

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	20.10.25	27.10.25	3-11-25 <i>sf.</i>	10-11-25 <i>sf.</i>	
Village Car Park	20.10.25	27.10.25	3-11-25 <i>sf.</i>	10-11-25 <i>sf.</i>	
War Memorial	20.10.25	27.10.25	3-11-25 <i>sf.</i>	10-11-25 <i>sf.</i>	
Littlehands and Access Way	20.10.25	27.10.25	3-11-25 <i>sf.</i>	10-11-25 <i>sf.</i>	
New Rec. Ground	20.10.25	27.10.25	3-11-25 <i>sf.</i>	10-11-25 <i>sf.</i>	
Clear Cres. Play Park	20.10.25	27.10.25	3-11-25 <i>sf.</i>	10-11-25 <i>sf.</i>	
Orchard Road Cemetery	20.10.25	27.10.25	3-11-25 <i>sf.</i>	10-11-25 <i>sf.</i>	
New Road C/metry	20.10.25	27.10.25	3-11-25 <i>sf.</i>	10-11-25 <i>sf.</i>	
Old Recreation Ground	20.10.25		3-11-25 <i>sf.</i>		
Pavilion	20.10.25		3-11-25 <i>sf.</i>		
Stockbridge M.	20.10.25		<i>W.R.</i>		
Worcester Way	20.10.25		3-11-25 <i>sf.</i>		
BMX Site (Summer & only if open)	<i>/</i>		<i>/</i>		

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Allotments	20.10.25		.	
All Saints' C/Yard	20.10.25		3-11-25 JF	
Jubilee Orchard	20.10.25		3-11-25 JF	
Fire Engine Shed				10-11-25 JF
Armingford Cres.				10-11-25 JF
Beechwood Avenue		27.10.25		
Chalkhill Barrow		27.10.25		
Elm Way		27.10.25		
Millennium Copse		27.10.25		

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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	20.10.25			
		27.10.25.			
		3-11-25			
		10-11-25			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		10-11-25		
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			10-11-25	
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				/