



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"/>	
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"/>	

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:		