

TRADE NEWSLETTER

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unique building services

May 2025



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📢 UBS Important Updates! 📢

- ◆ Safety Resource Hub – WorkSafe Victoria has compiled all essential construction safety resources in one place. Check it out for up-to-date guides, checklists, and tips for safer sites. ⚙️📄
- ◆ Document Upload Process – Ensure you're following the correct procedure when submitting invoices, reports, and other documents to avoid delays. 📁✅
- ◆ Going on Holidays soon? – Please notify our team regarding any upcoming leave and provide us with as much notice as possible so that we can forecast capacity correctly. 📅✅

UBS Highlight

UBS continues to operate as an ISO-accredited builder, maintaining the highest standards for Environmental, Quality, and Safety procedures.



"Safety First is Safety Always."
— Charles Melville Hays

One of our trades recently reminded us about a great resource from WorkSafe Victoria, and we thought it was too good not to share with everyone.

WorkSafe has pulled together all their construction safety guides, templates, checklists, and updates into one easy-to-use page:

👉 <https://www.worksafe.vic.gov.au/construction>

You'll find:

- Safety guides for different trades like roofing, electrical, and demolition
- Compliance codes and legal info for site safety
- Downloadable checklists, posters, and templates you can use right away
- The latest updates on hazard alerts and regulations
- Practical tips for managing common site risks like falls, machinery, and manual handling

Whether you're in Victoria or Queensland, these resources are extremely useful. The safety advice and templates that apply specifically to QLD trades can be found here:

👉 <https://www.worksafe.qld.gov.au/your-industry/construction>

Big thanks to the trade who shared this with us!

Make sure to bookmark the page and pass it on to your crews.

Stay safe!



We'd like to remind all trades about some key site standards that are part of your UBS agreement.

Dress Code:

All trades must wear long-sleeve tops and long pants on every job. This supports UBS's commitment to SunSmart practices and is a requirement of our ISO certification, which helps us secure work from our major clients. High-visibility clothing and appropriate PPE are also mandatory.

Site Presentation:

Please keep work areas clean and tidy. Any damage or mess left behind may result in rectification costs being passed back to the trade.

Professional Conduct:

All communication on-site must be respectful and professional—no swearing, aggression, or inappropriate behaviour. UBS reserves the right to remove individuals who do not meet this standard.

These expectations are part of the signed trade contract. Thank you for helping us maintain the high standards that keep work flowing for everyone.

Questions? Please contact tradepartners@uniquebuilding.com.au.



Sending us reports/invoices

We've recently received a few reports of trades having trouble uploading invoices, reports, and other documents. We know how important it is that payments go through seamlessly, so here are some of the most common problems we see and how to fix them.

Please ensure you are following the correct process when sending documents to **docs@uniquebuilding.com.au**:

- Include the correct keyword (Invoice, Report, SWMS) and UBS 5-digit job number in the subject line.
- Send documents in PDF format (for invoices, reports, SWMS, quotes, and plans).
- Photos must be JPG, JPEG, or PNG between 50kb and 300kb. An image resizer can be used for this.
- Attach documents directly; do not send download links.
- **Review and correct any errors if you receive a partial failure or failure notice.**

Common upload issues:

- Incorrect or missing subject line
- Wrong file size or type
- Sender email not registered
- Documents embedded instead of attached

If you are using Xero, MYOB, QuickBooks or a similar platform, ensure the setup sends PDFs correctly and that the subject line is **manually updated with the information we need**.

Following these guidelines helps avoid delays.

Questions? Please email tradepartners@uniquebuilding.com.au.

Thank you for your cooperation!



Project: Flood Damage Repairs

Following severe flood damage at a residential property, Unique Building Services was engaged to complete a comprehensive make safe and restoration project.

The restoration included:

- Replacement of flood-affected wall plaster, skirting, doors, and architraves across multiple rooms
- Full repainting to match existing finishes
- Replacement and upgrade of kitchen cabinets, wardrobes, flooring, and vanities
- Electrical rewiring and installation of new power outlets and switches
- Installation of a new Rinnai gas heater, split system air conditioner, and hot water system
- Site clean-up and builder's clean to complete the project

Through careful coordination with our partners and clear communication with the property owners, we delivered a great outcome, bringing the home back to a high standard after the event.



Thanks for reading this edition of the Trade Newsletter. Send us an email at tradepartners@uniquebuilding.com.au with any questions! 😊