'Tick' to sync publications and update available leases whilst still online



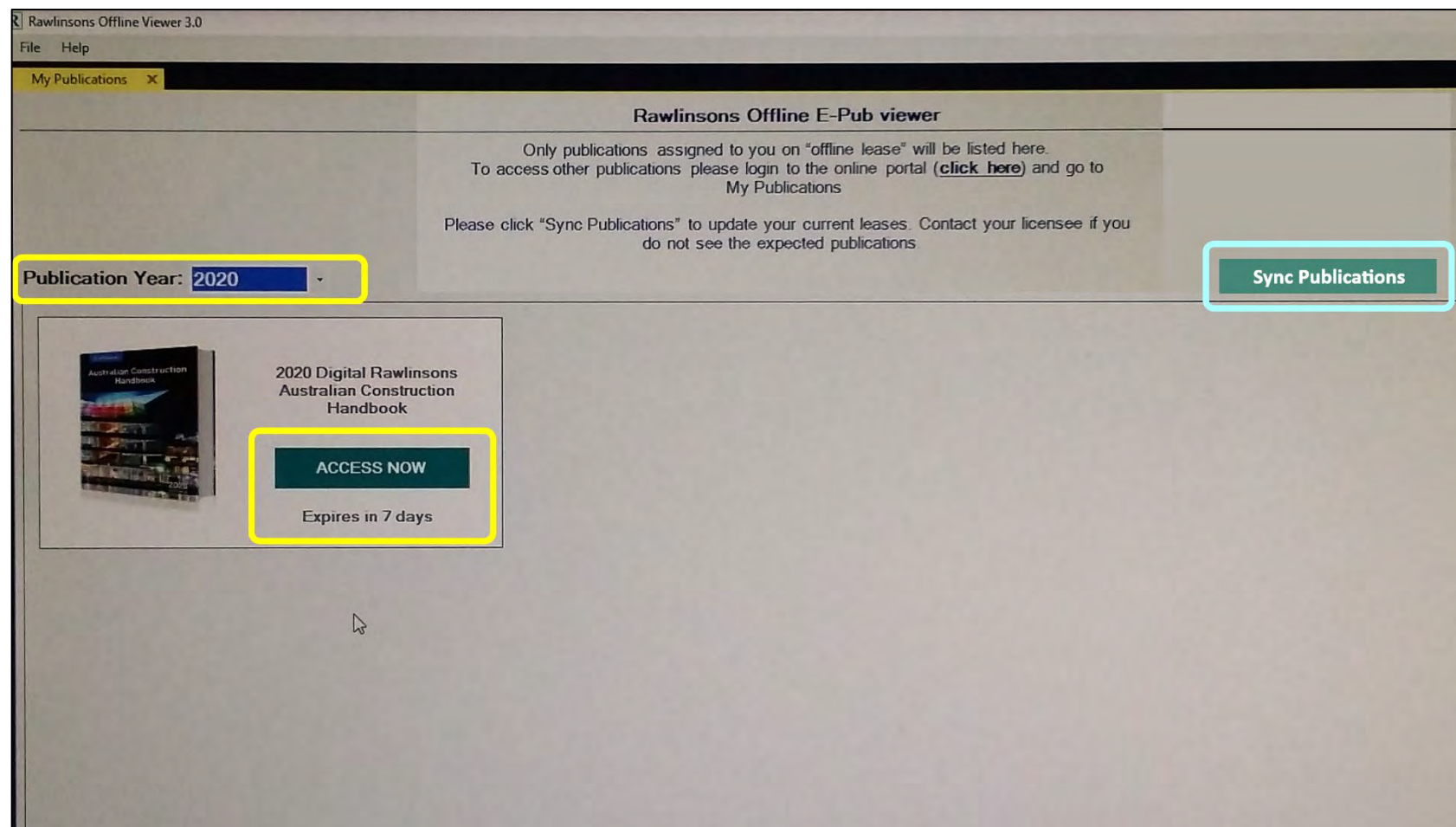
## Offline Access – Digital Lease



You will see the publication files downloading into the offline app



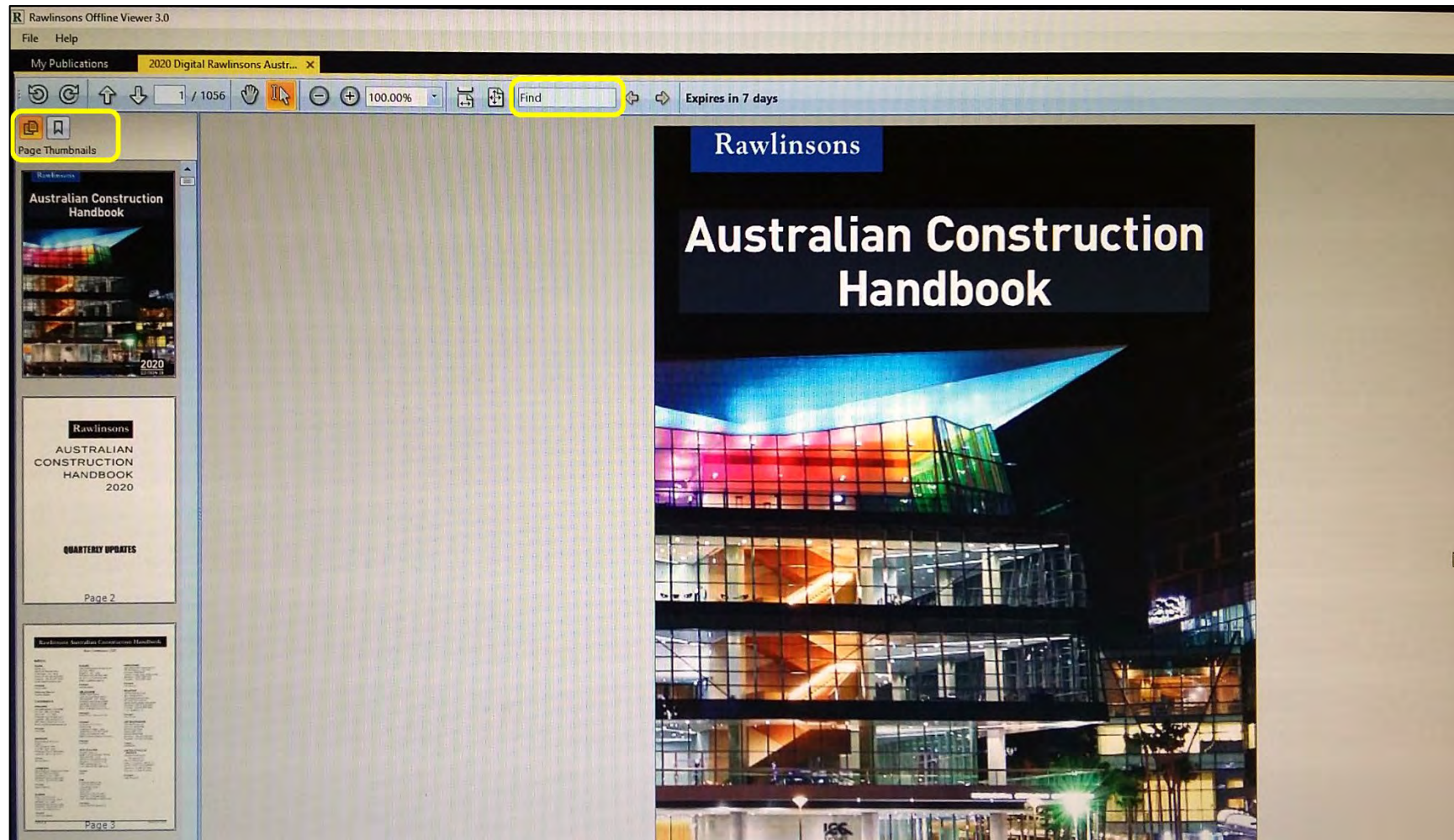
