

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	SJ 14-12-21	SJ 20-12-21		W.R. Week 4 7-1-2022 7/12/21	
Village Car Park	SJ 14-12-21	SJ 20-12-21		7/12/21	
War Memorial	SJ 14-12-21	SJ 20-12-21		7/12/21	
Littlehands and Access Way	SJ 14-12-21	SJ 20-12-21		7/12/21	
New Rec. Ground	SJ 14-12-21	SJ 20-12-21		7/12/21	
Clear Cres. Play Park	SJ 14-12-21	SJ 20-12-21		7/12/21	
Orchard Road Cemetery	SJ 14-12-21	SJ 20-12-21		7/12/21	
New Road Cemetery	SJ 14-12-21	SJ 20-12-21		7/12/21	
Old Recreation Ground	SJ 14-12-21				
Pavilion	SJ 14-12-21				
Stockbridge M.	SJ 15-12-21				
Worcester Way	SJ 15-12-21				
BMX Site (Summer & only if open)					

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Monthly Checking Record

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	Week1	Week2	Week 3	Week4
Allotments	8/15-12-21			
All Saints' C/Yard	8/15-12-21		HOLIDAY	
Jubilee Orchard	8/12-12-21			
Fire Engine Shed				7/2/5/11
Armingford Cres.				7/2/4/11
Beechwood Avenue		7/2		
Chalkhill Barrow		7/2		
Elm Way		7/2 21/12		
Millennium Copse		7/2 21/12		

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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				

