

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	4-5-26 ✓	11-5-26 ✓	18-5-26 ✓	25-5-26 ✓	
Village Car Park	4-5-26 ✓	11-5-26	18-5-26 ✓	25-5-26 ✓	
War Memorial	4-5-26 ✓	11-5-26	18-5-26 ✓	25-5-26 ✓	
Littlehands and Access Way	4-5-26 ✓	11-5-26	18-5-26 ✓	25-5-26 ✓	
New Rec. Ground	4-5-26 ✓	11-5-26	18-5-26 ✓	25-5-26 ✓	
Clear Cres. Play Park	4-5-26 ✓	11-5-26	19-5-26 ✓	25-5-26 ✓	
Orchard Road Cemetery	4-5-26 ✓	11-5-26	19-5-26 ✓	25-2-26 ✓	
New Road C/metry	4-5-26 ✓	11-5-26	19-5-26 ✓	25-2-26 ✓	
Old Recreation Ground	4-5-26 ✓	11-5-26	19-5-26 ✓	25-2-26 ✓	
Pavilion	4-5-26 ✓	11-5-26	19-5-26 ✓	25-2-26 ✓	
All Saints' C/Yard	4-5-26 ✓	11-5-26	19-5-26 ✓	25-2-26 ✓	
Jubilee Orchard	4-5-26 ✓	11-5-26	19-5-26 ✓	25-2-26 ✓	
Armingford Cres.	4-5-26 ✓	11-5-26	19-5-26 ✓	26-2-26 ✓	

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Pavilion Defibrillator	4-5-26 J	11.5.26 ^{7/1/17}	18-5-26 J	26-2-26 J
Doctors Surgery Defibrillator	4-5-26 J	11.5.26	18-5-26 J	26-2-26 J
Beechwood Avenue	4-5-26 J		18-5-26 J	
Millennium Copse	4-5-26 J		18-5-26 J	
Worcester Way	4-5-26 J	11.5.26	18-5-26 J	26-2-26 J
Allotments	4-5-26 J			
Fire Engine Shed				26-2-26 J
Chalkhill Barrow		11-5-26		
Elm Way		11-5-26		
Stockbridge M.			18-5-26 J	

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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	4-5-20 <i>SA</i>			
		11-5-20 <i>PAM</i>			
		18-5-20 <i>TAL</i>			
		26-5-20 <i>SA</i>			
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			✓	
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				