



## COMPANY PROFILE



- ▶ OFFICE FITOUTS
- ▶ OFFICE REFURBISHMENTS
- ▶ DESIGN, CONSTRUCT, MAINTAIN
- ▶ COMPLETE OFFICE FITOUT SPECIALISTS

# COMPANY PROFILE

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## COMPANY OVERVIEW

DY Constructions Australia is a Sydney based Fit Out company providing a high-quality solution for all your Office Fitout and Office Refurbishment needs. At DY Constructions Australia we specialise in handling all sized projects involving construction and project management of brand new office fitouts, as well as refurbishments, renovations, churn and alterations to existing office layouts.

The following are examples of when we can assist your organization:

- ▶ When your business is relocating to a brand-new facility in Sydney and you require assistance with your new fitout including workstations, custom made joinery, general office furniture and office partitioning.
- ▶ When vacating an existing tenancy, you are required by the landlord to undertake a \*Tenancy Makegood\* of the office, we can assist by removing existing partitions and retrofitting the facility to its original layout and condition.
- ▶ When you are considering a \*facelift\* to your existing office, we can assist you with the refurbishment e.g.: new office partitions, new workstations, new carpet and a revised layout of existing office space to enhance your work environment.
- ▶ When you need to fit additional staff into your existing office space and require the building of new offices or new workstations, our Consultant will meet with you on site to fully understand your requirements, establish the required \*scope of works\* and provide you with a \*Fixed Lump Sum\* proposal which will ensure that your project will be on time and within budget, and to the high level of quality you expect.

## MISSION STATEMENT

### WE ARE COMMITTED TO:

- Quality office interiors
- Meeting client needs
- Creating an exciting office environment
- Preparing accurate and detailed proposals for our clients

### WE ARE DETERMINED TO DEVELOP:

- Communication with our clients which exceed their expectations
- Our success through client loyalty and their endorsements
- Our recognition as industry leaders



## DY CONSTRUCTIONS GUARANTEE

- ▶ Your Project will start on the agreed date which suits your needs
- ▶ You will be fully informed of the progress of your fitout with our One Company Contact Policy, ensuring your calls are returned on the same day
- ▶ All DY Constructions Australia's craftsmen are fully qualified and experienced in office fitout services, guaranteeing your new offices will be constructed in a professional manner
- ▶ Your fitout will be within budget with "DY Constructions Australia's Fixed Lump Sum Pricing Policy"
- ▶ Your specific needs will be respected with the unique "DY Constructions Australia Client Care Policy", where we take care of all the little, - such as special delivery times, noisy work performed out of normal hours and daily site cleaning and removal of waste materials
- ▶ All DY Constructions Australia site staff will be covered by the appropriate Workers Compensation and Public Liability Insurances
- ▶ All DY Constructions Australia staff will wear identification to ensure your security is not compromised and you always know who is working on your premises
- ▶ Your project will be completed on time with DY Constructions Australia's proven track record for project administration
- ▶ On completion day, our project manager will inspect the project with you to make sure you are fully satisfied in every respect
- ▶ DY Constructions Australia's "Post Occupancy Service" with site quality control visits after six weeks and again after six months guarantees you will be happy with your new fitout.

## OUR SERVICES

### PROJECT MANAGEMENT

- ▶ Design and Construct Packages
- ▶ Concept to Completion
- ▶ Corporate Office Fitouts
- ▶ Office Refurbishments
- ▶ Office Alterations and Additions
- ▶ Corporate Office Transitions
- ▶ Reception and Boardroom Upgrades
- ▶ Churn and Changes to Office Layouts
- ▶ Recording and Post Production Studios
- ▶ Office Relocations
- ▶ Maintenance Services for Facility and Property Managers
- ▶ Complete Office Fitout Specialists

### FITOUT WORKS

- ▶ Plasterboard and Glass Partitions
- ▶ Workstations and Joinery
- ▶ Doors and Glazing
- ▶ Suspended Ceilings
- ▶ Electrical and Data Cabling
- ▶ Air Con and Fire Protection
- ▶ Signage and Blinds
- ▶ Carpet and Vinyl Floors
- ▶ Plumbing and Security
- ▶ Painting and Finishes
- ▶ Graphic and Privacy Film

## OFFICE FITOUTS

Whatever the size of your office, and whatever the scope of your office fitout or office refurbishment plans, we can provide an excellent solution for you. Delivered on time and on budget, all office fitout and refurbishment work completed by us in the Sydney area is subject to your quality standards and expectations.

