

AED READINESS INVENTORY LOG
COMPLETE CHECKLIST EVERY TWO WEEKS (BI-WEEKLY)

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

Month:	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
Day:												
Initials:												
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												
Lifepak 500 adult pads -Two sealed, undamaged in date												
Heartstart FRx pads - one sealed, the other one in a plastic case and plugged in to AED, both should be undamaged and in date												
One set of sealed, undamaged, In date Pedi pads (only for location with this type of pad)												
One Pedi Key (only applies to Heartstart AEDs)												
Zipper Kit (mouth barrier device, scissors, Non-latex gloves, hand towel.												

PLEASE INITIAL AND DATE THE FOLLOWING ONCE YOU HAVE COMPLETED

TWO UPDATED 911 POSTERS	NEW AED LOG INITIATED	ONE AED STICKER	Per SBBC policy 5303Rule I. A. Each school and district facility is required to have a <u>minimum of two</u> individuals trained with current certification in First Aid and CPR/AED. This should be noted on your core monitoring form that the principal's send to Health Ed Services <u>every school year</u> The Core forms are due to HES in December of each year.
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**Per Broward School Board policy 5303 each school and district facility shall have a minimum of two individuals with current certification in First Aid and CPR/AED.
 *** (Two people per AED unit) ***

Contact Health Service for information on CPR/AED training at 754-321-2274.

**Expired pads and expired or low batteries: Go to the Environmental Health & Safety Department website. There is a form to order those items by email.
 ***Zipper Kits/CPR Kits must be ordered through a vendor.

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

PLEASE SEND/FAX OR SCAN TO THE SAFETY DEPARTMENT. KEEP LOG IN A NOTEBOOK AT THE FACILITY. THANK YOU
 Revised 7/05/2017