

CAPABILITY STATEMENT



**DEWICK &
ASSOCIATES**

Construction Documentation Specialists

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COMPANY PROFILE



ABOUT US

WHO WE ARE

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.

Drawing on our expertise in both Consulting and Contractor Project Management and with team members who are RPEQ, VBA registered and Chartered Professional Engineers, we can offer an extensive range of services including Engineering, O&M Manuals, and Builder's manuals:

WHY US?

- ✓ Expertise you can trust, our **inhouse Technical Writing Team** is backed by **Chartered Engineers!**
- ✓ **Your projects, our commitment:** we are fully committed to your projects and your success.
- ✓ **Quick** turnaround, **Quality** bespoke documentation!
- ✓ Our **responsive team** is always one step ahead & here to help.
- ✓ Our single point of contact, to ensure that your handover documentation is understood and executed flawlessly.
- ✓ **Industry Leaders** in handover documentation for Commercial, Education, Retail, Healthcare, and Sports & Leisure!



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OUR SERVICES

Mechanical | Electrical | General Contractors | Hydraulic | Fire
O&M Manuals | Compliance | Builders | Commissioning | Drafting | Defence

O&M MANUALS

Operating & Maintenance Manuals offer **comprehensive** information about every piece of equipment and system in a building, enabling smooth **operation** and ensuring optimal **maintenance** for long-term functionality, eventual decommissioning, and the final demolition of the structure.



AT A GLANCE

SERVICES

- Mechanical O&M Manuals
- Electrical O&M Manuals
- Hydraulic O&M Manuals
- Fire O&M Manuals
- Drafting

BENEFITS

- In house **technical writing team** for bespoke system descriptions.
- **Maximise productivity** with outsourcing
- **2-3 day** turn around time
- **Consistent Quality** of handover documentation

FORMAT

- Digital and hard copies
- Online: OmTrack, Zutec, Aconex, BDS360

CONTENT

Dewick & Associates ensure that O&M Manuals **adhere to all local standards** for compilation and content. D&A believe the following sections should be included in all handover documentation:

- Preliminaries / Introduction
- Detailed project, emergency and manufacturer contact lists
- **Technical descriptions** of systems and operating instructions
- Safety in maintenance guidance and preventative maintenance log sheets
- Fault finding instructions for each system
- **Schedules of equipment** and manufacturer's literature
- Sections for certificates, commissioning reports and as-installed drawings

We found that manuals were time-consuming and not one of our core business activities. Outsourcing them to Dewick & Associates was the best decision we ever made. They produce a document of much higher quality than we have the capability to do and it doesn't become the last thing a project manager does on a project, meaning that our clients are impressed that our manuals are submitted ahead of time. **ENERGY AIR**

To complete your handover documentation package, Dewick & Associates' **skilled drafters** are able to provide As Installed / As Built / As Fitted Drawings in AutoCAD and PDF format.

COMPLIANCE

Dewick & Associates' in house engineers have over 50 years of combined experience in both Consulting and Contractor Project Management with team members **who are Chartered Professional Engineers, VBA, NSW and RPEQ Registered.**



MECHANICAL ENGINEERING DESIGN AND CONSTRUCT (D&C)

- **Heat Load** Analysis;
- AS 1668.1 Ventilation Assessments: **outside air exhaust air systems**, kitchen exhaust / **car park exhaust**, smoke spill / stair pressurisation systems
- Air side / water **side static pressure drop calculations**
- Equipment sizing / performance schedules / selection assessment;
- **Schedules** (for submission to Consultants);
- **Specification** writing and ad-hoc problem solving;
- **Value Management** (VM) / **shop drawings review.**

QUALIFICATIONS

- CEng (CIBSE)
- NSW Professional Engineer Registration
- Practising Registered Professional Engineer of Queensland
- Victoria Registered Professional Engineer

NCC SECTION J COMPLIANCE

Full NCC compliance assessments for your projects, including Deemed-to-Satisfy (**DtS**) and **JV3 performance modelling** compliance assessments, **Section J5 mechanical compliance checklists** and **NCC glazing calculator analyses.**

SUSTAINABILITY / ESD

Drawing on our extensive knowledge of the **Green Star / BREEAM / LEED rating tools**, Dewick & Associates are well placed to assist with the collation and provision of documentation to support your Construction / As Built submission.

