

## Responsibility Register for Legionella Control & Monitoring

**PROPERTY No:** .....

Description	Name	Company	Frequency
Duty Holder	Chief Executive	Shropshire Council	
Responsible person	Steve Law	Shropshire Council	
Deputy responsible person	Property Services Group (PSG)*	Shropshire Council	
Responsible person on site	Site Manager	Shropshire Council	
TVC E. Coli/Legionella testing		GRAHAM	As required
Log book completion		GRAHAM	Monthly
Cold water tank inspection & certification		GRAHAM	Annually
Shower disinfections & descale		GRAHAM	Quarterly
Shower inspection certification		GRAHAM	Quarterly
Calorifier check water quality		GRAHAM	Annually
Temperature checks – Taps		GRAHAM	Monthly
Temperature checks – Calorifiers		GRAHAM	Monthly
Temperature checks – CW tanks		GRAHAM	Annually
Monthly flushing – dead legs		GRAHAM	Monthly
Taps clean & descale		GRAHAM	As required
Adjust water temperature set points on electric water heaters, where readily accessible		GRAHAM	As required
Water Services Risk Assessment		Integrated Water Services Ltd	Biennial
Servicing of thermostatic mixing valves		Taylor's Mechanical Services	6 Monthly
Cold water tank clean & disinfection		SC Framework contractor	As required

\* PSG – 01743 281079  
 Email: [enquiries.psg@shropshire.gov.uk](mailto:enquiries.psg@shropshire.gov.uk)

