

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	11-9-23 SF.	18-9-23 SF	25-9-23. SF	2-10-23 SF.	Broken Swing Seat removed.
Village Car Park	11-9-23 SF.	18-9-23 SF	25-9-23 SF	2-10-23 SF.	
War Memorial	12-9-23 ✓	19-9-23 SF.	25-9-23 ✓	4-10-23 ✓	
Littlehands and Access Way	11-9-23 SF.	18-9-23 SF	25-9-23 SF.	2-10-23 SF	
New Rec. Ground	11-9-23 SF.	18-9-23 SF	25-9-23 SF	2-10-23 SF	
Clear Cres. Play Park	11-9-23 SF.	18-9-23 SF	25-9-23 SF	2-10-23 SF.	
Orchard Road Cemetery	11-9-23 SF	18-9-23 SF	25-9-23 SF.	2-10-23 SF	
New Road Cemetery	11-9-23 SF	18-9-23 SF	27-9-23 SF.	2-10-23 SF	
Old Recreation Ground	11-9-23 SF.		25-9-23. SF.		
Pavilion	11-9-23 SF		27-9-23. SF.		
Stockbridge M.	K.R.		K.R.		
Worcester Way	11-9-23 SF.		27-9-23. SF		
BMX Site (Summer & only if open)	✓		✓		

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Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	11-9-23 <i>sf</i>		25-9-23 <i>sf</i>	
All Saints' C/Yard	11-9-23 <i>sf</i>		25-9-23 <i>Jan.</i>	
Jubilee Orchard	11-9-23 <i>sf</i>		27-9-23 <i>sf</i>	
Fire Engine Shed				
Armingford Cres.				2-9-23
Beechwood Avenue		18-9-23 <i>sf</i>		
Chalkhill Barrow		18-9-23 <i>sf</i>		
Elm Way		19-9-23 <i>sf</i>		
Millennium Copse		19-9-23 <i>sf</i>		

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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	11-9-23.			
		18-9-23.			
		25-9-23			
		2-10-23			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		11-9-23.		
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			11-9-23.	
Fit automatic flushing values 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				

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	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	9-10-23. <i>df</i>				
Village Car Park	9-10-23. <i>df</i>				
War Memorial	11-10-23 <i>df</i>				
Littlehands and Access Way	9-10-23 <i>df</i>				
New Rec. Ground	9-10-23 <i>df</i>				
Clear Cres. Play Park	9-10-23 <i>df</i>				
Orchard Road Cemetery	9-10-23. <i>df</i>				
New Road C/metry	9-10-23 <i>df</i>				
Old Recreation Ground	9-10-23 <i>df</i>				
Pavilion	9-10-23 <i>df</i>				
Stockbridge M.					
Worcester Way	9-10-23 <i>df</i>				
BMX Site (Summer & only if open)	<i>df</i>				

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	Week1	Week2	Week 3	Week4
Allotments				
All Saints' C/Yard				
Jubilee Orchard	9.10.23. <i>[Signature]</i>			
Fire Engine Shed				
Armingford Cres.				
Beechwood Avenue				
Chalkhill Barrow				
Elm Way				
Millennium Copse				

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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	09-10-23 <i>sp</i>			
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				