

# 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	20.5.24 <del>XXXX</del>	28.5.24 <del>XXXX</del>	3.6.24 <del>XXXX</del>	10.6.24 <del>XXXX</del>	
Village Car Park	20.5.24 <del>XXXX</del>	28.5.24 <del>XXXX</del>	3.6.24 <del>XXXX</del>	10.6.24 <del>XXXX</del>	
War Memorial	20.5.24 <del>XXXX</del>	28.5.24 <del>XXXX</del>	3.6.24 <del>XXXX</del>	10.6.24 <del>XXXX</del>	
Littlehands and Access Way	20.5.24 <del>XXXX</del>	28.5.24 <del>XXXX</del>	3.6.24 <del>XXXX</del>	10.6.24 <del>XXXX</del>	
New Rec. Ground	20.5.24 <del>XXXX</del>	28.5.24 <del>XXXX</del>	3.6.24 <del>XXXX</del>	10.6.24 <del>XXXX</del>	
Clear Cres. Play Park	20.5.24 <del>XXXX</del>	28.5.24 <del>XXXX</del>	3.6.24 <del>XXXX</del>	10.6.24 <del>XXXX</del>	
Orchard Road Cemetery	20.5.24 <del>XXXX</del>	28.5.24 <del>XXXX</del>	3.6.24 <del>XXXX</del>	10.6.24 <del>XXXX</del>	
New Road Cemetery	20.5.24 <del>XXXX</del>	28.5.24 <del>XXXX</del>	3.6.24 <del>XXXX</del>	10.6.24 <del>XXXX</del>	
Old Recreation Ground	20.5.24 <del>XXXX</del>		3.6.24 <del>XXXX</del>		
Pavilion	20.5.24 <del>XXXX</del>		3.6.24 <del>XXXX</del>		
Stockbridge M.			3.6.24 <del>XXXX</del>		
Worcester Way	20.5.24 <del>XXXX</del>		3.6.24 <del>XXXX</del>		
BMX Site (Summer & only if open)					

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments	20.5.24 <del>    </del>		3.6.24 <del>    </del>	
All Saints' C/Yard	20.5.24 <del>    </del>		3.6.24 <del>    </del>	
Jubilee Orchard	20.5.24 <del>    </del>		3.6.24 <del>    </del>	
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	20.5.24 <i>MAM</i>			
		28.5.24 <i>MAM</i>			
		3.6.24 <i>MAM</i>			
		10.6.24 <i>MAM</i>			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		20.5.24 <i>MAM</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				