AED Maintenance

Helpful Tips

Maintaining your school AED units is crucial to ensure the equipment batteries, pads and overall unit condition are checked routinely and up kept so they are ready to use in an emergency. Use the templates 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 units 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 Checklist

*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 Date / Initials**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Check readiness display for:  \*Insert specific characteristics of school AED unit  *\* Example: Green check mark indicator* |  | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
| 2. Check and note expiration date on electrode pads:  \*Adult:  \*Peds (if applicable): |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Check additional supplies:  \*Extra Adult Electrodes  \*Pouch: scissors, blob (mask), razor, gloves, antiseptic towelette | Replenish as needed |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Examine the AED, case, cables and connectors for:  \*Damage or Cracks  \*Foreign Substances | *\*Example: Contact authorized service provider*  *Clean the device with soap and damp cloth* |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Wall cabinet:  \*Case is intact, no tampering has been noted  \*Alarm battery (if applicable) | *\*Example: 9-volt battery to be changed annually in June, prior to the end of school year by custodial staff* | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \* | \_ |

**AED Maintenance Inspectors**

Name / Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name / Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_