

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	1.6.26	8-6-26	15-6-26	22-6-26	
Village Car Park	1.6.26	8-6-26	15-6-26	22-6-26	
War Memorial	1.6.26	8-6-26	15-6-26	22-6-26	
Littlehands and Access Way	1.6.26	8-6-26	15-6-26	22-6-26	
New Rec. Ground	1.6.26	8-6-26	15-6-26	22-6-26	
Clear Cres.Play Park	1.6.26	8-6-26	15-6-26	22-6-26	
Orchard Road Cemetery	1.6.26	8-6-26	15-6-26	22-6-26	
New Road C/metry	1.6.26	8-6-26	15-6-26	22-6-26	
Old Recreation Ground	1.6.26	8-6-26	15-6-26	22-6-26	
Pavilion	1.6.26	8-6-26	15-6-26	22-6-26	
All Saints' C/Yard	1.6.26	8-6-26	15-6-26	22-6-26	
Jubilee Orchard	1.6.26	8-6-26	15-6-26	22-6-26	
Armingford Cres.	1.6.26	8-6-26	15-6-26	23-6-26	

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Pavilion Defibrillator	1	8-6-26	Sh.	15-6-26	Sh.	22-6-26	Sh.
Doctors Surgery Defibrillator		8-6-26	Sh.	15-6-26	Sh.	22-6-26	Sh.
Beechwood Avenue				15-6-26	Sh.		
Millennium Copse				17-6-26	ppp		
Worcester Way		8-6-26	Sh.	17-6-26	ppp	23-6-26	Sh.
Allotments							
Fire Engine Shed						22-6-26	Sh.
Chalkhill Barrow		8-6-26	Sh.				
Elm Way		8-6-26	Sh.				
Stockbridge M.				22-6-26			

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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	1.6.26 AM			
		8-6-26 S			
		15-6-26 S			
		22-6-26 S			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		18-6-26 S 55-5% 42-5%		
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			Kitchen 22-6-26 55-5	
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				