# 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 | 21-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| Village Car Park | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| War Memorial | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| Littlehands and Access Way | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| New Rec. Ground | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 14-8-26 SF | |
| Clear Cres.Play Park | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| Orchard Road Cemetery | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| New Road C/metery | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| Old Recreation Ground | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| Pavilion | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| All Saints' C/Yard | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |
| Jubilee Orchard | 27-7-26 SF | 3-8-26 SF | 10-8-26 SF | 14-8-26 SF | |
| Armingford Cres. | 28-7-26 SF | 3-8-26 SF | 10-8-26 SF | 17-8-26 SF | |

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| | | | | | |
|---|---|---|---|---|---|
| **Pavilion Defibrillator** | 24-7-26 | 3-8-26 | 10-8-26 | 17-8-26 | |
| **Doctors Surgery Defibrillator** | 27-7-26 | 3-8-26 | 10-8-26 | 17-8-26 | |
| **Beechwood Avenue** | 27-7-26 | | 10-8-26 | | |
| **Millennium Copse** | 24-7-26 | | 10-8-26 | | |
| **Worcester Way** | 27-7-26 | 3-8-26 | 10-8-26 | 17-8-26 | |
| **Allotments** | 27-7-26 | | | | |
| **Fire Engine Shed** | | | | 17-8-26 | |
| **Chalkhill Barrow** | | 3-8-26 | | | |
| **Elm Way** | | 3-8-26 | | | |
| **Stockbridge M.** | | | KQ. | | |

| 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 | 27-7-26 SF<br>3-8-26 SF<br>10-8-26 SF<br>17-8-26 SF | | | |
| Formal thermal control and hygiene regime – MPC to provide appropriate thermometer | Wardens | | ✓ | | |
| Record cleaning and descaling | Cleaning contractor | | | 17-8-26 Jason SF. | |
| Showers – descale and disinfect | Cleaning Contractor | | | " " | |
| Disinfect hot water unit in kitchen | Cleaning Contractor | | | " " | |
| Hot water cylinders – check water temp (should be 60c) | Wardens | | | 17-8-26. SF | |
| Fit automatic flushing values 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 | | | | ✓ |

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| Area | Monthly Checking Record | | | | NOTES |
|---|---|---|---|---|---|
| | Week 1 | Week 2 | Week 3 | Week4 | |
| **Moor Play Park** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Village Car Park** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **War Memorial** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Littlehands and Access Way** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **New Rec. Ground** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Clear Cres.Play Park** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Orchard Road Cemetery** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **New Road C/metery** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Old Recreation Ground** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Pavilion** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **All Saints' C/Yard** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Jubilee Orchard** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Armingford Cres.** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |

| 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 | 24-8-26 SF<br>1-9-26 SF<br>7-9-26 SF<br>14-9-26 SF | | | |
| 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 | | | 26.9. SF<br>14-9-26 | |
| Fit automatic flushing values 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 | | | | ✓ |

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|---|---|---|---|---|---|
| **Pavilion Defibrillator** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Doctors Surgery Defibrillator** | 24-8-26 | 1-9-26 | 7-9-26 off line | 14-9-26 off line. | |
| **Beechwood Avenue** | 24-8-26 | | 7-9-26. | | |
| **Millennium Copse** | 24-8-26 | | 7-9-26 | | |
| **Worcester Way** | 24-8-26 | 1-9-26 | 7-9-26 | 14-9-26 | |
| **Allotments** | 24-8-26 | | | | |
| **Fire Engine Shed** | | | | 14-9-26 | |
| **Chalkhill Barrow** | | 7-9-26 | | | |
| **Elm Way** | | 7-9-26 | | | |
| **Stockbridge M.** | | | n/a | | |