
 Organization Name

AED Maintenance Checklist

Automated external defibrillators have saved the lives of many people who suffered heart attacks at church. Most of the time, however, they sit idle. It's important to appoint someone in your ministry to inspect your AEDs regularly, so they'll work when you need them. Use this checklist as a general guideline. Be sure to check with your AED manufacturer for more specific maintenance instructions.

	Yes	Needs Attention
1. Do we regularly check the AED status light to see if it's functioning?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the AED clean and in working order?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do we have two sets of adult electrodes and one set of child's electrodes?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all electrodes unexpired and in original, sealed packages?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the primary battery work?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there a backup battery?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the backup battery work?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do we keep the AED plugged into an outlet when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the unit have a functioning data card (if applicable)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do we have enough secondary supplies (alcohol prep pads, razor, gloves, scissors, wash cloth, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>

 Notes: _____

Completed by: _____ Date: _____

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