

# CAPABILITY STATEMENT

Providing a practical, flexible and professional  
O&M Manual, Technical Writing and Engineering  
Service to the Construction Industry.



**D E W I C K**  
& A S S O C I A T E S



# WHO ARE WE?

Dewick & Associates has been operating since 2008, providing a practical, flexible and professional Technical Writing and Engineering Service to contractors across Australia and New Zealand.

Our team of experienced and dedicated staff provide an efficient and personalised outsourcing option to the building industry. Experience has shown that outsourcing ensures tasks are completed accurately and on time, enabling you to concentrate on the more pressing coordination / on site works.

Our Degree Qualified Engineering team hold RPEQ and VBA registration.



**DEWICK**  
8 ASSOCIATES

## PROJECTS



### **Kelso Apartments**

Builder's Manual and  
Apartment User  
Guides



### **Her Majesty's Theatre Renewal Project**

Electrical Services O&M Manuals



### **Anne and Eric Living Centre**

Mechanical Commissioning Plan and O&M  
Manuals



### **Flinders University Learning Space Program**

Fire O&M Manuals

*"Looks great, really happy with the product. Lou is taking great care of my team and getting the O&M Manuals out quickly."*

**Andrew Gallagher, Grosvenor**

# OUR CORE SERVICES

## O&M Manuals | Building Handover Manuals

All services including **Mechanical, Electrical, Fire, Hydraulic** and **Builders' Manuals**

Sections including:

- Detailed system descriptions and scope •
- Operating Instructions •
- Maintenance and Fault Finding •
- Technical Data Schedules •
- Sourcing of relevant manufacturers' literature and spare parts •
- As Installed Drawings** •



## Engineering

- Heat load** assessments •
- Airside and water side **static pressure loss calculations** •
- NCC and AS 1668.1** code compliance and ventilation assessments •
- Specialist system design such as **car park ventilation / kitchen ventilation / smoke spill** systems •
- Equipment selection assessments** and schedules •



## Commissioning Plans

Sections including:

- Detailed system descriptions and scope of works •
- Requirements of the commissioning process •
- Commissioning Procedures •
- Inspection and Test Plans (**ITP's**) •
- Building Tuning Plans** •



## Timescales

D&A pride ourselves in quality products, and quick turn around times. We can generally provide draft manuals within 2-3 days, but we can accommodate urgent requests within a day if needed

# OUR TEAM

**Phil Dewick**

**Director: PREQ and VBA Certified**

Founder of Dewick and Associates with a strong focus on positive client outcomes and a happy and healthy workplace.



**Louise Gardner**

**General Manager: CPEng**

Oversees our smooth operations to ensure a high quality work product and ensures that all deliverables are met on time.



**Simone Dunsford**

**Client Coordinator: B.E Built Environment**

SA / WA / NT / ACT



**Alex Vuksa**

**Client Coordinator:**

NSW / QLD / VIC / NZ



# CONTACT

Feel free to drop us a line or give us a ring to discuss your needs today:



**DEWICK**  
8 ASSOCIATES

**Australia & NZ: SA, WA, NT, ACT**

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# LEADERS IN O&M MANUALS

AS INSTALLED DRAWINGS | MECHANICAL ENGINEERING