



# AED/Bleed Kit Inspection Form

Inspected By:	Location of Inspection (Building):
Date of Inspection	AED Serial Number:

Use the following maintenance checklist when you check your unit.

**Check the following Pass or Fail**

Check the following	PASS	FAIL	Comments
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 that electrodes are within their expiration date.	<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"/>	Exp. Date:
Are all cables free of cracks, cuts, and exposed or broken wires?	<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"/>	Exp. Date:
Check for adequate supplies (mask, gloves, extra batteries)	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm on AED Box operates correctly	<input type="checkbox"/>	<input type="checkbox"/>	
If Bleeding Control Kit is present at location – Seal is not broken or missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> - N/A (Not Installed)
Are there two (2) doses of nasal Narcan?	<input type="checkbox"/>	<input type="checkbox"/>	Exp. Date:
Are both doses of Narcan undamaged and unopened?	<input type="checkbox"/>	<input type="checkbox"/>	
Are two (2) EpiPens present and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	Exp. Date: <input type="checkbox"/> - N/A (Not Installed)

## Cleaning the Unit

- After each use, clean and disinfect the unit with a soft, damp cloth using 90% isopropyl alcohol, 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 IrDa port.
- Do not sterilize the device.

**SEND COMPLETED FORM TO ENVIRONMENTAL HEALTH & SAFETY**

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