



BHM FLOWCHART

BUILDING HANDOVER MANUALS

Dewick & Associates has streamlined the production of Building Handover Manuals using industry expertise, best practices, and client feedback. **nucleus**, our online portal, automates document collation and email communication, ensuring a seamless experience. Your dedicated Client Coordinator manages the project and provides personalised support, requiring minimal client input to save you time and resources.

CONTRACTOR

Submit a pricing request via **nucleus**
Provide drawings and specifications, the
Trade project directory and the PC date.

Approve quote and provide a Purchase
Order

Contractor approves trade matrix and
notification emails start going out

Review comments provided

DEWICK & ASSOCIATES

D&A reviews the project on **nucleus** and
provides a quote for client approval.

Project setup including creation of
the Trade Matrix for contractor
approval.

nucleus allows subcontractors to upload
documents for review by D&A until 85% of
project documents have been received

DRAFT Building Handover Manual issued for
comment
Invoice raised

Collate final 15% of documentation

FINAL Building Handover Manual issued 2
weeks post PC