

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	9-3-26 ✓	16-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
Village Car Park	10-3-26 ✓	16-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
War Memorial	10-3-26 ✓	16-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
Littlehands and Access Way	9-3-26 ✓	16-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
New Rec. Ground	10-3-26 ✓	16-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
Clear Cres. Play Park	9-3-26 ✓	16-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
Orchard Road Cemetery	9-3-26 ✓	16-3-26 ✓	23-3-26 ✓	30-3-26 ✓	
New Road Cemetery	9-3-26 ✓	16-3-26 ✓	23-3-26 ✓	30-3-26 ✓	
Old Recreation Ground	9-3-26 ✓	17-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
Pavilion	10-3-26 ✓	17-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
All Saints' C/Yard	10-3-26 ✓	17-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
Jubilee Orchard	9-3-26 ✓	17-3-26 ✓	24-3-26 ✓	30-3-26 ✓	
Armingford Cres	9-3-26 ✓	17-3-26 ✓	24-3-26 ✓	30-3-26 ✓	

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Rosemary Place	4-3-26 ♂	17-3-26 ♂	24-3-26 ♂	
Hopkins Homes – Strategic Green Belt Area	4-3-26 ♂	17-3-26 ♂	24-3-26 ♂	
Pavilion Defibrillator	10-3-26 ♂	17-3-26 ♂	24-3-26 ♂	30-3-26 ♂
Doctors Surgery Defibrillator	10-3-26 ♂	17-3-26 ♂	24-3-26 ♂	30-3-26 ♂
Beechwood Avenue	10-3-26 ♂		24-3-26 ♂	
Millennium Copse	10-3-26 ♂		24-3-26 ♂	
Worcester Way	10-3-26 ♂	17-3-26 ♂	23-3-26 ♂	
Allotments	10-3-26 ♂			
Fire Engine Shed				30-3-26 ♂
Chalkhill Barrow		17-3-26 ♂		
Elm Way		17-3-26 ♂		
Stockbridge M.			24-3-26 ♂	

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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	9-3-26 <i>sf</i>			
		17-3-26 <i>sf</i>			
		24-3-26 <i>sf</i>			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		17-3-26 <i>sf</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			24-3-26 <i>sf</i>	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				30-3-26 <i>sf</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				/

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Moor Play Park	9-2-26 S	16-2-26 S	23-2-26 S	2-3-26 S	
Village Car Park	9-2-26 S	16-2-26 S	23-2-26 S	2-3-26 S	Damaged. Back fence done by Young lads. on small.
War Memorial	10-2-26 S	16-2-26 S	23-2-26 S	2-3-26 S	
Littlehands and Access Way	9-2-26 S	16-2-26 S	23-2-26 S	3-3-26 S	
New Rec. Ground	9-2-26 S	16-2-26 S	23-2-26 S	3-3-26 S	
Clear Cres. Play Park	9-2-26 S	16-2-26 S	24-2-26 S	2-3-26 S	Moter Bite
Orchard Road Cemetery	9-2-26 S	16-2-26 S	23-2-26 S	2-3-26 S	
New Road Cemetery	9-2-26 S	16-2-26 S	23-2-26 S	2-3-26 S	
Old Recreation Ground	9-2-26 S	16-2-26 S	23-2-26 S	3-3-26 S	
Pavilion	9-2-26 S	16-2-26 S	23-2-26 S	4-3-26 S	
All Saints' C/Yard	10-2-26 S	16-2-26 S	23-2-26 S	3-3-26 S	
Jubilee Orchard	9-2-26 S	16-2-26 S	23-2-26 S	3-3-26 S	
Armingford Cres	9-2-26 S	16-2-26 S	24-2-26 S	2-3-26 S	

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Hopkins Homes – Strategic Green Belt Area	10-2-26 ♂			2-3-26 ♂
Pavilion Defibrillator	4-2-26 ♂	16-2-26 ♂	23-2-26 ♂	4-3-26 ♂
Doctors Surgery Defibrillator	4-2-26 ♂	16-2-26 ♂	23-2-26 ♂	2-3-26 ♂
Beechwood Avenue	4-2-26 ♂		23-2-26 ♂	
Millennium Copse	4-2-26 ♂		23-2-26 ♂	
Worcester Way	4-2-26 ♂		24-2-26 ♂	2-3-26 ♂
Allotments	4-2-26 ♂			
Fire Engine Shed				3-3-26 ♂
Chalkhill Barrow		3-2-26 ♂		
Elm Way		3-2-26 ♂		
Stockbridge M.			K.R.	

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Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	01-2-26			
		16-2-26			
		23-2-26			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		16-2-26		
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			23-2-26	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				2-5-26
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				—