

AED Weekly Operation Checklist

School Year: 20____ - 20____

School:_____ AED Location:_____

THIS AED CHECKLIST IS TO BE KEPT WITH THE AED, NOT IN THE SCHOOL CLINIC

INSTRUCTIONS:

The AED will be inspected weekly by an individual designated to inspect the AED. This inspection will require a signature and date on the checklist that denotes that the AED was inspected according to this checklist, and was found to be fully operational in its present state. In the event that the designee is not present to perform the inspection, and alternative designee should be appointed to complete the assessment.

ITEMS TO INSPECT:

- Status Service Indicator Light:
 1. A green light indicates an adequate batter charge
 2. A red light indicates that maintainance is required. (Contact Protection Services)
- Check expiration date of AED pads and ensure you see it through the clear window on the AED case

Contact Protection Services to notify of red light, expired pads, or any other issues or questions

SIGN/TITLE & DATE

Month	Week 1	Week 2	Week 3	Week 4	Week 5
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					