

Inspection and Maintenance Strategy for AEDs (all brand/models)

This information applies to all AEDs located and used on Indiana University property.

INLOCC

INLOCC is responsible for:

1. University AED policy (IU Policy #FIN-INS-08, [Automated External Defibrillators](#)).
2. Ensuring AED supplies are current and AEDs are in proper working order through monthly visual inspection and monitoring of database expiration dates.
3. Ensuring compliance with storage and accessibility of AEDs through monthly inspection.
4. Monthly Inspection of all AEDs (INLOCC-owned and other department-owned) as outlined below.

INLOCC Inspectors are responsible for ensuring the following during monthly inspections:

1. The AED is in the location indicated in the database.
2. The AED is visible, easily accessible, and unobstructed when the building is occupied.
3. If the AED is in an alarmed cabinet, the cabinet alarm functions properly.
4. The AED signage is present.
5. The AED is free from physical damage.
6. The status indicator shows the AED is ready for use.
7. The battery and pads are present, installed correctly, and not expired. Ensure battery and pads are present, installed correctly, and not expired and that replacement pads are available.
8. All rescue kit contents are present or that quick break seal is still attached and unbroken.
9. Turn on AED on a scheduled basis (as outlined in manufacturer's information) to ensure the AED powers on and off as designed.
10. Document inspection activities.
11. Any issues with AEDs are reported to AED Program Coordinator (Mandy Owens) for follow-up.

Special Considerations for Unit-Owned (Not INLOCC-Owned) AEDs

1. INLOCC recommends that a visual inspection be conducted monthly by a building manager/or individual made responsible for a unit-owned AED. Visual inspection includes bullet points 1 through 9 above.
2. INLOCC recommends that documentation be kept recording that visual inspection (date and initials), if any issues were found, and how remedied. It may be necessary to provide information to the AED Program Coordinator.