

**2022-2023**  
**AED READINESS INVENTORY LOG**

<b>School / Facility Name:</b>	<b>Location #:</b> _____											
<b>Contact Person:</b>	<b>AED Serial #:</b>											
<b>FISH / Location of AED:</b>	<b>AED BPI #:</b>											
<i>Instructions: Complete this checklist <u>bimonthly</u> by initialing next to each compliant item. Contact EH&amp;S for noncompliant items.</i>	<b>JULY</b>		<b>AUG</b>		<b>SEPT</b>		<b>OCT</b>		<b>NOV</b>		<b>DEC</b>	
	1	15	1	15	1	15	1	15	1	15	1	15
<b>Status Indicator Light:</b> blinking green light operational												
<b>Storage unit/cabinet intact and clean</b>												
<b>AED is readily accessible and highly visible</b> (not in locked room/cabinet; unobstructed; can be found and accessed quickly)												
<b>AED exterior intact and clean</b>												
<b>User's Guide available and labels legible</b>												
<b>AED Pads in plastic case and plugged into AED.</b> Pads not damaged or expired.												
<b>Back-up AED Pads inside AED case.</b> Pads are sealed and not expired.												
<b>Infant/Child Key</b> (pink key) Key is inside AED case.												
<b>Zipper Kit attached to AED</b> – (mouth barrier device, scissors, non-latex gloves, hand towel)												

**This log must be kept with the AED machine and completed bimonthly**

Send completed logs to Environmental Health & Safety (EH&S) Department before winter break ([SafetyTraining@browardschools.com](mailto:SafetyTraining@browardschools.com))

If you have questions or need assistance with the AED, please contact EH&S at 754-321-4200