








MELBOURN PARISH COUNCIL

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	18/3/24 			
		26/3/24 			
		2/4/24 			
		9/4/24 			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		9-4-24 		
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			9-4-24 	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				9-4-24 
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				

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	18-3-24 <i>[Signature]</i>	25-3-24 <i>[Signature]</i>	2-4-24 <i>[Signature]</i>	8-4-24 <i>[Signature]</i>	Wooden rail broken, now mended. ✓
Village Car Park	18-3-24 <i>[Signature]</i>	25-3-24 <i>[Signature]</i>	2-4-24 <i>[Signature]</i>	8-4-24 <i>[Signature]</i>	
War Memorial	18-3-24 <i>[Signature]</i>	25-3-24 <i>[Signature]</i>	3-4-24 <i>[Signature]</i>	8-4-24 <i>[Signature]</i>	
Littlehands and Access Way	18-3-24 <i>[Signature]</i>	25-3-24 <i>[Signature]</i>	2-4-24 <i>[Signature]</i>	8-4-24 <i>[Signature]</i>	
New Rec. Ground	19-3-24 <i>[Signature]</i>	26-3-24 <i>[Signature]</i>	2-4-24 <i>[Signature]</i>	8-4-24 <i>[Signature]</i>	
Clear Cres. Play Park	18-3-24 <i>[Signature]</i>	25-3-24 <i>[Signature]</i>	3-4-24 <i>[Signature]</i>	8-4-24 <i>[Signature]</i>	
Orchard Road Cemetery	19-3-24 <i>[Signature]</i>	25-3-24 <i>[Signature]</i>	2-4-24 <i>[Signature]</i>	8-4-24 <i>[Signature]</i>	
New Road C/metry	19-3-24 <i>[Signature]</i>	25-3-24 <i>[Signature]</i>	2-4-24 <i>[Signature]</i>	8-4-24 <i>[Signature]</i>	
Old Recreation Ground	18-3-24 <i>[Signature]</i>		2-4-24 <i>[Signature]</i>		
Pavilion	18-3-24 <i>[Signature]</i>		2-4-24 <i>[Signature]</i>		
Stockbridge M.	18-3-24 <i>[Signature]</i>		3-4-24 <i>[Signature]</i>		
Worcester Way	19-3-24 <i>[Signature]</i>		3-4-24 <i>[Signature]</i>		
BMX Site (Summer & only if open)					