

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

W.E. 10-5-24

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moore Play Park	22-4-24 S	29-4-24 S	7-5-24 S	15-4-24 S	
Village Car Park	22-4-24 S	29-4-24 S	7-5-24 S	15-4-24 S	
War Memorial	23-4-24 S	29-4-24 S	7-5-24 S	15-4-24 S	
Littlehands and Access Way	22-4-24 S	29-4-24 S	7-5-24 S	15-4-24 S	
New Rec. Ground	22-4-24 S	29-4-24 S	7-5-24 S	15-4-24 S	
Clear Cres. Play Park	22-4-24 S	29-4-24 S	8-5-24 S	15-4-24 S	
Orchard Road Cemetery	22-4-24 S	29-4-24 S	7-5-24 S	15-4-24 S	
New Road C/metry	22-4-24 S	29-4-24 S	7-5-24 S	15-4-24 S	
Old Recreation Ground	22-4-24 S		7-5-24 S		
Pavilion	23-4-24 S		7-5-24 S		
Stockbridge M.	23-4-24 S		7-5-24 K.R.		
Worcester Way	23-4-24 S		7-5-24 S		
BMX Site (Summer & only if open)					

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	Week1	Week2	Week 3	Week4
Allotments	19-11-24 J.		7-5-24 J.	
All Saints' C/Yard	13-11-24 J.		7-5-24 J.	
Jubilee Orchard	12-11-24 J.		7-5-24 J.	
Fire Engine Shed				15-11-24 J.
Armingford Cres.				15-11-24 J.
Beechwood Avenue		29-11-24 J.		
Chalkhill Barrow		24-11-24 J.		
Elm Way		24-11-24 J.		
Millennium Copse		29-11-24 J.		

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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 <i>23-04-2024</i> <i>df</i> <i>23-04-2024</i> <i>df</i>	<i>23-04-2024</i> <i>df</i> <i>20-04-2024</i> <i>df</i> <i>7-5-2024</i> <i>df</i> <i>15-04-2024</i> <i>df</i>			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens <i>23-04-2024</i> <i>df</i>		<i>7-5-2024</i> <i>df</i>		
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				