

# CAPABILITY STATEMENT



**DEWICK &  
ASSOCIATES**

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Construction Documentation Specialists

# CONTENTS

1. Company profile
2. Services
3. Project Case Studies
4. The D&A Team



# 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 UK, ROI, Canada, 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!



**DEWICK &  
ASSOCIATES**

Construction Documentation Specialists



# OUR SERVICES

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



# 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

## 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

### AS FITTED DRAWINGS

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.

*D&A's technical knowledge is remarkable, the manuals and H&S Files are professional and a great way to end the job by presenting the manual to the client / end user. We have also had comments from clients that the manuals are the best they have received from a M&E contractor, which is thank to Dewicks. I would highly recommend Dewicks and look forward to continuing to work together.*

**LMB MECHANICAL SERVICES LTD**

# 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.**



## MECHANICAL ENGINEERING DESIGN AND CONSTRUCT (D&C)

- **Heat Load** Analysis;
- 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)

## SUSTAINABILITY / ESD

Drawing on our extensive knowledge of the **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.

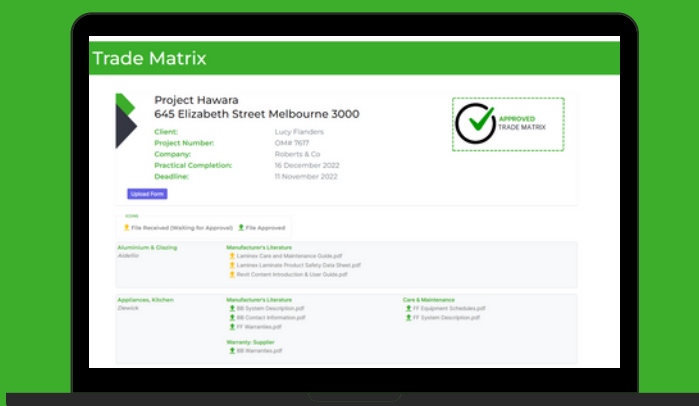


## BENEFITS

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 project specific 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:** 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;





# PROJECT CASE STUDIES



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

# 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 Queen Elizabeth II Hospital Elective Procedure Rooms](#)
- [Midlands Regional Hospital \(IE\) New Female Seclusion Room and Anti-Ligature Upgrade](#)



## COMMERCIAL

- [Europe Arab Bank](#)
- [Parkgate hotel](#)
- [82 Mount Street](#)
- [Bizebra Milton Keynes](#)

## EDUCATION

- [The Glasgow School of Art – Reid & Stow Building Refurbishment](#)
- [The University of York Management School Relocation](#)
- [London Business School Refurbishment](#)





# THE D&A TEAM



**Mechanical | Electrical | General Contractors | Hydraulic | Fire**  
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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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[www.linkedin.com/in/louise-gardner-8bbb921aa/](https://www.linkedin.com/in/louise-gardner-8bbb921aa/)

### RESPONSIBILITIES;

As General Manager, Louise oversees all aspects of the companies activities from business development strategy planning to providing support to the Technical Writing team. Louise 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



### 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 (Hutchinsons 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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# FIONA THAIYAH

## CLIENT COORDINATOR:

United Kingdom, Republic of Ireland



### QUALIFICATIONS

- BSc in Business Administration| Management
- Masters in Divinity & Leadership Studies

### TRAINING AND SHORT COURSES

- BREEAM Foundations course

### RESPONSIBILITIES;

Initially Fiona joined D&A in 2015 as administrative support to the wider team by performing various tasks including technical writing, data entry, and coordination of building handover manuals. Her attention to detail guarantees accurate building handover documentation.

Since then, Fiona has gathered vital experience of the construction industry worldwide and through this growth in knowledge, she has moved into the role of Client Coordinator to look after our valued UK clients.

Fiona is organised and methodical in her work, she always ensures that all work products are of high quality and will put any extra effort in which is required to deliver our services.


### PROJECT EXPERIENCE

#### Dewick & Associates

- New Queen Elizabeth II Hospital Elective Procedure Rooms (Barton Knight Electrical, Hertfordshire)
- Chartist Tower (Troika, Newport)
- YMCA Newark and Sherwood, Community and Activity Village (Nigel Smith Plumbing and Mechanical Services, Newark)
- Europe Arab Bank (JPS Group, London)
- London Business School B Wing (London AC, London)
- Midlands Regional Hospital (E. Clarke, Portlaoise)
- Parkgate Hotel, (BECT, Cardiff)
- Munster Technological University, (EMH Technical Services, Cork)

### CONTACT INFO

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# TECHNICAL WRITERS



## LYNDA POTTER

Lynda's personal interest in architecture, the environment and social sustainability bring 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 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



## **RICAHRD GARDNER, CENG (CIBSE)**

A Mechanical Services Engineer with over 20 years' 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.



## **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, Spaces Plans, Master Site Plans and Meta Data.

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# CONTACT US

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Always on call to remove the burden of  
construction documentation



## DEWICK & ASSOCIATES

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Construction Documentation Specialists



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