

# CAPABILITY STATEMENT



**DEWICK &  
ASSOCIATES**

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Construction Documentation Specialists

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## Services

- O&M Manuals
- Compliance
- Principle Contractors
- Comissioning
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# 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: OmTrak, Zutec, Aconex, BDS360
- 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 INSTALLED 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.



*Dewick provides a streamlined service to ensure the smooth delivery of the final builder's handover manual. The builder's automation portal is very user friendly in reviewing and collating all the required handover documentation to be sent through by our subcontractors in one place. The staff are always happy to help and go above and beyond to meet the deadlines the project demands.*

**MYKRA**







# 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.
- ▶ **NCC Sextion 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.

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

- **Heat Load** Analysis;
- AS 1668 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



*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.*

**ENERGY AIR**



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



# 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.

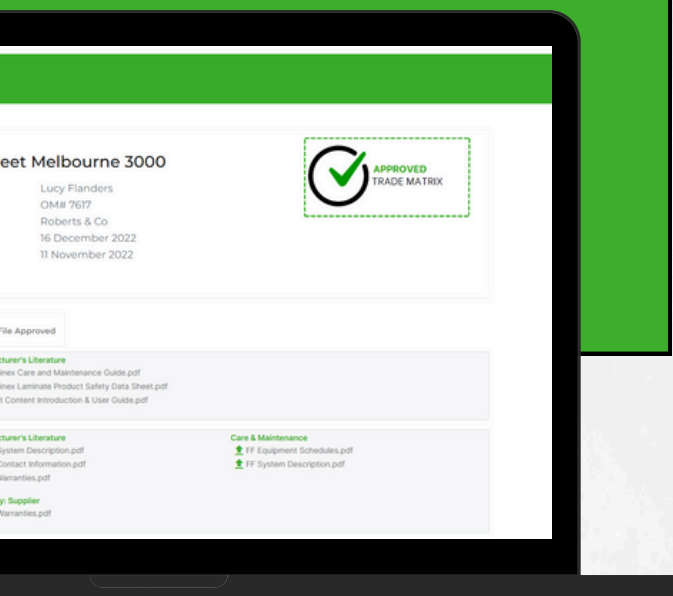
## BENEFITS

Simple process, requiring your trade contact list and drawings.

We contact the trades for you.

Access to D&A Builder Documentation Tracking System, **nucleus**, 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:**

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.

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:

- ▶ **Green Star**
- ▶ **LEED:** Leadership in Energy and Environmental Design;

## 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
  - Hydraulic
  - Fire



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.





# 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:

- ▶ **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.

## 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.





# PROJECTS

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 documentation.

## H HEALTH

- New Royal Adelaide Hospital
- Daw Park Repatriation Hospital
- Eastwood Private Hospital
- Queensland Health Satellite Hospital



## R RETAIL

- Porsche Training Centres Essendon
- St Germain Central
- The Glen Shopping Centre



## D DEFENCE

- Woodside Barracks Refurbishment
- RAAF Amberley Defence
- DSTG Edinburgh, Laboratory & Anechoic Chamber
- RAAF Townsville OLA Refurbishment





# PROJECTS



I

## INDUSTRIAL

- [Lot 2 Nexus Industrial Development](#)
- [Adelaide Festival Square](#)
- [Woolworths Regional Distribution Centre](#)



G

## GOVERNMENT

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



C

## COMMERCIAL

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



E

## EDUCATIONAL

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





# 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.



# ALEXANDRA VUKSA



## QUALIFICATIONS

- Diploma In Project Management

## TRAINING AND SHORT COURSES

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

## CONTACT INFO



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## BUSINESS DEVELOPMENT LEAD CLIENT COORDINATOR: CANADA AND NZ

### 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 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 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.





# 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**

## **KATIE COCKS TECHNICAL WRITER**

Katie brings a diverse background to her role as Technical Writer, with experience predominantly in the manufacturing sector notably in the Food & Beverage and Medical Manufacturing industries. She holds a Diploma of Science with a focus on Animal Health & Biosecurity, giving her a strong foundation in process integrity, compliance, and detail-oriented documentation.

Her previous work includes developing technical and training documents, such as Standard Operating Procedures (SOPs), where accuracy and clarity are paramount. This experience translates seamlessly into her work at Dewick & Associates, producing clear, compliant, and user-friendly documentation for our clients.



**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.





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

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Construction Documentation Specialists



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