

## MELBOURN PARISH COUNCIL

## APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	12/7/22	20/7/22	27/7/22	1/8/22	
Village Car Park	12/7/22	19/7/22	27/7/22	1/8/22	
War Memorial	11/7/22	19/7/22	27/7/22	1/8/22	
Littlehands and Access Way	11/7/22	19/7/22	27/7/22	1/8/22	
New Rec. Ground	11/7/22	20/7/22	27/7/22	2/8/22	
Clear Cres. Play Park	11/7/22	20/7/22	27/7/22	2/8/22	
Orchard Road Cemetery	11/7/22	19/7/22	27/7/22	1/8/22	
New Road C/metry	11/7/22	19/7/22	27/7/22	1/8/22	
Old Recreation Ground	12/7/22		28/7/22		
Pavilion	12/7/22		27/7/22		
Stockbridge M.	12/7/22		28/7/22		
Worcester Way	12/7/22		28/7/22		
BMX Site (Summer & only if open)	12/7/22		27/7/22		

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### Monthly Checking Record

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	12/7/22			
All Saints' C/Yard	12/7/22			
Jubilee Orchard	12/7/22			
Fire Engine Shed				2/8/22
Armingford Cres.				2/8/22
Beechwood Avenue		19/7/22		
Chalkhill Barrow		19/7/22		
Elm Way		19/7/22		
Millennium Copse		19/7/22		

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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	12/7/22 19/7/22 27/7/22 1/8/22			
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				