

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

W.E. 18-7-25

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
Village Car Park	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
War Memorial	23-6-25 ✓	30-6-25 ✓	8-7-25 ✓	14-7-25 ✓	
Littlehands and Access Way	23-6-25 ✓	1-7-25 ✓	7-7-25 ✓	14-7-25 ✓	
New Rec. Ground	23-6-25 ✓	30-6-25 ✓	8-7-25 ✓	14-7-25 ✓	
Clear Cres. Play Park	23-6-25 ✓	1-7-25 ✓	8-7-25 ✓	14-7-25 ✓	
Orchard Road Cemetery	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
New Road C/metry	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
Old Recreation Ground	23-6-25 ✓	30-6-25 ✓	8-7-25 ✓	14-7-25 ✓	
Pavilion	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
All Saints' C/Yard	23-6-25 ✓	30-6-25 ✓	8-7-25 ✓	15-7-25 ✓	
Jubilee Orchard	23-6-25 ✓	30-6-25 ✓	7-7-25 ✓	14-7-25 ✓	
Armingford Cres.	23-6-25 ✓	1-7-25 ✓	8-7-25 ✓	14-7-25 ✓	

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Pavilion Defibrillator	23-6-25	30-6-25	7-7-25	14-7-25	
Doctors Surgery Defibrillator	23-6-25	30-6-25	8-7-25	14-7-25	
Beechwood Avenue	23-6-25		7-7-25		
Millennium Copse	23-6-25		7-7-25		
Worcester Way	23-6-25	30-6-25	8-7-25	14-7-25	
Allotments	23-6-25				
Fire Engine Shed				14-7-25	
Chalkhill Barrow		1-7-25			
Elm Way		30-6-25			
Stockbridge M.			12		

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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	23-6-25 <i>df</i> 30-6-25 <i>df</i> 7-7-25 <i>df</i> 14-7-25 <i>df</i>			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		30-6-25		
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			7-7-25 <i>df</i>	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				14-7-25
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				✓