

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	Sf 16/5	run 23/5	30/5 run	Sf. 6/6.	
Village Car Park	Sf 16/5	run 23/5	30/5 run	Sf 6/6.	
War Memorial	run 16/5	run 23/5	30/5 run	Sf. 6/6.	
Littlehands and Access Way	run 16/5	run 23/5	30/5 run	Sf 6/6.	
New Rec. Ground	run 16/5	run 23/5	31/5 Sf.	Sf. 6/6.	
Clear Cres. Play Park	run 16/5	Sf 23/5	31/5 Sf.	Sf. 6/6.	
Orchard Road Cemetery	run 16/5	Sf 23/5	31/5 Sf.	Sf. 6/6.	
New Road C/metry	Sf 16/5	Sf 23/5	30/5 run	Sf. 6/6	
Old Recreation Ground	Sf 16/5		30/5 run		
Pavilion	Sf 16/5		30/5 run		
Stockbridge M.	run 16/5		30/5 run		
Worcester Way	run 16/5		30/5 run		
BMX Site (Summer & only if open)	run 16/5		30/5 run		

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Allotments	run 16/5		run 30/5	
All Saints' CYard	run 16/5		run 30/5	
Jubilee Orchard	run 16/5		run 30/5	
Fire Engine Shed				sl 16/6
Armingford Cres.				sl 16/6
Beechwood Avenue		sl 23/5		
Chalkhill Barrow		sl 23/5		
Elm Way		sl 23/5		
Millennium Copse		sl 23/5		

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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	16/5 23/5 28/5 6/6			
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				