CIBSE TM 31 LOGBOOK

Full building log books in accordance with the **Chartered Institution of Building Engineers (CIBSE)** guidance document **TM 31 Building Log Book Toolkit** in accordance with the Building Regulations Part L2 requirements.

H1 ENERGY EFFICIENCY

Compliance assessments utilising both the Acceptable Solution (AS) and Verification Methods (VM) pathways for all building types and sizes.

H&S FILES

Preparation of this key document as regulated by the **Construction Design Management Regulations.**

BUILDERS

Building Handover Manuals provide project specific details on the architectural and structural elements of a project but can also include details on the services to provide a full comprehensive handover document for the building.

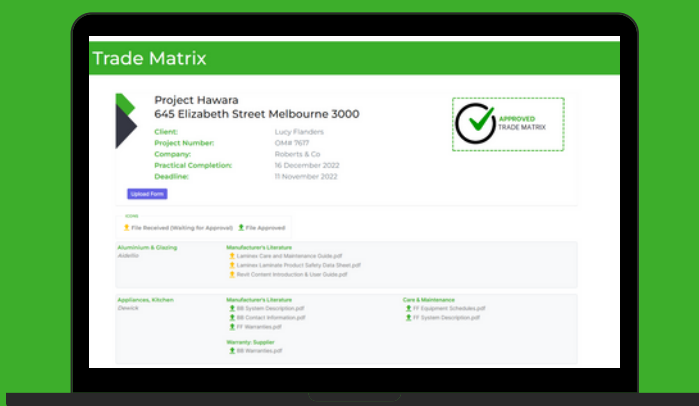


BENEFITS

Simple process, requiring your trade contact list and drawings.

We contact the trades for you
Access to D&A Builder
Documentation Tracking
System providing you with:

- Real-time access;
- Log of subcontractor documents;
- On-line tracking sheet;
- Enhanced efficiency;
- Transparency in your operations.



OUR SERVICES INCLUDE:

- **Building Handover Manual:** we contact and collate information from the sub contractors ie Manufacturer Literature, Installation and Supply Warranties, Certificates, Test Results;
- **Project specific Maintenance Log Sheets:** we review the manufacturer literature and pull out all material / project specific cleaning / maintenance requirements;
- **Maintenance Matrix:** overview of maintenance requirements, Australian Standard references and schedule for maintenance for all sub trades;
- **Building Users Guide:** Green Star / LEED / WELL Compliant to provide the building owner / users information on the operation of the building;
- **Apartment / Home User Guide:** providing the apartment owner / tenant information on the apartment, building communal facilities and amenities, apartment specific fixtures / fittings, white goods, mechanical, electrical and hydraulic services and also finishes;
- **Services O&M manuals:** if not provided by your services contractors;
- **Site based QR codes:** for instant access to handover documentation.

COMMISSIONING

Commissioning is a crucial element of the construction phase, and if undertaken correctly, will ensure that a building operates efficiently, where overall plant performance results in lower building operational costs.



CONTENT

Dewick & Associates ensure that your documentation **contains critical project specific details but is simple and easy to follow**, including the following sections:

- Project scope and systems installed
- Requirements of the commissioning / building tuning process
- Commissioning procedures to follow
- **Detailed Inspection and Test Plans (ITP's)**
- Commissioning record sheets
- Building tuning processes and requirements
- Dewick & Associates can provide Commissioning Plans / Building Tuning Plans for all services including mechanical, electrical, fire and hydraulic systems.

Dewick & Associates provide comprehensive **Commissioning Plans** which provide a concise method for the commissioning process, a guide for on-site technicians and confidence that the commissioning process is well detailed and documented.

In addition, once a project has been completed, it is important to ensure that the systems continue to perform effectively and efficiently. **A Building Tuning Plan** ensures that monthly commissioning checks are undertaken with quarterly and annual reporting to enable system reviews, benchmarking and improvements to be made.

