

# 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	13-1-26 ✓	19-1-26 ✓	25-1-26 ✓	2-2-26 ✓	
Village Car Park	13-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
War Memorial	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
Littlehands and Access Way	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
New Rec. Ground	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
Clear Cres. Play Park	12-1-26 ✓	19-1-26 ✓	25-1-26 ✓	3-2-26 ✓	
Orchard Road Cemetery	12-1-26 ✓	19-1-26 ✓	25-1-26 ✓	2-2-26 ✓	
New Road Cemetery	12-1-26 ✓	19-1-26 ✓	25-1-26 ✓	2-2-26 ✓	
Old Recreation Ground	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	3-2-26 ✓	
Pavilion	13-1-26 ✓	19-1-26 ✓	26-1-26 ✓	3-2-26 ✓	
All Saints' C'Yard	12-1-26 ✓	19-1-26 ✓	26-1-26 ✓	2-2-26 ✓	
Jubilee Orchard	13-1-26 ✓	19-1-26 ✓	26-1-26 ✓	3-2-26 ✓	
Armington Cres	12-1-26 ✓	19-1-26 ✓	25-1-26 ✓	3-2-26 ✓	

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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	13-1-20 J 20-1-20 J 26-1-20 J	26-1-20 J		
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			26-1-20 J	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				3-2-20 J
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				

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Rosemary Place	12-1-26 \$	14-1-26 \$	25-1-26 \$	2-2-26 \$
Hopkins Homes - Strategic Green Belt Area	12-1-26 \$	/	25-1-26 \$	2-2-26 \$
Pavilion Defibrillator	19-1-26 \$	19-1-26 \$	26-1-26 \$	3-2-26 \$
Doctors Surgery Defibrillator	12-1-26 \$	19-1-26 \$	25-1-26 \$	2-2-26 \$
Beechwood Avenue	12-1-26 \$		25-1-26 \$	
Millennium Copse	12-1-26 \$		25-1-26 \$	
Worcester Way	12-1-26 \$	/	25-1-26 \$	3-2-26 \$
Allotments	13-1-26 \$			
Fire Engine Shed				3-2-26 \$
Chalkhill Barrow		/		
Elm Way		19-1-26 \$		
Stockbridge M.			RL	