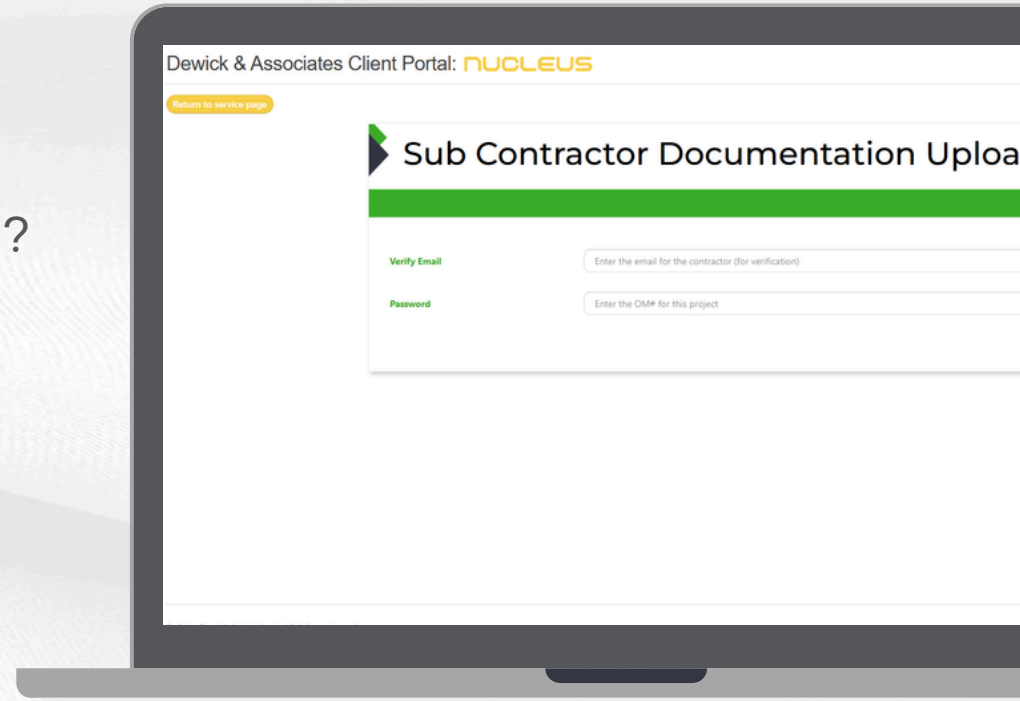
NUCLEUS: SUBCONTRACTOR GUIDE

https://nucleus.dewick.com/login

HOW TO GUIDE

- Why do we need trade documentation?
- What documentation do we need?
- How to upload your docs?
- How we review submissions.



Construction Documentation is in our D'n'A

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

NUCLEUS: DOCUMENTATION REQUIRED

? Why do we need Subcontractor Documentation

- **Product Identification:** Record the materials, products, finishes and systems installed throughout the building.
- **Maintenance Requirements:** Provide cleaning, inspection and maintenance instructions to protect the building fabric and finishes.
- **Warranty Information:** Capture manufacturer and installer warranties, including conditions and maintenance obligations.
- **Compliance & Certification:** Retain relevant installation records, test results, certificates and compliance documentation.
- **Future Repairs & Replacement:** Enable facilities managers to identify original products, specifications and suppliers when undertaking repairs, refurbishment or replacement.

A **Building Handover Manual** provides a complete record of the building including its architectural and structural elements, not just mechanical, electrical, hydraulic and fire services.

NUCLEUS: DOCUMENTATION TYPES



Manufacturers Literature

To identify exactly what products and materials have been installed.



Care & Maintenance

Explain how to clean, inspect and maintain products correctly.



Warranties

Confirm warranty periods, coverage and conditions.



Certificates

Demonstrate that products and installations meet required standards / project specifications.



Test Results

Provide evidence of what was installed and how it was completed.



Drawings

Details the final installed arrangement, locations, products and finishes for future reference.

