

# 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, New Zealand, UK and Canada.

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 Management and Engineering team are degree qualified and Chartered Engineers.



**DEWICK**  
8 ASSOCIATES

## PROJECTS



### **Old Crow Community Centre**

Building Handover  
Manuals



### **Kwanlin Dun First Nation Community Hub**

Building handover Manuals / Electrical  
O&M Manuals



### **Dawson City Grader Station HVAC Upgrades**

Mechanical and Electrical O&M Manuals



### **Alberta Infrastructure Rundle-Riverview Crossing Residences**

Mechanical O&M Manuals

# OUR CORE SERVICES

## Operation & Maintenance Manuals

All services including **Mechanical, Electrical, Fire, Hydraulic**

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** •



## Building Handover Manuals

- Technical writing & collation of architectural / structural elements •
- Project specific maintenance log sheets •
- Maintenance matrices •
- Building User Guides •
- Apartment User Guides •
- LEED Compliant documentation •



## Commissioning Plans / Building Tuning 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** •



## LEED compliant handover documentation

### 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: B.E. Mech, RPEQ, VBA Registered**

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



**Louise Gardner**

**General Manager: CPEng. Mech MIEAust, MEng (Hons)**

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



**Alexandra Vuksa**

**Client Coordinator: Canada**



**Lynda Potter**

**Technical Writer**



# CONTACT

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



**DEWICK**  
S ASSOCIATES

**Louise Gardner**

General Manager

Phone: +61 (0) 417 447 317

Email: [louiseg@dewick.com](mailto:louiseg@dewick.com)

**Alexandra Vuksa**

Client Coordinator

Phone: +61 (0) 431 007 409

Email: [alexandrav@dewick.com](mailto:alexandrav@dewick.com)

# HANDOVER DOCUMENTATION SPECIALIST

**O&M MANUALS | COMMISSIONING | COMPLIANCE | DRAFTING**

[www.dewick.com](http://www.dewick.com)