

AED Serial #: _____

AED Location: _____

Month/Year: / /						
Week	Inspector's Initials	Cabinet Security Seal Intact? Y or N	AED Handle "Rescue Ready" Light Green or Red ?	AED Electrodes Expired – Y or N?	Ready Kit Security Seal Intact – Y or N?	Ready Kit Electrodes Expired – Y or N?
1						
2						
3						
4						

Month/Year: / /						
Week	Inspector's Initials	Cabinet Security Seal Intact? Y or N	AED Handle "Rescue Ready" Light Green or Red ?	AED Electrodes Expired – Y or N?	Ready Kit Security Seal Intact – Y or N?	Ready Kit Electrodes Expired – Y or N?
1						
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1						
2						
3						
4						

AED Electrode Expiration Date: ____/____/____ (Month/Year)
Ready-Kit Spare Adult Electrode Expiration Date: ____/____/____ (Month/Year)
(If Equipped) Pediatric Electrode Expiration Date: ____/____/____ (Month/Year)

AED Site Coordinator Information

Name	Email	Campus Phone

Instructions for Completing AED Weekly Inspection Record

Each Inspection Record will last one calendar quarter.

AT THE END OF THE QUARTER, FAX THE COMPLETED RECORD TO EHS AT (410) 704-2993.

AED Serial #:

Enter the serial number of your AED. It's located on a label on the front of the AED cabinet.



If your AED is in a backpack, the serial number is on the back of the AED plastic case.



AED Location:

Enter the building location of your AED. Any questions, contact EHS at (410) 704-5500

Complete each month's Inspection Record as follows. Use a separate Log for each AED.

Month/Year:

Enter the month & year of the inspection. (mm/yyyy)

Week:

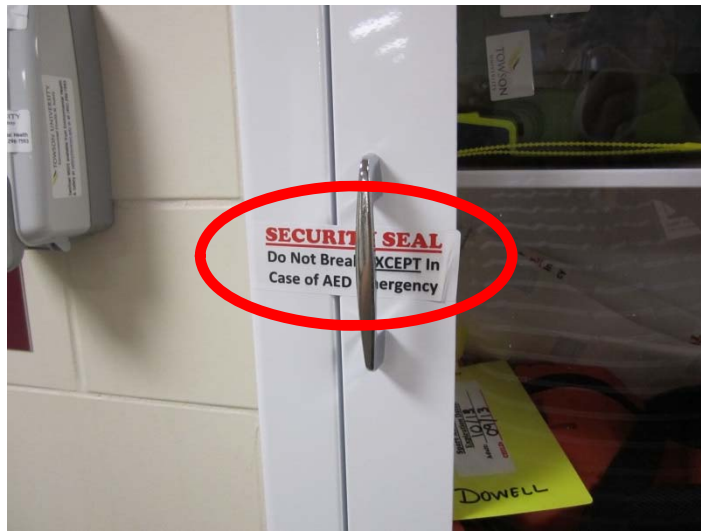
The unit should be inspected once each week (Mon-Fri) during normal University business hours. You no longer need to log the date of the inspection.

Inspectors Initials:

Enter the inspector's legible initials. Only trained individuals may perform the inspection.

AED Cabinet Security Seal Intact?

Only applies to locations with AED Cabinet. If the AED cabinet security seals are intact, enter yes. **If the seals are missing or damaged, immediately contact EHS at (410) 704-5500 for guidance.** If there is no AED cabinet, enter N/A.



