

CLOVER PARK SCHOOL DISTRICT AED INSPECTION FORM

USE THIS FORM FOR MONTHLY INSPECTIONS

Inspected By:	Location of Inspection (Building):
Date of Inspection:	

Use the following maintenance checklist when you inspect your unit.

Check the following	Pass	Fail	Comments
Is the Quick Start Set Up Guide and Owner's Manual inside the AED Box?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the green check showing that the unit is ready to use?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the unit clean, undamaged and free of excessive wear?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any cracks or loose parts in the housing?	<input type="checkbox"/>	<input type="checkbox"/>	
Verify electrodes are connected to the unit and sealed in their package. Replace if expired.	<input type="checkbox"/>	<input type="checkbox"/>	
Turn the unit on and off and verify the green check indicates ready for use.	<input type="checkbox"/>	<input type="checkbox"/>	
Batteries within expiration date. Replace if expired.	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm on AED Box operates correctly. Replace batteries if expired.	<input type="checkbox"/>	<input type="checkbox"/>	
3412-F4 – Facility emergency plan is updated annually and is stored with the AED prior to use	<input type="checkbox"/>	<input type="checkbox"/>	

If any item above is marked "FAIL" and the deficiency is not correctable, this form must be forwarded to the Clover Park School District Risk Management Office or Maintenance Division for immediate correction.

Cleaning the Unit

- After each use, clean and disinfect the unit with a soft, damp cloth using 90% isopropyl alcohol, or soap and water, or chlorine bleach and water mixture (30 ml/liter water).
- Do not immerse any part of the unit in water.
- Do not use ketones (MEK, acetone, etc.) to clean the unit.
- Avoid using abrasives (e.g., paper towel) on the display window or around data ports.
- Do not sterilize the device.

SEND COMPLETED FORMS TO DISTRICT RISK MANAGEMENT OFFICE

ENVIRONMENTAL HEALTH & SAFETY USE ONLY		
Work Order Number	Schedule Date	Completion Date
Action Required:		