

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	MR 24/7	MR 1/9	SF 6.9.21	14/9 MR	
Village Car Park	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
War Memorial	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
Littlehands and Access Way	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
New Rec. Ground	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
Clear Cres. Play Park	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
Orchard Road Cemetery	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
New Road C/metry	MR 24/7	SF 31/8	SF 6.9.21	14/9 MR	
Old Recreation Ground	MR 24/7		SF 6.9.21		
Pavilion	MR 24/7		SF 6.9.21		
Stockbridge M.	MR 24/7		SF 7.9.21		
Worcester Way	MR 24/7		SF 6.9.21		
BMX Site (Summer & only if open)	MR 24/7		SF 7.9.21		

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Monthly Checking Record

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	MC 24/19		S.P. 7.9.21	
All Saints' C/Yard	MC 25/19		S.P. 7.9.21	
Jubilee Orchard	MC 25/19		S.P. 7.9.21	
Fire Engine Shed				14/9 KC
Armingford Cres.				14/9 KC
Beechwood Avenue		MC 1/19		
Chalkhill Barrow		MC 1/19		
Elm Way		MC 2/19		
Millennium Copse		SP 3/18		

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Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens				
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				✓ JK
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				✓ JK
Check insulation to pipework where required	Heating contractor				✓ JK

