



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

O&M MANUALS - FLOW CHART

CONTRACTOR

1. Contractor secured construction project & confirmed equipment

2. Contractor sends to D&A:
2.1 - Drawings
2.2 - Specifications

4. Contractor sends to D&A:
4.1 - Equipment make & model/tech data
(unless already shown on specifications)
4.2 - Names of builder & consultant
4.3 Month of PC
4.4 Draft PDF O&M deadline

7. Contractor sends amendments/
review comments by
consultant to D&A

DEWICK & ASSOCIATES

PRICING REQUEST

3. D&A confirms price

**TECHNICAL WRITING
DOCUMENT COLLATION**

5. D&A issue draft O&M manual as PDF for contractor to send to consultant for review

6. D&A issues invoice

Update of manuals as needed

8. D&A revise manual & issue 3 hard copies & USB to contractor

