

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
 Version: 6
 Date approved: June 2024
 Review date: May 2025

W.O. 14-2-25

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	<i>27-1-25 S</i>	<i>3-2-25 S</i>	<i>10-2-25 S</i>		
Village Car Park	<i>27-1-25 S</i>	<i>3-2-25 S</i>	<i>10-2-25 S</i>		
War Memorial	<i>27-1-25 S</i>	<i>4-2-25 S</i>	<i>10-2-25 S</i>		
Littlehands and Access Way	<i>27-1-25 S</i>	<i>3-2-25 S</i>	<i>10-2-25 S</i>		
New Rec. Ground	<i>28-1-25 S</i>	<i>3-2-25 S</i>	<i>10-2-25 S</i>		
Clear Cres. Play Park	<i>27-1-25 S</i>	<i>3-2-25 S</i>	<i>10-2-25 S</i>		
Orchard Road Cemetery	<i>27-1-25 S</i>	<i>3-2-25 S</i>	<i>10-2-25 S</i>		
New Road C/metry	<i>27-1-25 S</i>	<i>3-2-25 S</i>	<i>10-2-25 S</i>		
Old Recreation Ground	<i>27-1-25 S</i>	<i>3-2-25 S</i>	<i>10-2-25 S</i>		
Pavilion	<i>28-1-25 S</i>	<i>3-2-25 S</i>	<i>10-2-25 S</i>		
All Saints' C/Yard	<i>28-1-25 S</i>	<i>4-2-25 S</i>	<i>11-2-25 S</i>		
Jubilee Orchard	<i>28-1-25 S</i>	<i>3-2-25 S</i>	<i>11-2-25 S</i>		
Armingford Cres.	<i>27-1-25 S</i>	<i>4-2-25 S</i>	<i>10-2-25 S</i>		

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Pavilion Defibrillator	28-1-25 <i>ef.</i>	3-2-25 <i>ef.</i>	11-2-25 <i>ef.</i>		
Doctors Surgery Defibrillator	28-1-25 <i>ef.</i>	3-2-25 <i>ef.</i>	11-2-25 <i>ef.</i>		
Beechwood Avenue	28-1-25 <i>ef.</i>		10-2-25 <i>ef.</i>		
Millennium Copse	28-1-25 <i>ef.</i>		11-2-25 <i>ef.</i>		
Worcester Way	28-1-25 <i>ef.</i>	4-2-25 <i>ef.</i>	11-2-25 <i>ef.</i>		
Allotments	28-1-25 <i>ef.</i>				
Fire Engine Shed					
Chalkhill Barrow		4-2-25 <i>ef.</i>			
Elm Way		4-2-25 <i>ef.</i>			
Stockbridge M.			KR.		

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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	28-1-25 <i>g</i>			
		3-2-25 <i>g</i>			
		10-2-25 <i>g</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				