Our Commissioning and Building Tuning Plans are **compliant with the requirements of current Environmental Sustainable Design (ESD)** certification obligations:

- **BREEAM:** Building Research Establishment Environmental Assessment Method;
- **LEED:** Leadership in Energy and Environmental Design;
- **Green Star.**

DEFENCE

Dewick & Associates' experienced team of Australian Based technical writers and client coordinators are able to provide the full package collation and management of the HOTO process for Australian Defence Construction projects including:



BENEFITS

- Trained and **experienced technical writing team** who are up to date with knowledge on defence handover requirements
- **Restricted access server** for all defence documentation
- **One location** to access all your HOTO documentation and O&M Manuals.

We make the process **as easy as possible for you**, only requiring

- Subcontractor trade contact list;
- GDL Equipment shell record;
- Project drawings;
- HOTO checklist if applicable ;

We can manage the entire process including direct contact with the sub-contractors for the documents needed, compiling and submitting the manual for review with links included.

- **HOTO (Handover/Takeover):** Checklist collating and management of the process;
- **Operating & Maintenance Manuals (O&M Manuals):** all elements of the building or site infrastructure including architectural, structural, civil, mechanical, electrical, hydraulic and fire documentation, we provided documents in accordance with the Defence Estate Quality Management Systems (DEQMS) format and template;
- **Master Site Plan:** overall site plans incorporating all site services;
- **Spaces Plan Datasets:** simple, to-scale diagrams, recording each level of a Defence owned building;
- **As Constructed (As Installed / As Built) Drawings (Architectural, Structural, Services):** produced using AutoCAD and provided with titles and numbers following the requirements of the Spatial Data Management Plan (SDMP);
- **Meta Data:** data about data, enabling the Department of Defence to categorise documents based on their content, relevant discipline and information provision;
- **GEMS Data Loading (GDL):** population and management of all assets using the pre-created GDL Shell.



PROJECT CASE STUDIES



Mechanical | Electrical | General Contractors | Hydraulic | Fire
O&M Manuals | Compliance | Builders | Commissioning | Drafting | Defence

CASE STUDIES

Dewick & Associates comprehensive expertise extend across various sectors within the construction industry. Our knowledge is constantly evolving to meet the specific requirements of each project, ensuring that our handover documentation is tailored accordingly. We take pride in our knowledge and quality, which has positioned us as industry leaders in construction handover documentation.

HEALTH

- [New Royal Adelaide Hospital](#)
- [Daw Park Repatriation Hospital](#)
- [Eastwood Private Hospital](#)
- [Queensland Health Satellite Hospital](#)



RETAIL

- [Porchse Training Centres Essendon](#)
- [The Glen Shopping Centre](#)
- [St Germain Village](#)

DEFENCE

- [RAAF Amberley DFI Control Centre](#)
- [DSTG Edinburgh, Laboratory & Anechoic Chamber](#)
- [RAAF Townsville OLA Roof Refurbishment](#)



INDUSTRIAL

- [Lot 2 Nexus Industrial Development](#)
- [Adelaide Festival Square](#)



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GOVERNMENT

- [City of Unley Goodwood Oval new Grandstand](#)
- [Cessnock Correctional Centre Expansion](#)
- [Alice Springs Youth Justice Centre](#)



COMMERCIAL

- [108 Wakefield Street Adelaide](#)
- [Olderfleet Building Melbourne](#)
- [Adelaide Festival Square Carpark](#)
- [Fire - 2-6 Gwynne Street](#)

EDUCATION

- [New Zealand Puddleducks Childcare](#)
- [Flinders University Learning Space Program](#)
- [Arthur Phillip High School](#)





THE D&A TEAM



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LOUISE GARDNER

GENERAL MANAGER

QUALIFICATIONS

- CPEng. Mech MIEAust
- MEng (Hons) Mech Eng. Cardiff University.

TRAINING AND SHORT COURSES

- Leadership Training
- BREEAM Foundations course.
- Green Star for contractors - Buildings.

CONTACT INFO



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RESPONSIBILITIES;

As General Manager, Louise oversees all aspects of the company's activities from business development strategy planning to providing support to the Technical Writing team. Lou has a specific passion for efficient business processes and systems to aid internal productivity but also ensure that our clients receive the high standard of service they expect.

