

2019-2020

AED READINESS INVENTORY LOG

COMPLETE CHECKLIST BI-WEEKLY

Facility Name:		Location:	
Contact Person:		Type of AED: Heartstart FRx	
Serial Number:		Fish:	
Battery Expiration:	Adult Pads Expiration:		
Signature _____		Date _____	

MONTH:	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<u>DAY:</u>												
<u>INITIALS:</u>												
Status Indicator shows a green light Or OK/Battery Function												
Storage unit/cabinet intact and clean												
AED Exterior intact and clean												
User's Guide Available												
Heartstart FRx pads- one sealed, the other one in a plastic case and plugged into AED, both should be undamaged and in date.												
<u>One PEDI key</u>												
<u>Zipper Kit – (mouth barrier device, scissors, non-latex gloves, hand towel)</u>												

PLEASE INITIAL AND DATE THE FOLLOWING ONCE YOU HAVE COMPLETED

Two updated 911 Posters	New AED Log	ONE AED STICKER	Per SBBC Policy 5303 Rule Ia. Each school and district facility is required to have a <u>minimum</u> of two individuals trained with current certification in First Aid and CPR/AED.
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**Expired pads and expired/low batteries or zipper kits: Contact Environmental Health & Safety Department

****NOTE: If you need 911 posters please go to the Environmental Health & Safety Department web site, it will be under Training>AED>Additional Materials . Please print the 911 posters in color, you may also print as many as you like.**

This log must be kept with the AED machine and checked bi-weekly. At the end of the year, please submit a copy of this form to the Environmental Health & Safety Department.