

**Monthly Zoll Automated External Defibrillator (AED)  
Maintenance Checklist**

<b>Date</b> (mm/dd/year):	<b>Office location:</b>
<b>First &amp; Last names of inspector:</b>	

<b>Check the following</b>	<b>Pass</b>	<b>Fail</b>
<b>Mounting Cabinet</b>		
Is the mounting cabinet clean, undamaged, and free of excessive wear?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any cracks or loose parts in the housing?	<input type="checkbox"/>	<input type="checkbox"/>
Open the cabinet door. Is the alarm working? If failed, replace the battery. If alarm does not work, contact Hertzap.	<input type="checkbox"/>	<input type="checkbox"/>
Check the alarm key. Is it in the cabinet?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cables/Electrode Pads</b>		
Check the package of spare pads. Is it in the cabinet?	<input type="checkbox"/>	<input type="checkbox"/>
Open the cover of the unit; are all cables free of cracks, cuts and exposed or broken wires?  Do <b>not</b> open the sealed package that contains the pads.	<input type="checkbox"/>	<input type="checkbox"/>
Are the electrodes pre-connected to the input connector?	<input type="checkbox"/>	<input type="checkbox"/>
Verify the expiration date on the defibrillator pads. Replace if expired.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Defibrillator AED Plus</b>		
Is the unit clean, undamaged (no cracks or loose parts in the housing) and is the seal intact?	<input type="checkbox"/>	<input type="checkbox"/>
Turn the unit on and off and verify the green check mark (✓) indicates ready for use.	<input type="checkbox"/>	<input type="checkbox"/>
If failed, is the red check mark (X) indicated on the display window? If so, hold the ON/OFF button for 5 seconds, this will initiate a self-test. Comment:	<input type="checkbox"/>	<input type="checkbox"/>
<b>Batteries</b>		
Verify the expiration date on the batteries. If any battery is expired, replace <b>all</b> batteries. When prompted, push the battery reset button.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Accessory Kit attached to Pads</b>		
Is the Kit sealed? Ensure the kit contains razor, scissors, gloves, barrier device	<input type="checkbox"/>	<input type="checkbox"/>

## Troubleshooting

Technical Problem	Recommended Action
Self test failed	<ul style="list-style-type: none"> <li>○ Initiate manual self test by pressing and holding the ON/OFF Button for more than 5 seconds. Attempt to repair the device by replacing the batteries or electrodes.</li> </ul> <p>If unit fails test again, remove unit from service and contact Zoll Technical Service</p>
<i>CHANGE BATTERIES</i> prompt	<ul style="list-style-type: none"> <li>○ Replace all batteries with new batteries at the same time. Press the Battery Reset Button when prompted.</li> </ul>
Red "X" in status indicator window.	<ul style="list-style-type: none"> <li>○ Initiate manual self test by pressing and holding the ON/OFF Button for more than 5 seconds.</li> <li>○ Check to see if cable is attached properly to unit or replace the electrodes.</li> <li>○ Cycle power on the ZOLL AED Plus unit by turning the unit off, then on again.</li> <li>○ Replace all batteries at the same time with new batteries. Press the Battery Reset Button when prompted.</li> </ul> <p>If unit still does not operate correctly, remove unit from service and contact Zoll Technical Service.</p>
Beeping noise when unit is off.	<ul style="list-style-type: none"> <li>○ Remove unit from service and replace batteries.</li> <li>○ Replace all batteries at the same time with new batteries. Press the Battery Reset Button when prompted.</li> </ul> <p>If beeping continues, contact Zoll Technical Service.</p>
<i>PLUG IN CABLE</i> prompt.	Check cable connection between electrodes and ZOLL AED Plus unit.
<i>ANALYSIS HALTED. KEEP PATIENT STILL</i> prompt	<ul style="list-style-type: none"> <li>○ Excessive artifact detected during ECG analysis.</li> <li>○ Patient must be motionless during ECG analysis.</li> <li>○ Do not touch the patient during analysis. Keep the patient still. If the rescuer is using the device in an emergency vehicle, bring the vehicle to a halt before performing ECG analysis.</li> </ul>
<i>RELEASE SHOCK BUTTON</i> prompt	<ul style="list-style-type: none"> <li>○ Release Shock Button, then press and hold Shock Button until discharge occurs.</li> </ul> <p>If voice prompt continues, contact Zoll Technical Service.</p>

For Zoll technical service, contact 1-800-348-9011

To replace AED batteries and/or Adult AED electrode pads, contact the First Aid Program Advisor at 905-890-1203 x 259.

For maintenance and repair of AED cabinet, contact HeartZap at 1-866-764-8488

## **What to do after unit has been used**

1. Clean and disinfect the unit with a soft, damp cloth using 90% isopropyl alcohol, or soap and water, or chlorine bleach and water mixture (30 ml/liter water).
2. Do not immerse any part of the unit in water.
3. Do not use ketones (MEK, acetone, etc.) to clean the unit
4. Avoid using abrasives (e.g. paper towel) on the display window or IrDa port
5. Do not sterilize the device
6. Follow the Maintenance Checklist