

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	29-6-26 S	6-7-26 S	14-7-26 S	21-7-26 S	
Village Car Park	29-6-26 S	6-7-26 S	14-7-26 S	21-7-26 S	
War Memorial	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Littlehams and Access Way	29-6-26 S	6-7-26 S	14-7-26 S	21-7-26 S	
New Rec. Ground	29-6-26 S	6-7-26 S	14-7-26 S	21-7-26 S	
Clear Cres. Play Park	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Orchard Road Cemetery	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
New Road C/metry	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Old Recreation Ground	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Pavilion	29-6-26 S	6-7-26 S	15-7-26 S	20-7-26 S	
All Saints' C/Yard	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Jubilee Orchard	29-6-26 S	6-7-26 S	14-7-26 S	20-7-26 S	
Armingford Cres.	29-6-26 S	6-7-26 S	15-7-26 S	20-7-26 S	

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Pavilion Defibrillator	29-6-26	8.	6-7-26	8.	15-7-26	8.	20-7-26	8.
Doctors Surgery Defibrillator	29-6-26	8.	6-7-26	8.	15-7-26	8.	20-7-26	8.
Beechwood Avenue	29-6-26	8.			15-7-26	8.		
Millennium Copse	29-6-26	8.			14-7-26	8.		
Worcester Way	29-6-26	8.	6-7-26	8.	15-7-26	8.	20-7-26	8.
Allotments	29-6-26	8.						
Fire Engine Shed							20-7-26	8.
Chalkhill Barrow			6-7-26	8.				
Elm Way			6-7-26	8.				
Stockbridge M.					16.2.			

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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	29-6-26 df			
			6-7-26 df			
			15-7-26 df			
			20-7-26 df			
				20-7-26 df		
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			20-7-26 df	
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)		Wardens				20-7-26 df
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				

Pavilion water 15/6/26 SG:4-39-8.

