

Automated External Defibrillator Maintenance Checklist

Location	
Date	
Performed By	

Criteria	✓	Corrective Action/Comments
AED		
Placement visible, unobstructed and near phone		
Verify battery installation		
Check the status/service indicator light		
Note absence of visual/audible service alarm		
Inspect exterior components and sockets for cracks		
Supplies		
Two sets of AED pads in sealed package		
Check expiration date on pad packages		
Pocket mask with one-way valve		
Examination gloves		
Razors		
Absorbent gauze or hand towels		

Please refer to manufacturer’s User’s Manual for more information and proper annual maintenance procedures.

Signature	
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Comments	
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