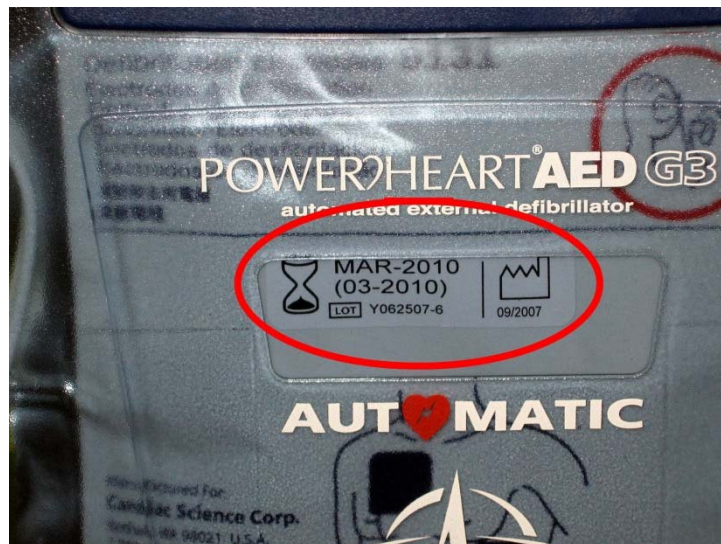
**AED Handle
"Rescue Ready"
Indicator –
Green or Red**

If the AED Handle Indicator is **GREEN**, enter "**G**". **If RED**, **immediately contact EHS at (410) 704-5500 for guidance.**



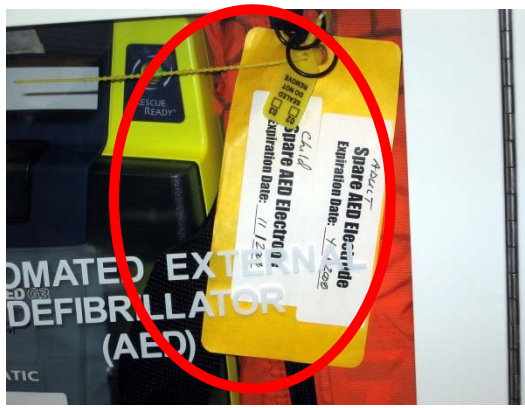
**AED Electrodes
Expired?**

AED electrodes are good until the end of the expiration month. If the electrodes have not reached the expiration date, enter "**N**". **If they have, immediately contact EHS at (410) 704-5500 for guidance.**



**Ready Kit Security
Seal Intact?**

Check the Ready Kit yellow plastic Security Seal. (See photo below) Also check for the presence of the spare electrode expiration date tag. If seal & tag are present and legible, enter "**Y**". **If not, enter 'N' and immediately contact EHS at (410) 704-5500 for guidance.**



Ready Kit Electrodes

Electrodes are good until the end of the expiration month. Check the Ready Kit tag. If the spare Adult and Pediatric electrodes have not reached the expiration date, enter "N". ***If they have, immediately contact EHS at (410) 704-5500 for guidance.***

***FYI- We are phasing out Pediatric AED Electrodes and will be removing them from campus AED's as they expire.
USE ADULT ELECTRODES ON CHILDREN.***

Ready Kit Required Items:

- ✓ 2 sets of Adult defibrillator chest pads (1 set attached to device & 1 spare set in Ready Kit);
- ✓ 2 disposable adult pocket facemasks;
- ✓ 1 disposable bag resuscitator;
- ✓ 4 pair disposal gloves;
- ✓ 2 safety razors (for shaving patient's chest, if necessary for proper defibrillator pad contact);
- ✓ 1 absorbent towel/trauma pad;
- ✓ 5 each 4x4 gauze pads;
- ✓ 1 pair scissors
- ✓ 1 bottle waterless antibacterial hand gel/hand sanitizer
- ✓ 1 red SMW bag for contaminated wastes;
- ✓ 1 Maryland Facility AED Report Forms for Cardiac Arrest.

Electrode

Expiration Dates:

At the end of each calendar quarter before you fax the Logs to EHS, enter the electrode expiration dates (Month/Year) in the appropriate space. Electrodes expire at the end of the month shown.

- 1) AED electrode expiration date is found in the clear window in the center of the AED case.
- 2) The spare Adult Ready Kit AED Electrode expiration date is located on the yellow tag on the Ready Kit zipper.
- 3) If your AED has Pediatric AED electrodes, the expiration date will be indicated on the yellow Ready Kit tag.