

MELBOURN PARISH COUNCIL

Doc. No.: 4.23

Version: 5

Date approved: 27 July 2022

Review date: July 2023

W.C. 22-8-25

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week 4	
Moor Play Park	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	Week 5 18-8-25 ✓
Village Car Park	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
War Memorial	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Littlehands and Access Way	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
New Rec. Ground	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Clear Cres. Play Park	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Orchard Road Cemetery	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
New Road C/metry	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Old Recreation Ground	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Pavilion	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
All Saints' C/Yard	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Jubilee Orchard	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓
Armingford Cres.	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	11-8-25 ✓	18-8-25 ✓

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Pavilion Defibrillator	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	
Doctors Surgery Defibrillator	21-7-25 ✓	28-7-25 ✓	4-8-25 ✓	
Beechwood Avenue	21-7-25 ✓		4-8-25 ✓	
Millennium Copse	21-7-25 ✓		4-8-25 ✓	
Worcester Way	21-7-25 ✓	24-7-25 ✓	11-8-25 ✓	
Allotments	28-7-25 ✓			
Fire Engine Shed				
Chalkhill Barrow		29-7-25 ✓		
Elm Way		28-7-25 ✓		
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	21-7-25 <i>[Signature]</i>			
		28-7-25 <i>[Signature]</i>			
		4-8-25 <i>[Signature]</i>			
		11-8-25 <i>[Signature]</i>			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		4-8-25 <i>[Signature]</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			4-8-25 <i>[Signature]</i>	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				11-8-25 <i>[Signature]</i>
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				