- ▶ Complete Office Fitout Service
- ▶ New Office Fit Outs
- ▶ Commercial Office Fitouts
- ▶ Showroom Fit Outs
- ▶ Staff Room Fitouts
- ▶ Fitting Out New Offices.
- ▶ Reception and Boardroom Fit Outs
- ▶ Business Park Fit Outs
- ▶ CBD Office Fit Outs
- ▶ Break Out Area Fitouts
- ▶ Warehouse Fitouts
- ▶ Mezzanine Floor Fit Outs

We are capable of conducting a wide range of fitout projects for you. Whether you simply need an office refurbishment, or whether you are seeking to relocate to a brand new office, DY Constructions have the skills, experience and expertise to offer you a complete office fitout solution.

## OFFICE REFURBISHMENT

At DY Constructions we undertake all types of office refurbishments and renovations within the greater Sydney area and we can handle your project from concept through to completion. We also handle all the authority approvals, including building management approval and council approval. Our project management team are experienced in refurbishments and renovations of occupied offices. We can complete your project in stages to minimise the impact to your staff. If required noisy and dusty work can be undertaken outside of normal business hours.

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## OFFICE PARTITIONS

DY Constructions supply and install all the office partitioning and associated works required in an office fitout and as we design and construct, we can take your project from concept through to completion. These are some of the many types of office partitions that we can install for you:

- ▶ Plasterboard Office Partitions
- ▶ Glass Office Partitioning
- ▶ Demountable Partitions
- ▶ Fabric Covered Partitions
- ▶ Office Cubicle Walls
- ▶ Customwood Office Doors
- ▶ Aluminium Framed Glass Doors
- ▶ Toughened Glass Entry Doors
- ▶ Intertenancy Walls
- ▶ New Glass Offices
- ▶ Fabric Operable Walls
- ▶ Soundrated Office Partitions
- ▶ Glass and Plasterboard Walls
- ▶ Fire Rated Partitions
- ▶ Frameless Glass Walls
- ▶ Half Glass Office Partitioning
- ▶ Glass Offices with Glass Doors
- ▶ Project Management
- ▶ Quality Control

We help clients across a wide range of industries create, refurbish and reinvigorate their office workplaces. Able to professionally handle every part of the office fitout process – whatever its scope, we can offer a ‘one stop office fitout solution’ that will save you time and money.

## SERVICES FOR FACILITY MANAGERS

We provide Facility Managers and Building Managers with all the office fitout, refurbishment, make good and maintenance services, all with just one telephone call. We can supply all the trades that you require as part of a fit out, refurbishment, building maintenance, or minor works project.

- ▶ Office Strip outs & Retrofits.
- ▶ Tenancy Make Goods.
- ▶ Office Building Refurbishments.
- ▶ Intertenancy Walls
- ▶ Base Building Refurbs
- ▶ Lobby & Amenities Upgrades.
- ▶ Re-painting & Re-carpeting.
- ▶ Office Partitions.
- ▶ Suspended Ceilings
- ▶ Make Good Works
- ▶ Insurance Repairs
- ▶ Project Management
- ▶ All Trades Supplied.
- ▶ Building Maintenance.
- ▶ Fixed Price Projects.
- ▶ On Time Completion.
- ▶ Sydney wide Fit Out Service.
- ▶ Complete Office Fitout Specialists

We have successfully completed many projects in CBD Office Blocks, Business Parks, Industrial Facilities, Factories and Warehouses all over Sydney. Please call us on **1300 737 656** or email [admin@dyconstructions.com.au](mailto:admin@dyconstructions.com.au) and we can help you with your next project.