Lou has a strong background within the Building Services Industry through her career in the UK and Australia, working across all of the major property sectors including Commercial, Retail, Hospitality, Aged Care, Education and Government.

KEY EXPERIENCE

Dewick & Associates: Technical Writer, Operations Manager, GM

- **Technical Writer:** Technical authoring of the Mechanical O&M Manuals using the online platform DOME. Fully detailed DLP Preventative Maintenance Log Sheets for DLP for all disciplines: Mechanical, Electrical, Fire, Hydraulic and Architectural / Structural.
- **Operations Manager:** Initiated a company Quality Assurance process / procedures. Encouraged continuous improvement through reviews, workshopping and client feedback.
- **General Manager:** Leads the D&A team to provide an efficient and economical outsourcing option for the Construction industry. Drives new services through research and development work, always ensuring that we add value to a project.

PAST EXPERIENCE

- **Senior Project Engineer**, City of Burnside, Adelaide, Australia.
- **Senior Mechanical Engineer**, WSP Adelaide, Australia.
- **Mechanical Engineer**, Parsons Brinckerhoff, Bristol, UK.

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ALEXANDRA VUKSA

BUSINESS DEVELOPMENT LEAD

CLIENT COORDINATOR: CANADA AND NZ



QUALIFICATIONS

- Diploma In Project Management

TRAINING AND SHORT COURSES

- Green Star for contractors – Buildings.
- BREEAM Foundations course.

CONTACT INFO



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RESPONSIBILITIES;

Building on previous experience and qualifications as a Project Manager, Alex works with clients in Canada, New Zealand and Australia. Pairing a 'can do' positive attitude with a bubbly personality and previous experience within the construction industry, she ensures that all Building Handover Documentation is delivered to a high quality and on time.

Alex has a solid understanding of all phases of a project (tender through to post-construction) within a variety of industry sectors and holds specific previous experience in OHS, maintenance and building services coordination.

PROJECT EXPERIENCE

Dewick & Associates

- Queensland Health Satellite Project (Hutchinson Builders, Australia)
- Elizabeth Street Stage 2 Base Building and Fitout (Roberts & Co, Australia)
- Defence Handover Documentation RAAF Townsville OLA Roof Refurbishments (Apollo, Australia)
- Mechanical O&M Manual Victoria Cross Metro Station (AG Coombs, Australia)
- Electrical O&M Manual Burnaby Hospital Diabetes Clinic Decant (Black & McDonald, Canada)
- Mechanical O&M Manual 618 Carnarvon (Ocean Park Mechanical, Canada)
- Mechanical O&M Manual Southgate Island 1, 7683 Park Crescent Burnaby BC (Pitt Meadows, Canada)

PAST EXPERIENCE

- **Project Manager**, Premier Building Solutions (SA)
- **Client Side Project Manager**, Radio Rentals Group
- **Tender / Project Administrator**, Dig-It Landscapes

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SIMONE DUNSFORD

CLIENT COORDINATOR:

SA, WA, NT, ACT



QUALIFICATIONS

- Bachelor of Built Environment
- Master of Business Administration

TRAINING AND SHORT COURSES

- Green Star for contractors – Buildings.

RESPONSIBILITIES;

Simone brings extensive knowledge and experience of the construction industry to the Dewick & Associates team, underpinned by her Bachelor of Built Environment degree. Her involvement in a vast range of commercial / education / retail projects has cemented Simone in the important role of Client Coordinator with Dewick & Associates, providing a point of contact for our valued clients in SA, WA, ACT and NT.

Simone's organised and methodical approach to tasks, places each and every client in safe hands, where she ensures that all documents are accurate, high quality and delivered on time.

