

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1 19-21	Week 2 22-26/11	Week 3 27-30/11	Week 4 1-4/12	
Moor Play Park	16-11-21 SF	23/11 SF	30/11 SF	SF 6-12	
Village Car Park	16-11-21 SF	22/11 SF	30/11 SF	SF 6-12	
War Memorial	16-11-21 SF	24/11 SF	30/11 SF	SF 6-12	
Littlehands and Access Way	16-11-21 SF	28/11 SF	29/11 SF	SF 6-12	
New Rec. Ground	16-11-21 SF	24/11 SF	29/11 SF	SF 6-12	
Clear Cres. Play Park	16-11-21 SF	23/11 SF	30/11 SF	SF 6-12	
Orchard Road Cemetery	16-11-21 SF	22/11 SF	30/11 SF	SF 6-12	
New Road C/metry	16-11-21 SF	23/11 SF	30/11 SF	SF 6-12	
Old Recreation Ground	16-11-21 SF		SF 30/11		
Pavilion	16-11-21 SF		SF 29/11		
Stockbridge M.	17/11 SF		SF 29/11		
Worcester Way	17/11 SF		SF 30/11		
BMX Site (Summer & only if open)	16-11-21 SF				

MELBOURN PARISH COUNCIL

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

Monthly Checking Record

Area	Week1	Week2	Week 3	Week4
Allotments	16.11.21 SP		SP 30/11	
All Saints' C/Yard	16.11.21 SP		SP 30/11	
Jubilee Orchard	16.11.21 SP		SP 29/11	
Fire Engine Shed				SP 6-12
Armingford Cres.				SP 6-12
Beechwood Avenue		MC 22/11		
Chalkhill Barrow		SP 23/11		
Elm Way		MC 22/11		
Millennium Copse		MC 22/11		

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				