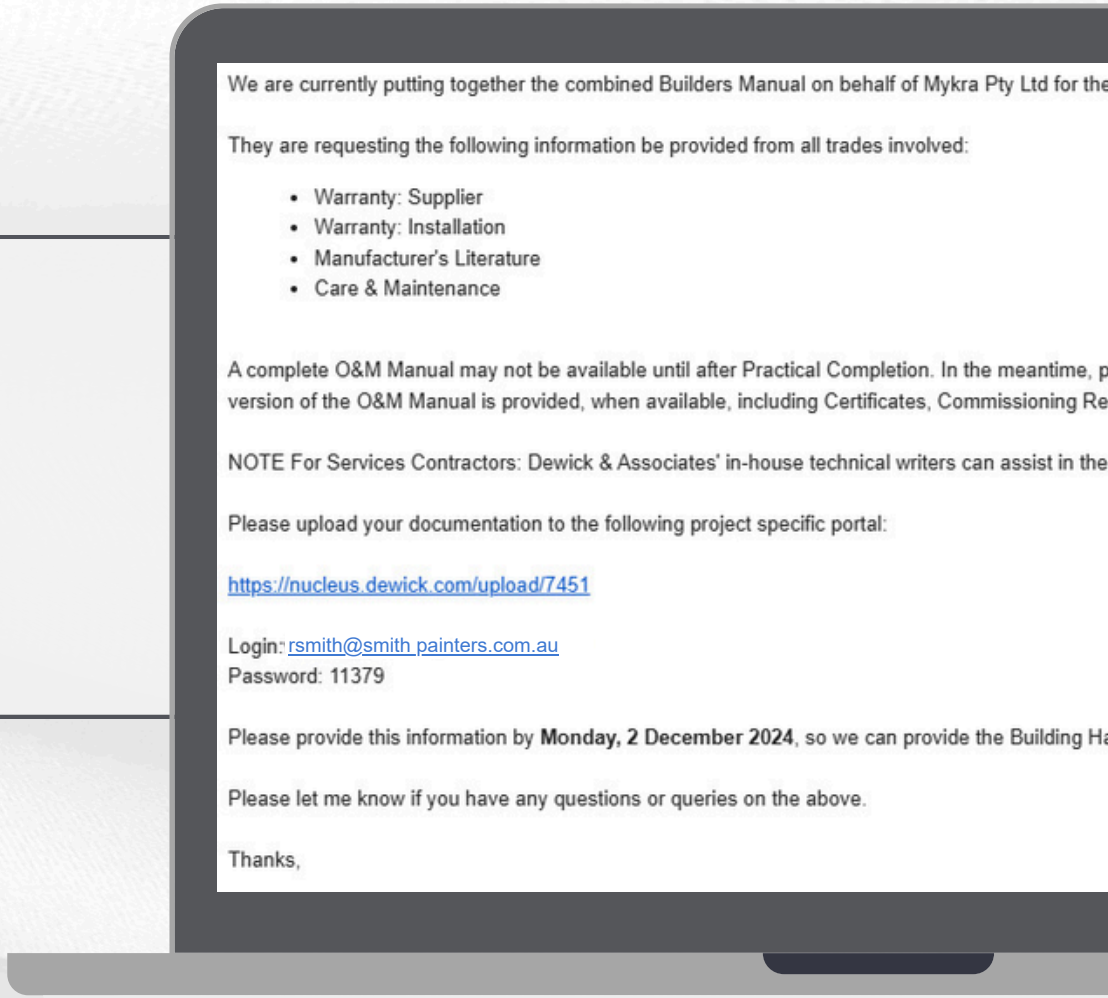
We will only request the documentation relevant to your trade, nothing extra. Please ensure that you upload all of the required documentation. We will continue to send reminders for any outstanding information.

NUCLEUS: EMAIL NOTIFICATIONS

How do I know
What information is needed?

