

AED CHECKLIST

Date: _____ **Time:** _____

Employee(s): _____

AED Device

- Place the AED in a spot near a telephone where it is readily visible and unobstructed
- Verify that a working battery is installed
- Check the status/server indicator light
- Note the absence of any service alarms
- Inspect the device and its components for cracks
- Maintenance logs kept/updated as necessary whenever repairs/complaints are made

Supplies

Make sure you have the following on hand:

- Two sets of sealed AED pads (Check expiration date)
- Pocket mask with one-way valve
- Gloves
- Razors (to shave hair away to provide direct skin contact)
- Gauze/hand towels

Checklist recommended by the American Heart Association

Disclaimer: The preceding sample checklist is provided as an example for informational purposes. We recommend you look over the checklist as you may need to add or delete items or the time frames depending on your operation and usage. Evergreen makes no charge of being experts in any field other than insurance. These documents are provided for informational purposes and we advise that you check with local, state or federal authorities regarding codes or ordinances in your area.