

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	Week4	
Moor Play Park	7-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S	
Village Car Park	7-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S	
War Memorial	7-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S	
Littlehands and Access Way	8-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S	
New Rec. Ground	8-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S	
Clear Cres.Play Park	8-4-26 S	14-4-26 S	21-4-26 S	27-4-26 S	
Orchard Road Cemetery	7-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S	
New Road Cemetery	7-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S	
Old Recreation Ground	7-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S	
Pavilion	8-4-26 S	14-4-26 S	20-4-26 S	27-4-26 S	
All Saints' C/Yard	7-4-26 S	14-4-26 S	20-4-26 S	27-4-26 S	
Jubilee Orchard	8-4-26 S	14-4-26 S	20-4-26 S	27-4-26 S	
Armingford Cres	8-4-26 S	14-4-26 S	21-4-26 S	27-4-26 S	

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Rosemary Place	8-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S
Hopkins Homes – Strategic Green Belt Area	8-4-26 S	13-4-26 S	20-4-26 S	27-4-26 S
Pavilion Defibrillator	8-4-26 S	14-4-26 S	20-4-26 S	27-4-26 S
Doctors Surgery Defibrillator	8-4-26 S	14-4-26 S	20-4-26 S	27-4-26 S
Beechwood Avenue	7-4-26 S		20-4-26 S	
Millennium Copse	8-4-26 S		21-4-26 S	
Worcester Way	7-4-26 S	14-4-26 S	21-4-26 S	27-4-26 S
Allotments	7-4-26 S			
Fire Engine Shed				27-4-26 S
Chalkhill Barrow		13-4-26 S		
Elm Way		13-4-26 S		
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	7-4-26 S			
		14-4-26 S			
		20-4-26 S			
		21-4-26 S			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		20-4-26 S		
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			20-4-26 S	
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				/