

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	18-10-21 S	25-10-21 S	2-11-21 S	9/11	
Village Car Park	18-10-21 S	25-10-21 SP	1-11-21 S	8/11	
War Memorial	18-10-21 S	25-10-21 SP	1-11-21 S	10/11	
Littlehands and Access Way	18-10-21 S	25-10-21 SP	1-11-21 S	8/11	
New Rec. Ground	18-10-21 S	25-10-21 SP	1-11-21 S	8/11	
Clear Cres.Play Park	18-10-21 S	25-10-21 SP	1-11-21 S	8/11	
Orchard Road Cemetery	18-10-21 S	25-10-21 SP	1-11-21 S	8/11	
New Road C/metry	18-10-21 S	25-10-21 SP	1-11-21 S	8/11	
Old Recreation Ground	18-10-21 S		1-11-21 S		
Pavilion	18-10-21 S		1-11-21 S		
Stockbridge M.	18-10-21 S		2-11-21 S		
Worcester Way	18-10-21 S		1-11-21 S		
BMX Site (Summer & only if open)	18-10-21 S		1-11-21 S		

MELBOURN PARISH COUNCIL

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

Monthly Checking Record

Area	Monthly Checking Record			
	Week 1	Week 2	Week 3	Week 4
Allotments	18.10.21 SF. SF.		1.11.21 SF. SF.	
All Saints' C/Yard	18.10.21 SF. SF.		1.11.21 SF. SF.	
Jubilee Orchard	18.10.21 SF. SF.		1.11.21 SF. SF.	
Fire Engine Shed				
Armingford Cres.				
Beechwood Avenue		25.10.21 SF. SF.		
Chalkhill Barrow		25.10.21 SF. SF.		
Elm Way		25.10.21 SF. SF.		
Millennium Copse		25.10.21 SF. SF.		

MELBOURN PARISH COUNCIL

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				

