

AED Maintenance

When to complete this form:

Routine maintenance of all AED units on campus is crucial to ensuring that they are “rescue ready” in the event of an emergency. This maintenance includes checking the overall appearance of the unit, as well as the expiration dates of pads and batteries. Use the template below and post by each school AED unit to ensure the equipment is maintained. Customize this template based on your particular AED unit.

- Place a copy of each AED monthly maintenance checklist near each unit and ensure the checklist is visible.
- Assign a school staff member(s) to perform required maintenance checks.
- According to the AED unit directions, scheduled maintenance includes:
 - battery check.
 - pad expiration.
 - general upkeep (such as ensuring the wall-mounted case is intact, no tampering has been noted, the unit is fully stocked with the necessary supplies).

- It is always a good idea to write down the pad and battery expiration dates in your school calendar at the beginning of each year.
- Remember not to buy these supplies too far in advance because they do have expiration dates.
- The vendor from whom you purchased your AED unit(s) may offer an electronic maintenance program that will send the school coordinator automated email reminders regarding the unit’s maintenance.
- Consider your options and discuss pricing with the vendor to ensure the cost of the maintenance program stays within your budget.

AED Monthly Maintenance Log

Refer to your AED manufacturer's maintenance recommendations



Defibrillator Unit Make/Model: _____

School/Location: _____

Unit Serial Number: _____

Instruction	Recommended / Corrective Action	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
1. Check readiness display for: *Insert specific characteristics of school AED unit *Example: Green check mark indicator													
2. Check and note expiration date on electrode pads: *Adult *Pediatric													
3. Check additional supplies: *Extra adult pads *Extra pediatric pads *CPR Rescue Kit present and intact: scissors, airway barrier, razor, gloves, antiseptic towelette	Replenish as needed												
4. Examine the AED, case, cables and connectors for: *Damage or cracks *Foreign substances	*Example: Contact authorized service provider Clean the device with soap and damp cloth												
5. Wall cabinet: *Case is intact, no tampering has been noted *Alarm battery (if applicable)	*Example: 9-volt battery to be changed annually in June, prior to the end of school year by custodial staff												

*AED Unit Batteries are replaced every (X) years depending on your AED manufacturer's recommendations

AED Maintenance Inspectors Initials/Signature: _____

To learn more, please visit texaschildrens.org/projectadam

