

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	<u>The Pavilion</u> Always Team <u>changing</u> <u>rooms</u> a lot of. clamps on ceilings in showers <u>Sf.</u>
Village Car Park	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
War Memorial	Sf. 4/10/22	20/10/22	Sf. 18/10	Sf. 24/10	
Littlehands and Access Way	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
New Rec. Ground	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
Clear Cres. Play Park	Sf. 4/10/22	11/10/22	Sf. 18/10	Sf. 24/10	
Orchard Road Cemetery	Sf. 4/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
New Road Cemetery	Sf. 3/10/22	10/10/22	Sf. 18/10	Sf. 24/10	
Old Recreation Ground	Sf. 3/10/22		Sf. 18/10		
Pavilion	Sf. 3/10/22		Sf. 18/10		
Stockbridge M.	Sf. 3/10/22		Sf. 18/10		
Worcester Way	Sf. 4/10/22		Sf. 18/10		
BMX Site (Summer & only if open)	Sf. 3/10/22		Sf. 18/10		

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Allotments	S.A. 3/10/22		SJ 10/10	
All Saints' CYard	S.A. 4/10/22		SJ 10/10	
Jubilee Orchard	S.A. 3/10/22		SJ 10/10	
Fire Engine Shed				SJ 24/10
Armingford Cres.				SJ 24/10
Beechwood Avenue		11/10 7R		
Chalkhill Barrow		11/10 7R		
Elm Way		11/10 7R		
Millennium Copse		10/10 7R		

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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	30/3/10/22			
		08/10/22			
		18/10/22			
		24/10/22			
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				

