

# MELBOURN PARISH COUNCIL

## APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1 We. 14-1-2022	Week 2 We. 21-1-2022	Week 3 We. 28-1-2022	Week 4 We. 4-2-2022	
Moor Play Park	Sf. 10/1/22	Sf. 17/1/22	Sf. 24-1-22	Sf. 1-2-22	
Village Car Park	Sf. 10/1/22	Sf. 14/1/22	Sf. 24-1-22	Sf. 1-2-22	
War Memorial	Sf. 10/1/22	Sf. 14/1/22	Sf. 25-1-22	Sf. 1-2-22	
Littlehands and Access Way	Sf. 10/1/22	Sf. 14/1/22	Sf. 24-1-22	Sf. 1-2-22	
New Rec. Ground	Sf. 10/1/22	Sf. 14/1/22	Sf. 24-1-22	Sf. 1-2-22	
Clear Cres. Play Park	Sf. 10/1/22	Sf. 14/1/22	Sf. 24-1-22	Sf. 1-2-22	
Orchard Road Cemetery	Sf. 10/1/22	Sf. 14/1/22	Sf. 24-1-22	Sf. 1-2-22	
New Road C/metry	Sf. 10/1/22	Sf. 14/1/22	Sf. 24-1-22	Sf. 1-2-22	
Old Recreation Ground	Sf. 10/1/22		Sf. 25-1-22		
Pavilion	Sf. 10/1/22		Sf. 25-1-22		
Stockbridge M.	Sf. 10/1/22		Sf. 25-1-22		
Worcester Way	Sf. 10/1/22		Sf. 24-1-22		
BMX Site (Summer & only if open)	Sf. /		/		

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

## Monthly Checking Record

Area	Week1	Week2	Week 3	Week4
Allotments	SP. 10/1/22		SP. 25-1-22	
All Saints' C/Yard	SP. 10/1/22		SP. 25-1-22	
Jubilee Orchard	SP. 10/1/22		SP. 24-1-22	
Fire Engine Shed				SP. 1-2-22
Armingford Cres.				SP. 1-2-22
Beechwood Avenue		SP. 27/1/22		
Chalkhill Barrow		SP. 27/1/22		
Elm Way		SP. 27/1/22		
Millennium Copse		SP. 27/1/22		

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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				

