

**AED Maintenance Checklist – Minnesota State Colleges & Universities System Office**

Brand: Automatic External Defibrillator AED Model Number: AED LOCATION	AED Serial Number Expiration dates Pads: Battery:
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**WEEKLY**

Check the Status Indicator - Flashing Green Ready Light    OK        No Light -needs attention
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**MONTHLY 1st week of each Month**

Check supplies: pads, battery, towel, scissors, razor, gloves, and bag valve mask for damage and/or expiration date. If spare batteries or pads check those also.
Remove the AED from the soft case and check for cracks or other signs of damage. Check that the AED is clean, no dirt or contamination and no signs of damage. Move to an area that won't disturb office workers and push <b>Green</b> start button. Listen for pre-recorded instructions. ( 5 sec) Push <b>Green</b> button again to shut off AED.

**AED WEEKLY CHECKLIST 2014    Date and Initial**

	JAN	FEB	MAR	APR	MAY	JUN
1 <sup>ST</sup> WEEK						
2 <sup>ND</sup> WEEK						
3 <sup>RD</sup> WEEK						
4 <sup>TH</sup> WEEK						
5 <sup>TH</sup> WEEK						
	JUL	AUG	SEP	OCT	NOV	DEC
1 <sup>ST</sup> WEEK						
2 <sup>ND</sup> WEEK						
3 <sup>RD</sup> WEEK						
4 <sup>TH</sup> WEEK						
5 <sup>th</sup> WEEK						