

AED MAINTENANCE CHECKLIST – MONTHLY CHECKS

To be completed every month and when taken out for an event. For each item, please mark (✓) the box and sign at the bottom if any problems are identified they should be reported to your Manager.

AED LOCATION:		MODEL / SERIAL NUMBER:	
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Automatic external defibrillator monthly maintenance checklist

MONTH:	Check during review	Comments
The wall signage is clearly visible and intact.		
Is the unit clean, undamaged, and free of excessive wear?		
Are there any cracks or loose parts in the housing?		
Verify electrodes are connected to the AED and sealed in their package. Replace if expired.		
Are all cables free of cracks, cuts, and exposed or broken wires?		
Turn the AED on and off and verify the check indicator light shows ready for use.		
Batteries within the expiration date. Replace if expired.*		
Check for adequate supplies.*		
*Use only the AED manufacturer’s recommended batteries and pads.		

*****If the AED shows a fault, remove it from service and report immediately to your Manager*****

Date:	
Problems / Corrective Actions:	
Signed:	

