

Automated External Defibrillator Program

Quarterly and After Use Maintenance Checklist

This document is to be used when inspecting your agency's AED.

Once your inspection is complete, utilize this checklist to complete your TracAED monthly or after-use maintenance report.

AED

Audible inspection	Absence of audible alarm from AED as it sits ready for use
Visual Inspection	In proper location
	Visible and unobstructed
	Phone or other means of communication are nearby and are functional
	AED operating instructions steps are with unit
Manipulative inspection	No signs of damage to AED
	No signs of damage to cables
	Verify battery installation
	Status indicator shows ready

Supplies

Electrodes	Adult - primary set plugged in
	Adult - backup set, required
	Pediatric (optional)
	All electrodes in sealed package
	No pads past expiration date
AED Prep Kit	Exam gloves
	Razor
	Scissors
	Absorbent gauze or towelette
	Clean-up wipes
	Eye protection (optional)
	Red bag (optional)
Pocket Mask	With filter or one way valve
	In usable condition
Pediatric Key	For Philips AEDs only, optional item
Spare Battery	For all AEDs as per manufacturer (Cardiac Science AEDs excluded)

Cabinet Check

Cabinet is visible, unobstructed
Cabinet's audible alarm sounds when cabinet is opened (if so equipped)
Key to disarm cabinet alarm is located _____

Additional requirements for K-12 schools

The principal shall ensure that instructions for AED use is posted next to every AED (no less than 14 point font)

Additional requirements for Building Owners

Building owner shall ensure that instructions for AED use is posted next to every AED (no less than 14 point font)

Monthly Function Check

ZOLL AEDs: Turn on by pressing On/Off button, wait for status indicator to go red, then green, turn off & confirm status indicator is green.

Cardiac Science AEDs: Turn on by lifting lid, wait for status indicator to go red, then green, close lid & confirm status indicator is green.

Administrative

Should there be any discrepancies that are not corrected during your inspection, consult your AED Owners Guide and notify your AED Program Director immediately.

This generic checklist exceeds the recommendations of the American Heart Association and is designed for use in the state of California.

Refer to your manufacturer's User's Manual for any additional information and annual maintenance procedures.