

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	Week 4	
	21-9-26	28-9-26	5-10-26	12-10-26	
Moor Play Park	21-9-26 ✓	28-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
Village Car Park	21-9-26 ✓	28-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
War Memorial	21-9-26 ✓	28-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
Littlehands and Access Way	21-9-26 ✓	28-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
New Rec. Ground	21-9-26 ✓	28-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
Clear Cres. Play Park	21-9-26 ✓	26-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
Orchard Road Cemetery	21-9-26 ✓	26-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
New Road C/metry	21-9-26 ✓	26-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
Old Recreation Ground	21-9-26 ✓	26-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
Pavilion	21-9-26 ✓	26-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
All Saints' C/Yard	21-9-26 ✓	26-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
Jubilee Orchard	21-9-26 ✓	26-9-26 ✓	5-10-26 ✓	12-10-26 ✓	
Armingford Cres.	21-9-26 ✓	26-9-26 ✓	5-10-26 ✓	12-10-26 ✓	

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Pavilion Defibrillator	22-9-26 J	28-9-26 J	5-10-26 J	12-10-26 ^{11/20/21}
Doctors Surgery Defibrillator	22-9-26 J	28-9-26 J	5-10-26 J	12-10-26 ¹¹
Beechwood Avenue	22-9-26 J		5-10-26 J	
Millennium Copse	22-9-26 J		5-10-26 J	
Worcester Way	22-9-26 J	28-9-26 J	5-10-26 J	12-10-26 ¹¹
Allotments	22-9-26 J			
Fire Engine Shed				12-10-26 ¹¹
Chalkhill Barrow		28-9-26 J		
Elm Way		28-9-26 J		
Stockbridge M.			12.12.	

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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	21-9-26			
		28-9-26			
		5-10-26			
		12-10-26			
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				