

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	Sf 30/10/22	7/11 JN	JN 14/11	Sf 21/11	
Village Car Park	Sf 30/10/22	7/11 JN	JN 14/11	Sf 21/11	
War Memorial	Sf 30/10/22	7/11 JN	JN 14/11	Sf 21/11	
Littlehands and Access Way	Sf 30/10/22	7/11 JN	JN 15/11	Sf 21/11	
New Rec. Ground	Sf 30/10/22	8/11 Sf	JN 14/11	Sf 21/11	
Clear Cres. Play Park	Sf 30/10/22	8/11 Sf	JN 14/11	Sf 21/11	
Orchard Road Cemetery	Sf 30/10/22	7/11/ JN	JN 15/11	Sf 21/11	
New Road C/metry	Sf 30/10/22	7/11/ JN	JN 15/11	Sf 21/11	
Old Recreation Ground	Sf 30/10/22		JN 15/11		
Pavilion	Sf 1/11/22		JN 15/11		
Stockbridge M.	JN 5/11		JN 14/11		
Worcester Way	2/11/ JN		JN 15/11		
BMX Site (Summer & only if open)					

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Monthly Checking Record

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	Week1	Week2	Week 3	Week4
Allotments	7/11 SA		MA 14/11	
All Saints' C/Yard	7/11 SA		MA 14/11	
Jubilee Orchard	SA 30/10/22		MA 15/11	
Fire Engine Shed				SA 21/11
Armingford Cres.				KL 22/11
Beechwood Avenue		KL 7/11		
Chalkhill Barrow		KL 7/11		
Elm Way		KL 7/11		
Millennium Copse		KL 7/11		

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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	2/11 JMC 7/11 JMC 14/11 JMC 22/11 JMC			
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				