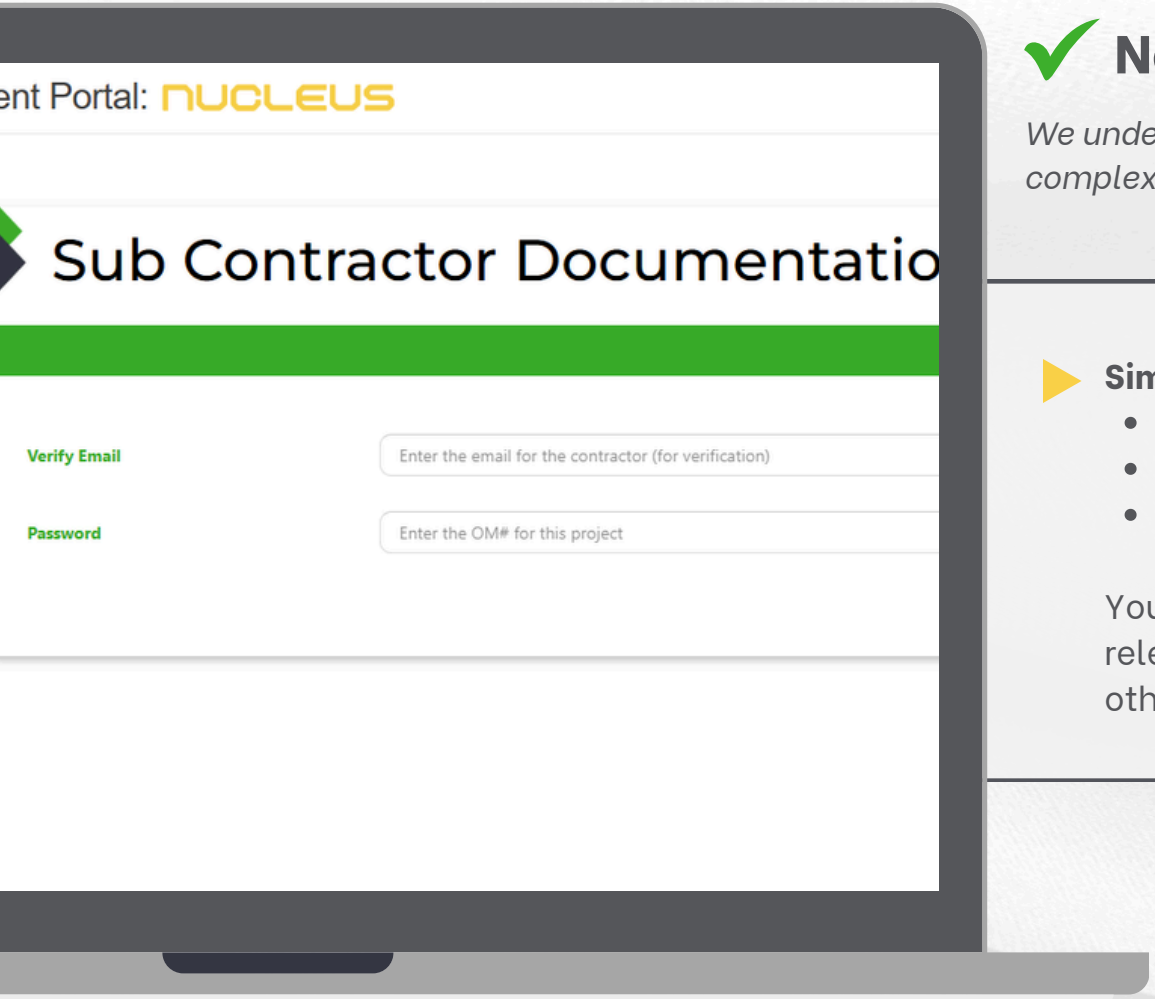
Individual email notifications
Detailed list of required documents from the trades.

Trades receive automated reminders until all required documentation is uploaded. These reminders automatically update to indicate which documents are still outstanding.



Clear and concise requests for information

NUCLEUS: USER FRIENDLY



✓ No Profile Creation Required

We understand subcontractors don't have time to log into complex online portals that require creating profiles.

Simple Log In

- No profile creation needed.
- Click the link provided.
- Enter your email & password (as per email).

