

CAPABILITY STATEMENT



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

Construction Documentation Specialists



DEWICK & ASSOCIATES



WHO WE ARE

Dewick & Associates has been operating since 2008, providing a practical, flexible and professional Technical Writing and Engineering Service to contractors across the 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 the focus to be on more pressing coordination / on-site works.

Drawing on our expertise in both Consulting and Contractor Project Management and with team members who are Chartered Professional Engineers, VBA, NSW and RPEQ Registered, we offer an extensive range of services including Engineering, O&M Manuals, and Building Handover Manuals.

WHY US?

- ▶ Expertise you can trust, our **in house Technical Writing Team** is backed by **Chartered Engineers**.
- ▶ **Your projects, our commitment:** we are fully committed to your projects and your success.
- ▶ **Quick** turnaround providing **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.



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
- 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 PDF
- Online portal
- 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 directory, emergency and manufacturer contact lists
- ▶ Technical descriptions of systems and operating instructions
- ▶ Safety in maintenance guidance and preventative maintenance log sheets
- ▶ 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 can 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 received comments from clients that the manuals are the best they have received from an M&E contractor, which is thanks to the Dewick Team. I would highly recommend 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.

OUR SERVICES INCLUDE:

- ▶ **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.

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)
- CEng. Mech MIEAust

First rate service, extremely professional. Their O&M manuals are carried out with ease and precision. Highly recommended.

BSN GROUP CONSTRUCTION



PRINCIPAL CONTRACTORS



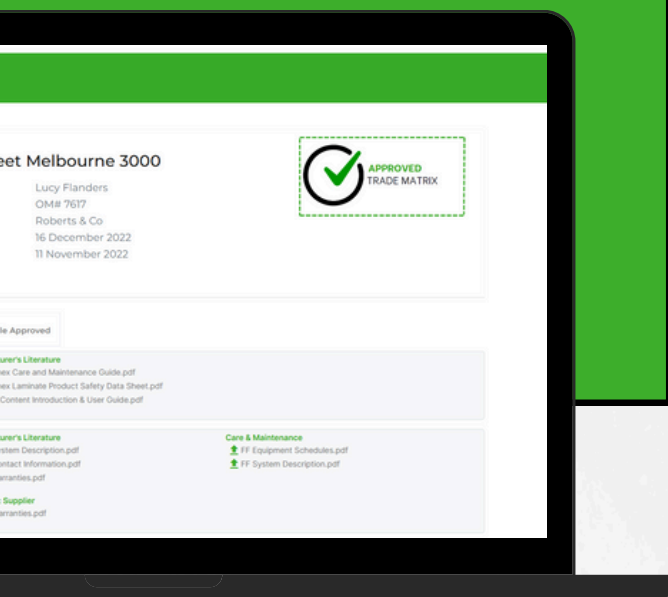
Building Handover Manuals provide project specific details on the architectural and structural elements of a project but can also include details on the services to provide a full comprehensive handover document for the building.

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, British 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 plumbing (MEP) services and also finishes;
- ▶ **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.

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;



All documentation is available in PDF or printed hard copy format. We are fully conversant and experienced with all online portals, including Zutec, Aconex, Procore, and OmTrak.

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 to follow
- Building tuning reporting requirements
- Dewick & Associates can provide Commissioning Plans / Building Tuning Plans for all services:
 - Mechanical
 - Electrical
 - Plumbing



PROJECTS



NEW QUEEN ELIZABETH II HOSPITAL

- **Project value:** £3 million
- **Service:** Electrical Services O&M Manual
- **Technical authoring detailing:**
 - Low Voltage Distribution Systems
 - Uninterruptible Power Supply (UPS)
 - Security and Fire Detection
- **Contractor:** Barton Knight Electrical



PARKGATE HOTEL

- **Project value:** £31 million
- **Services:**
 - Building Handover Manual,
 - Building User Guide,
 - Health & Safety File
 - Home User Guide.
- **Principal Contractor:** BECT



THE GLASGOW SCHOOL

- **Project value:** £42 million
- **Service:** Mechanical Services O&M Manual
- **Technical authoring detailing:**
 - DX/Hydraulic Air Handling System
 - ChW / HHW Fan Coil Unit
- **Contractor:** ECG Facilities Services





ADVANCED TECHNOLOGY BUILDING, DUNDALK



- **Service:** Electrical Services O&M Manual
- **Technical authoring detailing:**
 - Scope of Works
 - Technical Data
 - Maintenance requirements for ongoing care on the installation.
- **Contractor:** IDA Ireland



BIZERBA, MILTON KEYNES



- **Project value:** £3 million
- **Services:** Building Handover Manual
- **Technical authoring detailing:**
 - Mechanical Services
 - Electrical Services
- **Principal Contractor:** Paragon



LONDON BUSINESS SCHOOL



- **Service:** Mechanical Services O&M Manual
- **Technical authoring detailing:**
 - Mechanical Ventilator Heat Recovery System
 - VRV Air Conditioning System
- **Contractor:** London AC



LOUISE GARDNER



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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GENERAL MANAGER

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 companies Quality Assurance process / procedures and 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. Enhances project value by driving the development of new services through thorough research and development efforts.

PAST EXPERIENCE

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



FIONA THAIYAH



QUALIFICATIONS

- BSC in Business Administration Management
- Masters in Divinity & Leadership Studies

TRAINING AND SHORT COURSES

- BREEAM Foundations course

CONTACT INFO



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CLIENT COORDINATOR UNITED KINGDOM, REPUBLIC OF IRELAND

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

- 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)
- Advanced Technology Building, Dundalk, (IDA Ireland)
- 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)
- The Glasgow School, (ECG Facilities Services)
- Bizerba Milton Keynes, (Parogon)



OUR TEAM

TW

LYNDA POTTER TECHNICAL WRITER

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.

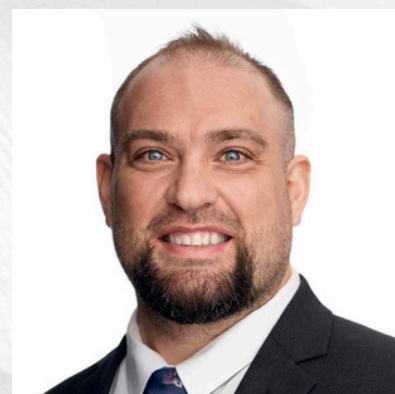


TW

MICHAEL ORTUSO TECHNICAL WRITER

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.



**EN**

RICHARD GARDNER, CENG (CIBSE) MECHANICAL ENGINEER

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.

**DR**

STEVE SPINDLER DRAFTER

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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Mechanical | Electrical | Principal Contractors | Hydraulic | Fire
O&M Manuals | Compliance | Building Handover Manuals | Commissioning | Drafting