

# CAPABILITY STATEMENT



**DEWICK &  
ASSOCIATES**

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Construction Documentation Specialists

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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 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.

*Dewick & Associates did a great job handling the manuals for several projects for us now. They exhibit professionalism, expediency & quality that helps significantly at the closeout period of the project. I highly recommend Dewick if you are looking to subcontract your manual generation"*

**PITT MEADOWS PLUMBING & MECHANICAL SYSTEMS**



# 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.

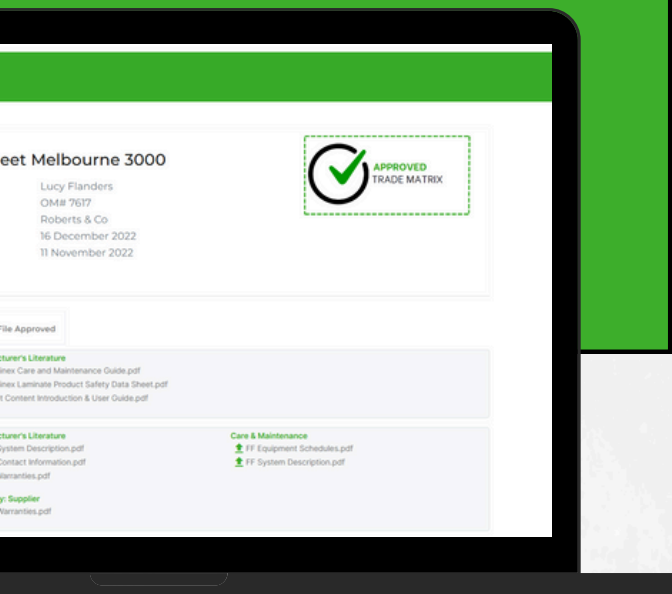
## BENEFITS

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:**  
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 and electrical 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



## STUART LAKE HOSPITAL

- **Project Value:** \$158 million CAD
- **Service provided:** Mechanical Services O&M Manuals & general conditions for Divisions
- **Technical authoring detailing:**
  - Fire Suppression, Plumbing, HVAC & Control systems package of works
- **Contractor:** Pitt Meadows Plumbing & Mechanical Systems



## CHILDREN'S COTTAGE SOCIETY CHILD & FAMILY CENTRE

- **Project Value:** \$12.2 million CAD
- **Services provided:** Mechanical Services O&M Manuals
- **Principal Contractor:** Chandos Construction
- **Contractor:** DCM Mechanical



## THE WEDGE, RESIDENTIAL

- **Project Value:** \$50 million CAD
- **Services provided:** Building Handover Manual
  - Implementation of D&A nucleus online portal for the collation of relevant & detailed subcontractor info
- **Contractor:** Blackrete Builders





# PROJECTS



## ETOILE RESIDENCES

- **Service provided:** Mechanical Services O&M Manuals
- **Technical authoring details:**
  - Asset Registers, Tag Schedules
  - Provision of Preventative Maintenance Log Sheets & Fault Finding processes
- **Contractor:** Urban One Builders



[> LEARN MORE](#)



## CARON TRANSPORT LEDUC TERMINAL

- **Services provided:** Mechanical Services O&M Manuals
- **Technical authoring details:**
  - Air Conditioning & Ventilation Systems
  - Indirect Gas Furnace System
  - Gas Fired & Electric Unit Heaters
  - Heating Hot Water Systems
- **Principal Contractor:** Johnston Builders



[> LEARN MORE](#)



## PROVINCIAL COURTHOUSE, ROBSON SQUARE UPGRADES

- **Services provided:**
  - Comprehensive Building Handover Manual
  - Full technical authoring for mechanical services package of works comprising:
    - Chilled water fan coil units
    - Split ducted air conditioning systems
- **Contractor:** Just Mechanical



[> LEARN MORE](#)



# 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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 [www.linkedin.com/in/louise-gardner-8bbb921aa/](https://www.linkedin.com/in/louise-gardner-8bbb921aa/)

## 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.

## 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

- Electrical O&M Manal 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)
- 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)

### 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.





# DEWICK & ASSOCIATES

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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**