## Offline Access – Digital Lease



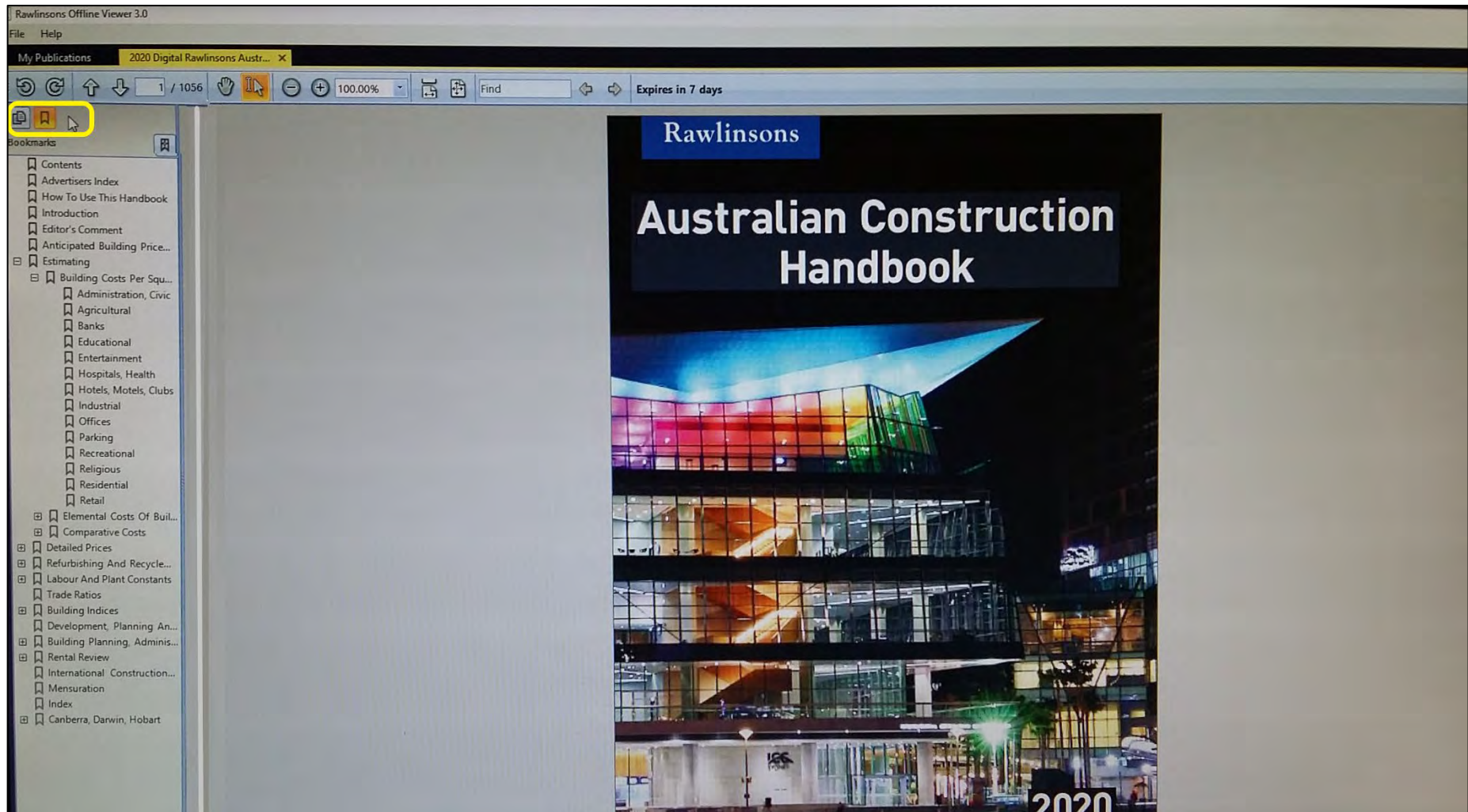
On the homepage you will see the publications available to you and the number of days before the lease expires. If you have access to past years, use the dropdown menu to see them. You can sync publication from this page if you didn't on login, or if a new lease is assigned while you are in the app. Click Access Now to launch the publication



## Offline Access – Digital Lease



The publication will open up on a new tab, the view defaults to page thumbnails, you can toggle to bookmarks for contents. Search via the 'find' field at the top



