

34X12

MELBOURN PARISH COUNCIL

Document No. 4.23
Version: 4
Review By: June 2022

APPENDIX 3

| Area | Monthly Checking Record | | | | NOTES |
|----------------------------------|-------------------------|-------------------|-------------------|--------------------|-------|
| | Week 1 | Week 2 | Week 3 | Week 4 | |
| Moor Play Park | MW 26/7 | MW 2/8 | MW 8/8 | MW 16/8 | |
| Village Car Park | MW 26/7 | MW 2/8 | MW 9/8 | MW 16/8 | |
| War Memorial | MW 26/7 | MW 2/8 | MW 9/8 | MW 16/8 | |
| Littlehands and Access Way | MW 26/7 | MW 2/8 | MW 9/8 | MW 16/8 | |
| New Rec. Ground | MW 26/7 | MW 2/8 | MW 9/8 | MW 16/8 | |
| Clear Cres. Play Park | MW 26/7 | MW 2/8 | MW 9/8 | MW 16/8 | |
| Orchard Road Cemetery | MW 26/7 | MW 2/8 | MW 9/8 | MW 16/8 | |
| New Road C/metry | MW 26/7 | MW 2/8 | MW 9/8 | MW 16/8 | |
| Old Recreation Ground | MW 26/7 | | MW 9/8 | | |
| Pavilion | MW 26/7 | | MW 9/8 | | |
| Stockbridge M. | MW 26/7 | | MW 9/8 | | |
| Worcester Way | MW 26/7 | | MW 9/8 | | |
| BMX Site (Summer & only if open) | MW 26/7 | | MW 10/8 | | |

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MELBOURN PARISH COUNCIL

| Area | Monthly Checking Record | | | |
|--------------------|-------------------------|--------|--------|-------|
| | Week1 | Week2 | Week 3 | Week4 |
| Allotments | MM 26/7 | | MM 9/8 | |
| All Saints' C'Yard | MM 26/7 | | MM 9/8 | |
| Jubilee Orchard | MM 26/7 | | MM 9/8 | |
| Fire Engine Shed | | | | |
| Armingford Cres. | | | | |
| Beechwood Avenue | | MM 2/8 | | |
| Chalkhill Barrow | | MM 2/8 | | |
| Elm Way | | MM 2/8 | | |
| Millennium Copse | | MM 2/8 | | |

52/2022

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| Pavilion : Legionella monitoring | Responsibility | Weekly (please | Monthly (note | Quarterly (note | Annually (note |
|---|---------------------|----------------------|------------------------|------------------------|------------------------|
| | | note date completed) | insert date completed) | insert date completed) | insert date completed) |
| Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done | Wardens | MLG | | | |
| | | MLG/26/17 | | | |
| | | MLG | | | |
| Formal thermal control and hygiene regime – MPC to provide appropriate thermometer | Wardens | | — | | |
| Record cleaning and descaling | Cleaning contractor | | | | |
| Showers – descale and disinfect | Cleaning Contractor | | | | |
| Disinfect hot water unit in kitchen | Cleaning Contractor | | | | |
| Hot water cylinders – check water temp (should be 60c) | Wardens | | | — | |
| Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **) | Wardens | | | | 2 |
| Service all TMVs annually – to be done as part of annual service of heating system | Heating contractor | | | | |
| Check insulation to pipework where required | Heating contractor | | | | |

