

## Helpful Tips

Routine maintenance of all AED units on campus is crucial to ensuring that they are “rescue ready” in the event of an emergency. This maintenance includes checking the overall appearance of the unit, as well as expiration dates of pads and batteries. Use the template below to post by each school AED unit to ensure the equipment is maintained. Customize this template based on your particular AED unit.

- Place a copy of each AED monthly maintenance checklist near each unit to ensure the checklist is visible.
- Assign a school staff member(s) to perform required maintenance checks.
- According to the AED unit directions, scheduled maintenance includes:
  - Battery check,
  - Pad expiration and
  - General upkeep (such as ensuring the wall-mounted case is intact, no tampering has been noted, the unit is fully stocked with the necessary supplies).
- It is always a good idea to write down the pad and battery expiration dates in your school calendar at the beginning of each year.
- Remember not to buy these supplies too far in advance because they do have expiration dates.
- The vendor from whom you purchased your AED unit(s) may offer an electronic maintenance program which will send the school coordinator automated email reminders regarding the unit’s maintenance.
- Weigh out your options and discuss pricing with the vendor to ensure the cost of the maintenance program stays within your budget.

# AED Monthly Maintenance Log

REFER TO YOUR AED MANUFACTURER'S MAINTENANCE RECOMMENDATIONS

Defibrillator Unit Make/Model: \_\_\_\_\_ School/Location: \_\_\_\_\_ Unit Serial Number: \_\_\_\_\_

\*AED Unit Batteries are replaced every (X) years depending on your AED manufacturer's recommendations

INSTRUCTION	RECOMMENDED/ CORRECTIVE ACTION	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
1. Check readiness display for: <ul style="list-style-type: none"> <li>• Insert specific characteristics of school AED unit</li> <li>• Example: Green check mark indicator</li> </ul>													
2. Check and note expiration date on electrode pads: <ul style="list-style-type: none"> <li>• Adult:</li> <li>• Peds (if applicable):</li> </ul>													
3. Check additional supplies: <ul style="list-style-type: none"> <li>• Extra Adult Pads (if applicable)</li> <li>• CPR Rescue Kit present and intact: scissors, airway barrier, razor, gloves, antiseptic towelette</li> </ul>													
4. Examine the AED, case, cables and connectors for: <ul style="list-style-type: none"> <li>• Damage or Cracks</li> <li>• Foreign Substances</li> </ul>													
5. Wall cabinet: <ul style="list-style-type: none"> <li>• Case is intact, no tampering has been noted</li> <li>• Alarm battery (if applicable)</li> </ul>													

AED Maintenance Inspectors Initials/Signature: \_\_\_\_\_ AED Maintenance Inspectors Initials/Signature: \_\_\_\_\_

Project ADAM National, Updated 05.2024

For an up-to-date version, please visit [www.projectadam.com/heartsafeschools](http://www.projectadam.com/heartsafeschools)