The Bookmarks list expands out to 3 levels to allow quick access to sections



File Help

My Publications 2020 Digital Rawlinsons Austr... X

980 / 1056 100.00% Find Expires in 7 days

Bookmarks

- Contents
- Advertisers Index
- How To Use This Handbook
- Introduction
- Editor's Comment
- Anticipated Building Price...
- Estimating
  - Building Costs Per Squ...
  - Administration, Civic
  - Agricultural
  - Banks
  - Educational
  - Entertainment
  - Hospitals, Health
  - Hotels, Motels, Clubs
  - Industrial
  - Offices
  - Parking
  - Recreational
  - Religious
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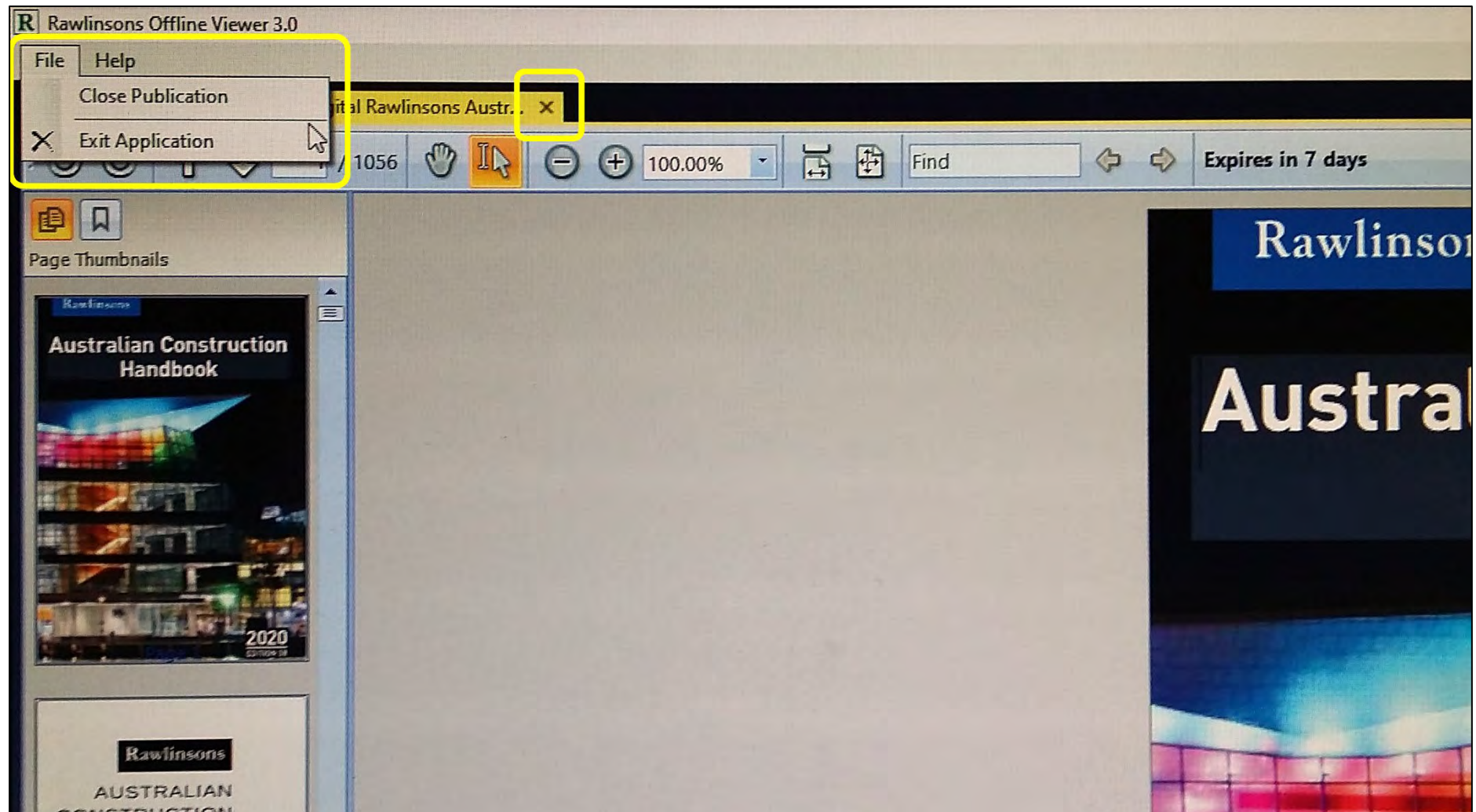
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You can close the publication with the x or via the 'file' menu, where you can also exit/log out of the application