## FITOUT PROJECTS

This is a sample of the fitouts that we've completed by the DY Constructions management team of Dmitri Kolontaevskii and John Frawley when they were with their previous companies, Action Commercial Interiors and DY Commercial Interiors.

- ▶ **Reckitt Benckiser, 44 Wharf Rd, Melrose Park**  
Design and Construction. Office Fitout including Office Partitioning, suspended ceilings, joinery, workstations, electrical, carpet, furniture and graphics. Fitout total \$1.2m.
- ▶ **Rema Tip-top, 20 Worth St, Chullora NSW 2190**  
New office fitout including all approvals, new workstations, partitions, joinery, painting and electrical, over two storey office building. Fitout total \$750k.
- ▶ **Hunter Douglas, 338 Victoria Rd, Rydalmere NSW 2166**  
Two floors of office refurbishment including detailed design and documentation, partitioning, joinery, workstations, painting, electrical floor coverings and bathroom renovation. Fitout total \$1.8m.
- ▶ **Konami Australia, 28 Lord St, Botany NSW 2019**  
Showroom design and construction for multinational corporation including council approval, joinery, partitioning, painting, electrical, floor coverings and kitchen/bar. Fitout total \$500k.
- ▶ **Sinopec, 126 Hunter St, Sydney NSW 2000**  
Corporate fitout from concept to completion for multinational company including full detailed office design engagement and supply of all fixtures and fittings. Fitout total \$400k.

- ▶ **Waterford Wedgewood, 100 Holbeche Rd, Arndell Park NSW 2148**  
Full office relocation from Castle Hill to Arndell Park including Office Interior Design, removalist services, workstations, partitions, painting, carpet and essential services, over a two level office building. Fitout total \$450k.
- ▶ **Fuji film Australia 114 Old Pittwater Rd, Brookvale NSW 2100**  
Office refurbishment project over 3000m2 on two levels including a part agile open plan layout and part traditional office layout involving removal of existing partitions, new full height glass partitions, workstations joinery, carpet, electrical and essential services. Fitout total \$1.1k.
- ▶ **Qantas Staff Credit Union, 490 Forest Rd. Hurstville NSW 2220 Australia.**  
Various Shop and Office Fitouts for a national Credit Union, at Qantas Jet base in Sydney, Miranda in Sydney, and also at Melbourne airport. Fitout works involved supply and installation of new suspended ceilings, office partitions, workstations, office furniture, electrical, data, aircon and fire protection. Fitouts varied from \$200k to \$600k.

## OUR MANAGEMENT TEAM



### **DMITRI KOLONTAEVSKII: MANAGING DIRECTOR**

Dmitri has over 20 years' experience in commercial, industrial and domestic construction in Sydney. Dmitri has a Full Builders Licence as he has had experience in all areas of the Building Industry, including Interior Fitout. He has been responsible for the completion of numerous office fit-out projects in Sydney, Melbourne

and Brisbane, that have all been completed on time, within budget and to a high level of quality.

Dmitri always likes to add his personal touch to each client's project, and values long term relationships with all clients.



### **JASON FRAWLEY: SENIOR PROJECT MANAGER**

Jason is responsible for managing office fitout and refurbishment projects through the entire project cycle, from concept through to completion; managing and fostering client relationships, ensuring the project is completed on time and within budget, while exceeding

customer expectations, reducing exposure to risk and managing all facets of the project. Jason is involved in an oversees all aspects of the project including budgeting, estimating, scheduling, onsite WHS, engagement and coordination of related subcontractor and suppliers. From the initial site meeting through to final handover, Jason takes a personal interest in each client to ensure their expectations are met throughout the project.



**KATHRYN ATKINS: ACCOUNTS & ADMINISTRATION  
MANAGER**

Kathryn is an experienced Administration Manager, with a background in customer service.

With her excellent communication and organisational skills, Kath manages all the office operations of the company, to ensure all support activities are carried out

efficiently and effectively to allow the fitout operations to function properly.

Experienced in all administration procedures including client liaison, sales support, programming of installations, accounts payable, accounts receivable, she maintains a high level of customer satisfaction with all clients and takes a sincere interest in each client to ensure that each client is happy with the outcome of their fitout.



