

**2018-2019  
AED READINESS INVENTORY LOG**

**COMPLETE CHECKLIST BI-WEEKLY**

<b>Facility Name:</b>		<b>Location:</b>	
<b>Contact Person:</b>		<b>Type of AED:</b> Heartstart FRx	
<b>Serial Number:</b>		<b>Fish:</b>	
<b>Battery Expiration:</b>		<b>Adult Pads Expiration:</b>	
Signature _____		Print _____ Date _____	

MONTH:	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>DAY:</b>												
<b>INITIALS:</b>												
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												
<b>Heartstart FRx pads-</b> one sealed, the other one in a plastic case and plugged into AED, both should be undamaged and in date.												
<u>One Pedi key</u>												
<u>Zipper Kit – (mouth barrier device, scissors, non-latex gloves, hand towel)</u>												

**PLEASE INITIAL AND DATE THE FOLLOWING ONCE YOU HAVE COMPLETED**

<b>Two updated 911 Posters</b>	<b>New AED Log</b>	<b>ONE AED STICKER</b>	Per SBBC Policy 5303 Rule Ia. Each school and district facility is required to have a <u>minimum</u> of two individuals trained with current certification in First Aid and CPR/AED.
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\*\*Expired pads and expired or low batteries: Contact Environmental Health & Safety Department  
\*\*\*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 Training>AED>Additional Materials . Please print the 911 posters in color, you may also print as many as you like.**

**This log must be kept with the AED machine and checked bi-weekly. At the end of the year, please submit a copy of this form to the Environmental Health & Safety Department.**