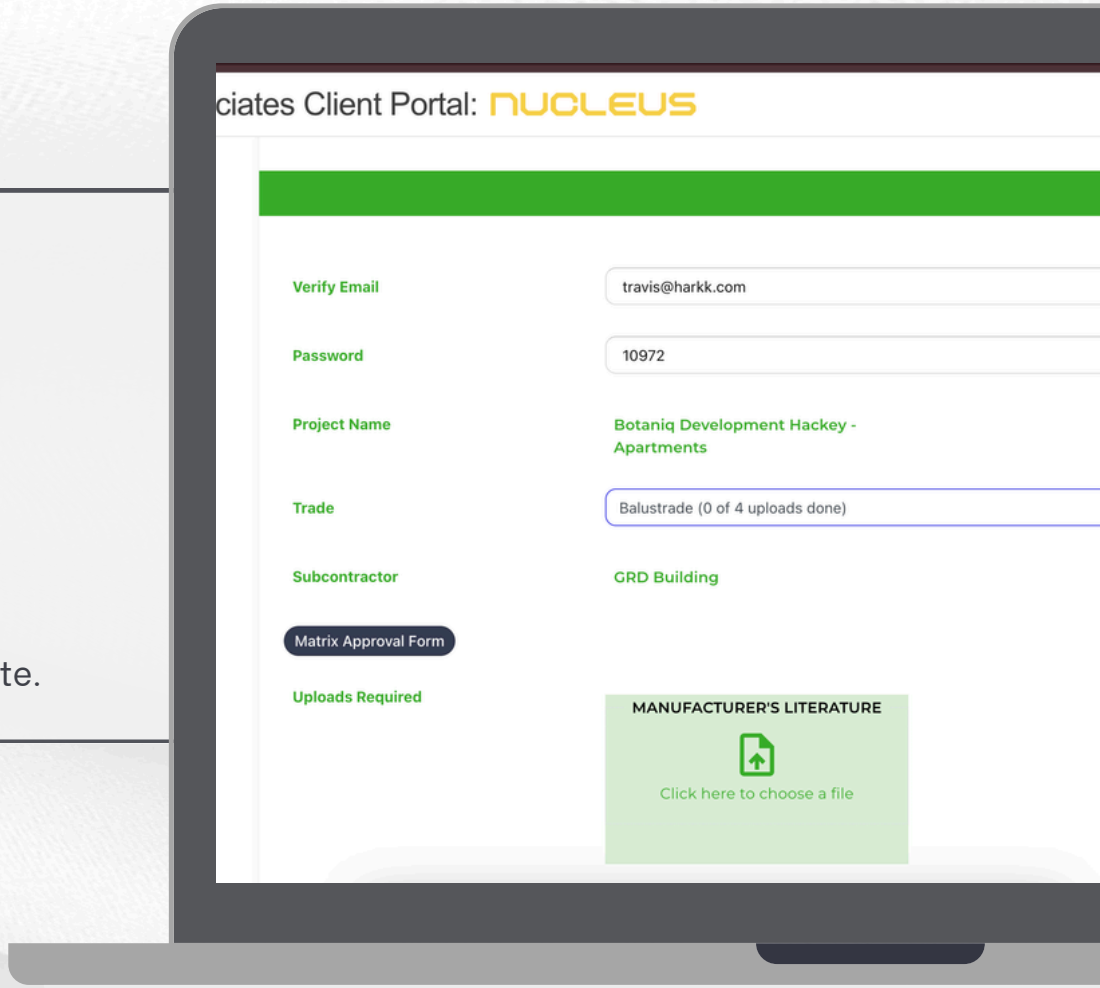
You are provided with direct access to the relevant project only – no need to search through other projects or tasks.

Tailor-made notifications based on project and trade requirements

NUCLEUS: DOCUMENTATION UPLOAD

Quick and Simple
Documentation Upload

- **Drag and drop** for easy uploads.
- **No file size or type restrictions.**
- **24/7 access** for upload.
- Trackable throughout the project.
- All project documents in **one central location**.
- Confirmation message once uploads are complete.



Why do I have to upload the documents?
Uploading documentation confirms that you are submitting the information on behalf of your company and take responsibility for ensuring it is accurate and complete.

NUCLEUS: DOCUMENTATION REVIEW

Our team understands project handover requirements and ensures documentation is relevant and specific to each project.