PROJECT EXPERIENCE

Dewick & Associates

- Memorial Drive Tennis Centre, (Kennett, SA)
- Alice Springs Youth Justice Centre Redevelopment (AsBuild, NT)
- Air555 AISREW Facilities, RAAF Edinburgh (Hindmarsh Plumbing, SA)
- Space Awareness Program Mirror Recoating Facility (United Air Conditioning, NT)
- Adelaide Festival Square Tower 1 (BST, ASI Electrics, SKS and OP Industries, SA)
- Joondalup Health Campus Upgrades (MPM Group, WA)
- Coopers Stadium Upgrade (Seasonair, SA)

PAST EXPERIENCE

- **Project Manager**, Partek
- **Junior Project Manager / Senior Contracts Administrator**, Badge Constructions
- **Contracts Administrator**, Kennett Builders

CONTACT INFO



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KEVIN KUSAWADEE

CLIENT COORDINATOR:

VIC, NSW, QLD



QUALIFICATIONS

- BSc Engineering
(Mechanical Engineering)

TRAINING AND SHORT COURSES

- Green Star for
contractors –
Buildings

RESPONSIBILITIES;

Kevin joins the Dewick & Associates team to look after our valued clients in NSW, QLD and VIC. Kevin's previous experience working within the construction industry has included the design, development and testing of mechanical systems that contribute to the successful construction of buildings and infrastructure. Kevin has worked closely with manufacturers, contractors and other engineers to ensure that mechanical systems comply with safety requirements and meet the project design goals.

With strong technical expertise and problem-solving skills, Kevin plays a critical role in ensuring the efficient and effective delivery of projects on behalf of Dewick & Associates.

PROJECT EXPERIENCE

Dewick & Associates

- Brisbane Waters Private Hospital (Red Eye Constructions and Interiors, QLD)
- Bellmere New Retail Development (Evolve Constructions, QLD)
- Taronga Zoo Amphibian & Reptile Conservation Centre (Ambient Services Group, NSW)
- SCAPE Student Accommodation (Auscool Airconditioning & Mechanical Services, VIC)
- National Film and Sound Archive of Australia (Phase 4 Electrical & Data ACT)
- Sunshine Special Developmental School, (Rescom Plumbing, VIC)
- Culter Residence – 310 Bondi (Velocity Fire Protection, NSW)

PAST EXPERIENCE

- **Project Engineer / Manager**, Mechanical Services Contractor
- **Internal Technical Sales Support**, Air Conditioning Manufacturer
- **System / Mechanical Engineer**, Property Management Company

CONTACT INFO



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TECHNICAL WRITERS

Adelaide Based



LYNDA POTTER

Lynda's personal interest in architecture, the environment and social sustainability brings a wealth of knowledge to Dewick & Associates. Drawing on her background in architecture (BArchStud), has been key to Lynda's ongoing success as a Technical Writer for Dewick & Associates. Working behind the scenes, her extensive knowledge of building form and building services, along with her keen eye and attention to detail, ensure that all manuals are produced to a high level of quality and accuracy.



MICHAEL ORTUSO

Michael has extensive knowledge of the construction industry with 17 years of experience in the Mechanical Services field as a Project Manager, Estimator and Sales Engineer, underpinned by his Advanced Diploma in Refrigeration and Air Conditioning Engineering. Michael has experience in a large cross section of projects, including commercial, industrial, health, education, government and retail.

Michael has an eye for detail and a strong focus on methodology, allowing him to conduct tasks in an efficient manner. His vast knowledge allows him to carry out the technical writer role at a high standard as well as imparting the knowledge to the team and providing additional support when needed.



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ENGINEERING / DRAFTING

Australia Based



RICHARD GARDNER, CENG (CIBSE)

A Mechanical Services Engineer with over 20 years of experience in the design and construction of buildings across public and private sectors in both the UK and Australia.

Richard has significant experience in Mechanical Services design ranging from troubleshooting fan static problems and carrying out heat load calculations, to detailed psychrometric analysis, large-scale mechanical services design and building NCC compliance assessments.

- NSW Professional Engineer Registration
- Practising Registered Professional Engineer of Queensland
- Victoria Registered Professional Engineer



STEVE SPINDLER

Steve joined the Dewick & Associates team in 2019 to assist with our growing drafting workload including, Concept, Detailed Design and As Installed drawing provision across all disciplines.

Since then, Steve has become fully conversant with the Defence system requirements including As Installed Drawings, Space Plans, Master Site Plans and Meta Data.

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CONTACT US

Always on call to remove the burden of
construction documentation



DEWICK & ASSOCIATES

Construction Documentation Specialists



Louise Gardner

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Alexandra Vuksa

Client Coordinator

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