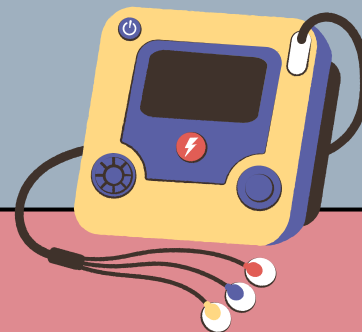


TROUBLESHOOTING LIST - AED & CABINET



Problem	Action
Red X in window 	Contact CHS immediately Phone: 972-925-3386 E-Mail: CHS@dallasisd.org
Cabinet Alarm Not Working	Work with your office manager to obtain brand new batteries. If the alarm still doesn't work after replacing the batteries, note it in your next monthly report. The campus will be added to a list for replacement once extra alarms are available. Click here for instructions on how to change alarm batteries
Cabinet Alarm Key Missing 	Look for a key taped inside the cabinet or on clinic/front office key rings. If you can't find it, upload a photo of your cabinet in your next monthly report so the correct key can be provided. Note: It's not a typical key—see example image for reference.
Cabinet, AED signage available but not mounted to wall	Work with your office manager to submit a maintenance request to have item (s) installed.
AED signage missing 	Include number of signs needed on next monthly report Once you receive signage, work with your office manager to submit a maintenance request to have item (s) installed.
Broken Cabinet (including plexiglass, etc)	Can the plexiglass be reattached with common repair items? (This will vary based on the cabinet style) If unable to fix, document on next monthly report (with pictures). You'll be scheduled for a CHS staff troubleshooting visit; a new cabinet may be ordered depending on the results.