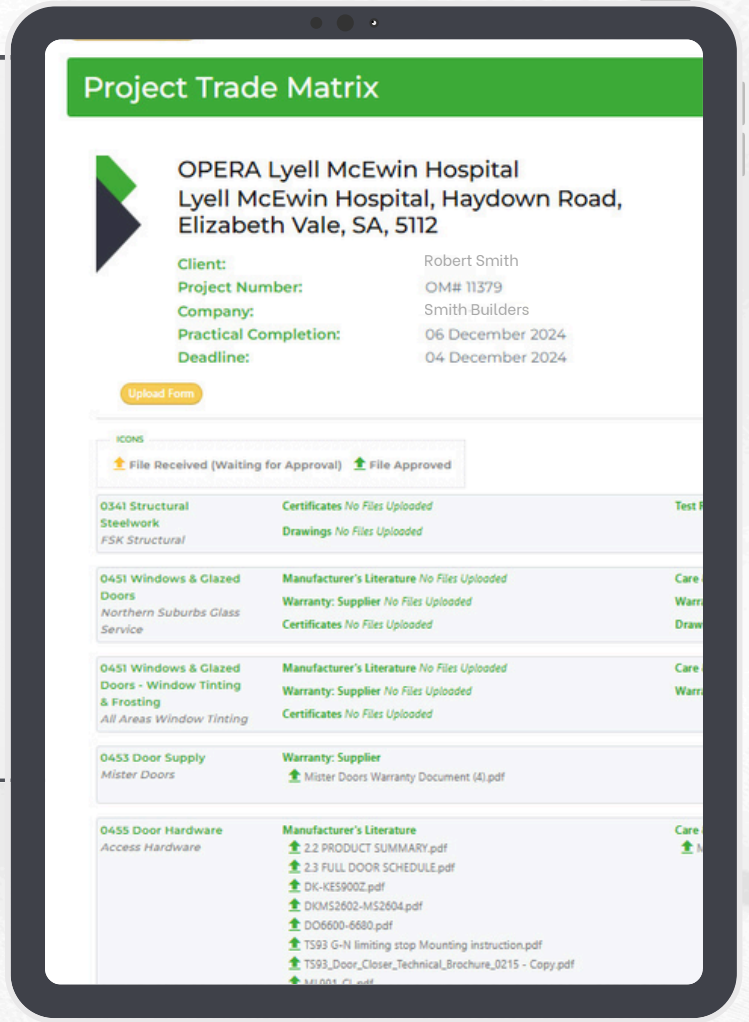
Our Technical Writers review all documentation, we check for:

- Documentation content and type.
- Correct project name.
- Relevant projects dates.
- Appropriate signatures.
- Document naming and organisation in accordance with our QA requirements.

File received, waiting for review

File and content approved

Any rejected information will be returned for your review



PROJECT CLIENT COORDINATOR

If you encounter any issues, the project Client Coordinator is available to provide support via email. They offer the personal touch and expertise that technology can't replace, ensuring your needs are met.

NUCLEUS: FAQs

What documents do I upload?

Each project has specific requirements outlined in your project email. These typically include literature, care guides, completion certificates, as-built drawings, warranties, and any other relevant documentation.

What if I encounter difficulties with uploading documents?

Please email our Client Coordinator team, explaining the issue and attaching the files you are having difficulty uploading. We're here to help.

Will reminder emails stop once I've uploaded all documents?

Once all required documents have been uploaded, upload reminders will stop. You may still receive automatic notifications while your submissions are being processed.

Is there a limit to file sizes for uploads?

No, our platform accommodates uploads of all sizes, ensuring you can submit documents without constraints.

Can I upload documents at any time?

Absolutely! Our platform allows for 24/7 document submission, providing flexibility to meet deadlines on your schedule.

I am not sure what to upload

If you're unsure, contact your project Client Coordinator for clarification. The required documentation is often outlined in your subcontract or project contract.

NUCLEUS

Our *simple* and *secure* platform streamlines the *collation*, *tracking*, and *review* of your subcontractor project documentation.

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