SITE survey. APP

SITE SURVEY REPORT

AED Inspection Checklist

Prepared for	Quayside House Ltd
Date	26 Oct 2026
Site	Quayside House, Bristol
Prepared by	S. Adeyemi

FORM

AED Inspection Checklist

1. Site and check

Project	Quayside House, Bristol: AED check (completed example)
Site address	Quayside House, 18 Harbour Walk, Bristol BS1 7XE
Client or site owner	Quayside House Ltd
Location (GPS)	51.4489, -2.5977
Check date	26 Oct 2026
Checked by	S. Adeyemi
Organisation responsible for the AEDs	Avonmere Property Services Ltd (building facilities team)
Type of check	Routine check
Warn me when pads or batteries expire within (days)	30
Maker's instructions used for this check	User manuals for each model, kept in the facilities office binder

How often, and what to check. The maker's instructions for each model set the checks and how often. Most AEDs self-test and show a status indicator; the user manual says what it means and what to do. In the US, state rules on AED maintenance vary, so check your own state. FDA recommends owners confirm their AED and accessories are FDA-approved (it publishes tables of approved AEDs and accessories) and contact the maker if unsure. In England, the Department for Education guide for schools advises checking for the warning sign or light on a regular basis, no less often than weekly, and recording each check. This form records the check; it does not certify that an AED will work.

2. AEDs by location

Locations 1: Main reception

Location	Main reception
Building and floor	Quayside House, ground floor
Where is it?	51.4488, -2.5978
When it can be reached	Building opening hours
Direction signs to the AED from the main routes	In place

AEDs at this location 1: AED-01 Reception

AED ID	AED-01 Reception
Make and model	Semi-automatic public access AED, model PA-350
Serial number	SN-EXAMPLE-01
Exact position	Wall cabinet to the left of the lift lobby doors
Housing	Indoor cabinet with alarm
Status indicator shows the AED is ready (no warning light, sound or message)	Acceptable
AED in its place, visible, not blocked, and the AED sign is in place	Acceptable
Cabinet or bracket: door opens, alarm sounds if fitted, lock or code works, clean and dry	Acceptable
No visible damage to the case, screen, connector or pad cable	Acceptable
Adult pads sealed in their packaging and connected or stored as the maker says	Acceptable
Rescue kit present: gloves, razor, scissors, face shield or pocket mask	Acceptable
Adult pads expiry date	14 Feb 2027
Adult pads: days to expiry	111
Paediatric pads or child key	Present
Paediatric pads expiry date	30 Jan 2027
Paediatric pads: days to expiry	96
Battery	Battery with an expiry or install-by date
Battery expiry or install-by date	20 Mar 2027
Battery: days to expiry	145
Recall, safety and software notices for this model	Checked: none open
Pads or battery expired or within your warning period	0
This AED: items needing action	0
Not checked	0

Result	Ready for use
AED left	In service

Photos: AED, status indicator and pad expiry date



AEDs here	1
Items needing action	0
Not checked	0
Pads or batteries to replace	0
Out of service	0

Locations 2: Second floor kitchen

Location	Second floor kitchen
Building and floor	Quayside House, second floor
Where is it?	51.4490, -2.5975
When it can be reached	Staff only
Direction signs to the AED from the main routes	In place

AEDs at this location 1: AED-02 Floor 2

AED ID	AED-02 Floor 2
Make and model	Fully automatic public access AED, model FA-200
Serial number	SN-EXAMPLE-02
Exact position	Wall bracket beside the kitchen door, opposite the stairs

Housing	Wall bracket
Status indicator shows the AED is ready (no warning light, sound or message)	Acceptable
AED in its place, visible, not blocked, and the AED sign is in place	Acceptable
Cabinet or bracket: door opens, alarm sounds if fitted, lock or code works, clean and dry	Acceptable
No visible damage to the case, screen, connector or pad cable	Acceptable
Adult pads sealed in their packaging and connected or stored as the maker says	Acceptable
Rescue kit present: gloves, razor, scissors, face shield or pocket mask	Acceptable
Adult pads expiry date	18 Nov 2026
Adult pads: days to expiry	23
Paediatric pads or child key	Not kept for this AED
Battery	Combined pad and battery cartridge
Recall, safety and software notices for this model	Checked: none open
Pads or battery expired or within your warning period	1
This AED: items needing action	1
Not checked	0
Result	Action needed
AED left	In service

Photos: AED, status indicator and pad expiry date



AEDs here	1
Items needing action	1
Not checked	0
Pads or batteries to replace	1
Out of service	0

Locations 3: Car park entrance

Location	Car park entrance
Building and floor	Outside, next to the pedestrian gate
Where is it?	51.4486, -2.5981
When it can be reached	24 hours, public access
Direction signs to the AED from the main routes	In place

AEDs at this location 1: AED-03 Car park

AED ID	AED-03 Car park
Make and model	Semi-automatic public access AED, model PA-350
Serial number	SN-EXAMPLE-03
Exact position	Heated cabinet on the wall by the pedestrian gate, under the light
Housing	Outdoor heated cabinet

Status indicator shows the AED is ready (no warning light, sound or message)	Acceptable
AED in its place, visible, not blocked, and the AED sign is in place	Acceptable
Cabinet or bracket: door opens, alarm sounds if fitted, lock or code works, clean and dry	Acceptable
No visible damage to the case, screen, connector or pad cable	Acceptable
Adult pads sealed in their packaging and connected or stored as the maker says	Acceptable
Rescue kit present: gloves, razor, scissors, face shield or pocket mask	Acceptable
Adult pads expiry date	5 Mar 2027
Adult pads: days to expiry	130
Paediatric pads or child key	Present
Paediatric pads expiry date	5 Mar 2027
Paediatric pads: days to expiry	130
Battery	Install date recorded, no expiry date
Battery installed on	10 Jun 2025
Recall, safety and software notices for this model	Checked: none open
Pads or battery expired or within your warning period	0
This AED: items needing action	0
Not checked	0
Result	Ready for use
AED left	In service

Photos: AED, status indicator and pad expiry date



AEDs here	1
Items needing action	0
Not checked	0
Pads or batteries to replace	0
Out of service	0
AEDs checked	3
Pads or batteries to replace	1
AEDs out of service	0
Not checked	0

3. Use, spares and registration

Has any AED been used since the last check?	No
Spare adult pad sets in stock	1
Spare batteries or cartridges in stock	0
Where spares are kept	Facilities office, ground floor, top shelf of the first aid cupboard
AEDs registered on an AED network or register	All registered
Trained responders on site	Six first aiders across the three tenants; names on the notice board by each lift

4. Result, actions and sign-off

Items needing action	1
Result	Action needed before the next check

Actions 1: Order a replacement pad and battery cartridge for AED-02 (model FA-200) and fit it before 18 Nov. Update the expiry date on the AED network record when it is fitted.

Action	Order a replacement pad and battery cartridge for AED-02 (model FA-200) and fit it before 18 Nov. Update the expiry date on the AED network record when it is fitted.
Priority	Before the expiry date
Who will do it	S. Adeyemi, Avonmere Property Services
Due by	9 Nov 2026
Status	Open
Actions still open	1
Decision	In use: finish the listed actions
Next check or re-inspection date	2 Nov 2026
Summary for the client	Three AEDs checked. All status indicators show ready, cabinets and rescue kits complete, no open notices. The AED-02 cartridge on floor 2 expires on 18 Nov, inside our 30-day warning period, and there is no spare for that model: replacement ordered.
Checked by name	S. Adeyemi
Checked by signature	
Responsible person name	L. Brennan
Responsible person signature	