

Completed by the AED owner (✓)	Requirements under California AB 658	Action the AED owner must do:
	Notify the local Emergency Medical Services (Contra Costa EMS) Agency of the existence, location and type of AED. Update this information with any changes	Register your device on the National AED Registry: https://www.nationalaedregistry.com/register
	Maintain and test AED according to manufacturer's guidelines: <ul style="list-style-type: none"> • Test the AED at least every 90 days • Test, and replace components if needed after use or expiration 	Maintain a test/maintenance log Keep records for two years
	Notify building tenants of the location of the AED unit	Create flyer, memo , email Must be completed and documented Annually
	Post instructions on how to properly use the AED next to the device in at least 14-point font	-Create poster, flyer etc. and post next to AED cabinet or keep attached to AED
	Offer a demonstration on how to properly use an AED in an Emergency	Complete and document annually
	Encourage building tenants to voluntarily take CPR and AED training	Complete and document annually
	*Public and Private K-12 schools must provide information on the school's emergency response plan, , the proper use of an AED and sudden cardiac arrest to administrators and staff annually.	Complete and document annually