



AED Inspection and Maintenance Record

December 2026

The following checklist shall be completed regularly [no less than two (2) times per school year] by the school's Joint Occupational Health and Safety Committee of every AEDs at their school/site. Inspection and maintenance records shall be retained by the school with the equipment. All equipment maintenance shall be performed according to the AED manufacturer's user manual and operating instructions.

The District Operations department will conduct an annual assessment of the AED program to include review of documentation, equipment operation and maintenance records.

	Date	Inspected by (name)	Location	
		Criteria	Pass	Fail
Housing	Placement is visible and unobstructed			
	AED is clean, undamaged and free of excessive wear			
	Input connectors are clean and undamaged			
	No cracks or loose parts in housing			
	Front panel/display free of damage or cracks			
Electrodes	Cable free of cracks, cuts, or exposed/broken wires			
	Defibrillation pads connected and sealed in package			
	Confirm pads are within use by date (replace if expired)			
Battery	Battery correctly seated in battery well			
	Battery housing free of cracks and damage			
	Connectors free of damage and excessive wear			
	Battery pack within install-by date (replace if expired)			
Gene	Turn on AED. Verify green check (✓) indicates ready for use; then turn off			
	Other:			

Comments / Actions Taken:

Inspector Signature: _____