

**Regional Office of Education #3**  
 Bond - Christian - Effingham - Fayette - Montgomery  
 300 S. 7th St., Vandalia, IL 62471

## AED Maintenance Checklist

<b>Date:</b> _____	<b>AED Location:</b> _____
<b>Inspected by:</b> _____	

At least once each quarter, a designated school district employee shall conduct and document a system check that includes inspection of AED kit supplies, AED battery life and AED operation and status. Inspection and maintenance records shall be retained by the school district according to its records retention policy. All equipment maintenance shall be performed according to the AED manufacturer's user manual and operating instructions.

The district central office administration will conduct an annual assessment of the AED program to include review of training records, equipment operation and maintenance records.

The following checklist should be completed quarterly by the designated school district employee.

Criteria	YES/ NO	Comments/Corrective Action
Visible placement		
Inspect exterior components and sockets for cracks		
Check the status/service light indicator		
Remove battery, reinstall and run the battery insertion self-test; follow prompts		
Extra battery present		
Check presence of two sets of AED pads in sealed package		
Check expiration date on pad packages		
Check housing or cabinet access		

Assurances:

\_\_\_\_\_

Building Principal

\_\_\_\_\_

District Superintendent