

MELBOURN PARISH COUNCIL

APPENDIX 3

| Area | Monthly Checking Record | | | | NOTES |
|----------------------------------|-------------------------|--------|--------|--------|-------|
| | Week 1 | Week 2 | Week 3 | Week 4 | |
| Moor Play Park | 20/4 | 25/4 | 3/5 | 10/5 | |
| Village Car Park | 20/4 | 25/4 | 3/5 | 10/5 | |
| War Memorial | 20/4 | 28/4 | 4/5 | 10/5 | |
| Littlehands and Access Way | 20/4 | 25/4 | 3/5 | 10/3 | |
| New Rec. Ground | 20/4 | 25/4 | 3/5 | 11/5 | |
| Clear Cres. Play Park | 20/4 | 25/4 | 3/5 | 10/5 | |
| Orchard Road Cemetery | 20/4 | 25/4 | 3/5 | 10/5 | |
| New Road C/metry | 20/4 | 25/4 | 3/5 | 10/5 | |
| Old Recreation Ground | 20/4 | | 3/5 | | |
| Pavilion | 20/4 | | 3/5 | | |
| Stockbridge M. | 20/4 | | 4/5 | | |
| Worcester Way | 20/4 | | 4/5 | | |
| BMX Site (Summer & only if open) | | | 4/5 | | |

MELBOURN PARISH COUNCIL

| Area | Monthly Checking Record | | | |
|-------------------|-------------------------|---------|-------------------|-------|
| | Week1 | Week2 | Week 3 | Week4 |
| Allotments | MR 20/4 | | MR 3/5 | |
| All Saints' CYard | MR 20/4 | | MR 4/5 | |
| Jubilee Orchard | MR 20/4 | | MR 4/5 | |
| Fire Engine Shed | | | | 10/5 |
| Armingford Cres. | | | | 10/5 |
| Beechwood Avenue | | MR 26/4 | | |
| Chalkhill Barrow | | MR 26/4 | | |
| Elm Way | | MR 26/4 | | |
| Millennium Copse | | MR 26/4 | | |

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 | 19/4/22 | | | |
| | | 26/4/22 | | | |
| | | 3/5/22 | | | |
| | | 10/5/22 | | | |
| 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 | | | | |

