

# GILMER ISD WEEKLY AED CHECK OFF FORM

**2019-2020**

- Ensure that the green light is flashing on the AED.
- Turn the AED on and make sure there is no warning message.
- Verify that there are pads, razor, gauze and scissors with each AED.
- Verify the expiration date of the batteries and pads.
- If anything is not operating properly or missing, call Wanda at 1525 or Tracie at 1505.

Week of	AED 1	AED 2	AED 3	AED 4	Initials
August 12					
August 19					
August 26					
September 2					
September 9					
September 16					
September 23					
September 30					
October 7					
October 14					
October 21					
October 28					
November 4					
November 11					
November 18					
December 2					
December 9					
December 16					
January 6					
January 13					
January 20					
January 27					
February 3					
February 10					
February 17					
February 24					
March 2					
March 16					
March 23					
March 30					
April 6					
April 13					
April 20					
April 27					
May 4					
May 11					
May 18					
May 25					

AED#	Location
1	
2	
3	
4	

Initials	Signature

Holidays:

November 25-29 – Thanksgiving

Dec. 23- Jan. 3 – Christmas

March 9-13 – Spring Break

At the end of the year, please turn these in to Wanda Threadgill at the High School.  
 We will keep these as proof that the AEDs were maintained per factory recommendation.