

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 6

Date approved: June 2024

Review date: May 2025

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	16-9-24 S.	23-9-24 S.	30-9-24 S.	7-10-24 S.	
Village Car Park	16-9-24 S.	23-9-24 S.	30-9-24 S.	7-10-24 S.	
War Memorial	16-9-24 S.	23-9-24 S.	30-9-24 S.	7-10-24 S.	
Littlehands and Access Way	16-9-24 S.	23-9-24 S.	30-9-24 S.	8-10-24 S.	Drains blocked. Re-laid tree. ✓
New Rec. Ground	16-9-24 S.	23-9-24 S.	30-9-24 S.	8-10-24 S.	
Clear Cres. Play Park	16-9-24 S.	23-9-24 S.	1-10-24 S.	8-10-24 S.	
Orchard Road Cemetery	16-9-24 S.	23-9-24 S.	1-10-24 S.	8-10-24 S.	
New Road C/metry	16-9-24 S.	23-9-24 S.	1-10-24 S.	8-10-24 S.	
Old Recreation Ground	16-9-24 S.	23-9-24 S.	1-10-24 S.	8-10-24 S.	
Pavilion	16-9-24 S.	24-9-24 S.	1-10-24 S.	7-10-24 S.	
All Saints' C/Yard	16-9-24 S.	24-9-24 S.	1-10-24 S.	8-10-24 S.	Church wall, coping stones loose.
Jubilee Orchard	16-9-24 S.	24-9-24 S.	1-10-24 S.	7-10-24 S.	
Armingford Cres.	16-9-24 S.	24-9-24 S.	1-10-24 S.	8-10-24 S.	

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Pavilion Defibrillator	16-9-24 <i>[Signature]</i>	23-9-24 <i>[Signature]</i>	1-10-24 <i>[Signature]</i>	7-10-24 <i>[Signature]</i>
Doctors Surgery Defibrillator	16-9-24 <i>[Signature]</i>	23-9-24 <i>[Signature]</i>	1-10-24 <i>[Signature]</i>	8-10-24 <i>[Signature]</i>
Beechwood Avenue	16-9-24 <i>[Signature]</i>		1-10-24 <i>[Signature]</i>	
Millennium Copse	16-9-24 <i>[Signature]</i>		1-10-24 <i>[Signature]</i>	
Worcester Way	16-9-24 <i>[Signature]</i>	23-9-24 <i>[Signature]</i>	1-10-24 <i>[Signature]</i>	8-10-24 <i>[Signature]</i>
Allotments	16-9-24 <i>[Signature]</i>			
Fire Engine Shed				8-10-24 <i>[Signature]</i>
Chalkhill Barrow		23-9-24 <i>[Signature]</i>		
Elm Way		23-9-24 <i>[Signature]</i>		
Stockbridge M.			1-10-24 <i>[Signature]</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	16-02-24 23-02-24 01-10-24 07-10-24			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		07-10-24		
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			07-10-24	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				07-10-24
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				✓