**MARK SAVELYEV: PROJECT MANAGER**

Mark is one of our project managers responsible for delivering fit-out and refurbishment projects that achieve a high standard of quality which meets client's expectations. Mark started his career working with the construction team on-site, gaining first-hand knowledge in

the field of on-site operations on a variety of different projects including office fit-outs, refurbishments, make goods, relocations and much more, as well as trade and supervision duties. Mark's experience and enthusiasm is translated into each project he works on by ensuring that time and budget goals are achieved in the most efficient way possible, while developing valuable relationships with each client.

**KATALIN DENNEY: CLIENT RELATIONSHIP MANAGER**

Katalin has had a long career servicing the office fit-out and facilities needs of both national and multi-national corporations in Sydney. Katalin builds strong long-term relationships with clients who regularly call back for repeat business. With many years of experience marketing to the corporate sector and in particular, to the facilities areas within organisations, Katalin's key focus is ensuring that all our clients are fully satisfied with their experience, and all services are fulfilled to the clients' wishes. Throughout the fit-out process, Katalin continually consults with our clients on a regular basis, and coordinates relevant details with our project managers, to ensure projects are completed on time, within budget, and to a high level of quality. Katalin also networks with clients at industry functions and network groups, which cater to the facilities and property needs of commercial companies in Sydney.

**JOHN FRAWLEY: BUSINESS DEVELOPMENT MANAGER**

John has had a long career servicing the fitout needs of both small companies and multinational corporations. He has extensive experience in design and construct office fitout projects ranging from 100m<sup>2</sup> to 3000m<sup>2</sup>. John builds strong long term relationships with clients who regularly call back for repeat business.

In 2017 John joined DY Constructions Australia Pty Ltd to service the office fitout and refurbishment needs of companies throughout Sydney, supplying all fixtures and fittings, and including full management of the project.



**MAX EDOVIN: INTERIOR DESIGNER**

Max is a professional interior designer with over 15 years in planning, designing and implementing of customised projects. Max specialises in commercial, healthcare, retail and hospitality interior design. Max has demonstrated the ability to meet Clients' needs and budgeting, project functionality, safety and environmental friendliness. He is a highly motivated individual with a passion of Interior Design and Interior Architecture, excellent attention to detail, great teamwork, renowned for managerial skills and strong organisation tools.



# ENVIRONMENTAL POLICY STATEMENT

DY Constructions believe our team members, suppliers and sub contractors have a responsibility to promote sustainable environmental policies in relation to the use and disposal of resources used in office interiors fitouts. The following lists our priorities in relation to safeguarding our environment:

## **THE FOLLOWING LISTS OUR PRIORITIES IN RELATION TO SAFEGUARDING OUR ENVIRONMENT:**

1. DY Constructions will comply with all statutory regulations and policies in relation to environmental procedures.
2. We will use our design expertise to create innovative products that have reduced environmental impacts.
3. We will help clients on a project by project basis to select and find environmentally responsible ways to design and construct their office fitouts without sending large amounts of waste into landfills.
4. Recycling and re use of components such as doors, locks, aluminium, glass etc where possible.
5. Use of refurbished materials in workstations
6. Inform carpet recycling companies to remove and reuse carpet of good quality from our projects
7. Encourage landlords to store on site left over materials when a tenant moves out and the space has not been released to a new tenant yet.
8. Specify energy efficient lighting
9. Promote to our clients the re use of existing ceilings instead of new ceilings wherever possible.
10. Sell furniture that is no longer required to second hand dealers who can refurbish for re use.
11. Specify materials and products that can be recycled whenever possible.
12. Design fitouts that minimise energy usage.

13. On projects, manage waste disposal so that it can be sold, re used or recycled where possible.
14. Promote an environmentally responsible culture in DY Constructions through our systems and procedures.
15. Encourage suppliers and sub contractors to adopt environmentally sustainable practices when working on DY Constructions projects.

