

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	21-9-21 <i>sf</i>	27-9-21 <i>sf</i>	4-10-21 <i>sf</i>		
Village Car Park	21-9-21 <i>sf</i>	27-9-21 <i>sf</i>	4-10-21 <i>sf</i>	<i>MM</i> 11/10	
War Memorial	21-9-21 <i>sf</i>	27-9-21 <i>sf</i>	4-10-21 <i>sf</i>		
Littlehands and Access Way	21-9-21 <i>sf</i>	27-9-21 <i>sf</i>	4-10-21 <i>sf</i>	<i>MM</i> 11/10	
New Rec. Ground	21-9-21 <i>sf</i>	27-9-21 <i>sf</i>	4-10-21 <i>sf</i>	<i>MM</i> 11/10	
Clear Cres. Play Park	21-9-21 <i>sf</i>	27-9-21 <i>sf</i>	4-10-21 <i>sf</i>	<i>MM</i> 11/10	
Orchard Road Cemetery	21-9-21 <i>sf</i>	27-9-21 <i>sf</i>	4-10-21 <i>sf</i>	<i>MM</i> 11/10	
New Road C/metry	21-9-21 <i>sf</i>	27-9-21 <i>sf</i>	4-10-21 <i>sf</i>	<i>MM</i> 11/10	
Old Recreation Ground	21-9-21 <i>sf</i>		4-10-21 <i>sf</i>		LOSE GULLS
Pavilion	21-9-21 <i>sf</i>		4-10-21 <i>sf</i>		
Stockbridge M.	21-9-21 <i>sf</i>		5-10-21 <i>sf</i>		
Worcester Way	21-9-21 <i>sf</i>		4-10-21 <i>sf</i>		
BMX Site (Summer & only if open)	21-9-21 <i>sf</i>		4-10-21 <i>sf</i>		

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

Area	Monthly Checking Record				
	Week 1	Week 2	Week 3	Week 4	
Allotments	21-6-21 SP		28-6-21 SP		
All Saints' C/Yard	21-6-21 SP		28-6-21 SP		
Jubilee Orchard	21-6-21 SP		28-6-21 SP		
Fire Engine Shed					
Armingford Cres.					
Beechwood Avenue		27-6-21 SP			
Chalkhill Barrow		27-6-21 SP			
Elm Way		27-6-21 SP			
Millennium Copse		27-6-21 SP			

ME 11/10

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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				
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				

16 x 46 .

CLEAN MESSING
118" x 6"