## **COMMITMENT**

DY Constructions is committed to protecting the environment by constantly improving its environmental performance by giving priority to suppliers and sub contractors who are also committed to protecting the environment, constantly updating our systems and procedures to comply with environmental regulations and directing our designers to be environmentally responsible when designing office fitouts for clients.

## OH&S POLICY STATEMENT

The object of DY Constructions safety policy is to;

1. Identify HAZARDS in the workplace and to implement strategies to control and wherever possible eliminate such hazards.
2. To help establish a control mechanism to ensure the safety of its' employees and subcontractors.
3. To establish a forum where employees and subcontractors can contact us with any issues that arise (including the notification of workplace accidents and injuries) in relation to workplace health and safety issues.
4. To produce (in conjunction with staff involved) safe work method statements and safety rules and instructions.

# POLICY FOR RISK MANAGEMENT

## **DY CONSTRUCTIONS, WHEN IN THE CAPACITY OF EMPLOYER OR PRINCIPAL CONTRACTOR SHALL:**

Take personal care to identify any foreseeable hazards that may arise from the conduct of employees performing tasks as service to DY Constructions and to eliminate any reasonable foreseeable risks or hazards that would be detrimental to the health and safety of the above mentioned.

Whenever is it not reasonable practical to eliminate foreseeable risk, that suitable control measures will be implemented to ensure the foreseeable health and safety of employees.

## **DY CONSTRUCTIONS WILL REVIEW THE RISK ASSESSMENT AND CONTROL MEASURES WHENEVER:**

- The previous risk assessment is no longer valid
- Injury or illness results from exposure to a hazard to which the risk assessment relates, or a significant change is proposed to the standard practices and procedures to which previously form risk assessment relates.

## **INDUCTION & TRAINING:**

DY Constructions will ensure that each new employee will receive induction and training courses that cover:

- Arrangements at the place of work for the management of OH&S, including arrangements for reporting hazards to management
- Health and safety procedures at the place of works relevant to the employee, including the use and maintenance of risk control measures.
- Access to health and safety information that DY Constructions is required to make available to the employees.

## **SUPERVISION**

DY Constructions will ensure that employees are provided with reasonable supervision necessary to ensure their health and safety and that such supervision is undertaken by a competent person and with respect and observation to employee's experience, age and competency.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

DY Constructions will ensure that employees are provided with all necessary personal protective equipment appropriate for the person and suited to the tasks they are performing and/or relevant to the environment the person is working in. Also that the person will be informed as to the limitation of the equipment, the equipment will be provided clean and hygienic, stored in an area for easy access and that the equipment is repaired and replaced as necessary.

## **FIRST AID**

DY Constructions will provide at place of work, first aid facilities that are adequate for the immediate treatment of injuries and illness that may arise at work. First aid facilities will comply with Occupation Health and Safety Regulation 2001 cause 20, chapter 2, section 5 definition First Aid Kit B and shall not be used for any other purpose other than for first aid or occupation health service.

## **MANUAL HANDLING**

DY Constructions will ensure that:

- All objects are, where appropriately designed, constructed and maintained so as to eliminate risks arising from that manual handling of objects; and
- Work practices used are designed to eliminate risks from manual handling and the working environment is designed to be as far as reasonably practicable and to the extent that is within DY Constructions control, consistent with safe handling of objects.

Wherever the above practices cannot be applied, alternate arrangements such as mechanical aids or team lifting will be used. DY Constructions, when carrying out risk assessment in relation to manual handling, will take into consideration where appropriate the actions and moving of staff, workplace layout, duration and frequencies of manual handling, distance of objects to be moved and work environment.

## INSURANCES & COMPANY DETAILS

Builder License No: 309674C

Building Practitioner Registration: BUP0000532

ABN: 49 608 171 044

ACN: 608 171 044

### INSURANCE DETAILS

Workers Compensation Insurance: ICare 1402 75001

Public Liability: NRMA BP 4559592

Contract Works Insurance: Mecon AUSAP-416711-C

Professional Indemnity Insurance: NRMA 5037695

### CONTACT DETAILS

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Mobile: 0456 019 939

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