

# Poll Worker Checklists

Vote Center Location Number \_\_\_\_\_

- The checklists in this booklet are the official checklists which are to be completed by all board members
- This booklet contains the following checklists:
  - Vote Center Setup Checklist
  - Daily Opening Checklist
  - Daily Closing Checklist
  - Vote Center Final Packout Checklist
  - Site Manager Daily Reminders
- Return checklists to the Blue Envelope-Tab 2

**Poll Worker Hotline (858-565-3360)**

# VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

SITE MANAGER DUTIES		Checkmark each task once completed.
<b>•Site Manager Arrival</b>		
<b>Note: Call the Poll Worker Hotline (858) 565-3360 for all communication, questions, concerns about your site's setup. (1-day Vote Centers ONLY) On setup day only, Call (858) 495-5123)</b>		
1. Turn phone on with ringer/vibration on.		
2. Call the facility contact(s) and Poll Worker Hotline if site is locked. <b>(1 Day Sites call (858) 495-5123)</b>		
3. Discuss with facility contact: <ul style="list-style-type: none"> <li>site access and end of day lock procedures and rules</li> <li>access and departure schedule for setup and all voting days, including holidays and Election Day</li> <li>the name and phone number of the person(s) providing site access and/or lock up each day</li> <li>poll worker parking</li> <li>restroom location</li> <li>location of facility emergency procedures (should be posted)</li> <li>scheduled events that may impact Vote Center access or parking</li> <li>Wednesday E+1 pack-out day, times and access</li> </ul>		
<b>•Poll Worker Arrival</b>		
1. Alert Poll Worker Hotline if Poll Workers are not present or anyone leaves early. If poll worker does not show, call them, then call the Hotline.		
2. Review Setup Checklist ( <b>manual pp. 78-79</b> ) with poll workers; discuss a setup plan.		
3. Communicate facility emergency plans. Remind poll workers to call 9-1-1 if they feel unsafe/threatened at any time.		
4. Assign each poll worker specific tasks at a station for setup. Direct Poll Workers to set up <u>ALL</u> equipment provided.		
<b>•Site Layout and Voter Flow</b>		
1. Walk Vote Center and note the Entrances and Exits, location of POD if applicable, path of travel.		
2. Note the location of power outlets, ensure outlets function properly. (Suggested outlet layout diagram, <b>manual p. 49</b> ).		
3. Plan for Vote Center's stations ( <b>manual p. 12</b> ) as a general guide. Identify voter flow and the best location for setting up each station.		
4. Identify location for voter waiting lines inside and outside the Vote Center.		
<b>INVENTORY AND UNLOAD SUPPLIES / EQUIPMENT</b>		
<b>• Storage Container Instructions – (Sites that receive supplies via truck, skip items number 1 - 5).</b>		
1. Follow instructions and complete Storage Container Seal Log. Place completed log in Blue Envelope-Tab 6.		
2. Open Storage Container--use caution and watch for shifting carts and loose supplies.		
3. Ensure wheels on carts are locked. <ul style="list-style-type: none"> <li>Unload BMD Security Bags from cart beginning with bags on top shelf and work downward.</li> <li>Roll each bag into vote center individually.</li> <li>Two people lower empty cart from storage unit and transfer supplies from next cart to the empty cart that is now outside.</li> <li>Follow transfer cart diagram, and complete process until storage unit is empty.</li> </ul> <b>REMINDER: Only remove carts from storage unit once the carts are completely empty.</b>		
4. Follow instructions and complete Storage Container Seal Log. Place completed log in Blue Envelope-Tab 6.		
5. Close and lock empty Storage Container. (Storage Containers may be used to store empty carts.)		
6. Inventory each supply cart before unpacking it. Use the Vote Center Supply List and Supply Cart Diagrams. ( <b>manual pp. 76-77 &amp; 85-87</b> ) Prepare a list of missing items before calling the hotline so all items can be requested with one call.		
7. Unpack carts.		
<b>SETUP STATIONS AND SM TABLE - SM to delegate tasks</b>		
<b>• Site Manager Table (<b>manual p. 15</b>)</b>		
1. Set up the following first: <ul style="list-style-type: none"> <li>Cradlepoint: Power on, verify that the modem lights are on. Cradlepoints will remain always plugged in. (<b>manual pp. 72-73</b>)</li> <li>ePollbook: Power on, ensure it is charging and establishes a green-fan connection. (<b>EPB Reference Manual pp. 3-5</b>)</li> </ul>		
2. Log in to Vote Center Laptop: Check Vote Center email for correspondence from ROV (use MFA token, see Laptop Instructions in SM Packet).		
<b>• Mail Ballot Station (outside the Vote Center entrance) (<b>manual p. 13</b>)</b>		
1. Assemble and organize supplies using Station Diagram ( <b>manual p.13</b> )		
2. Measure and mark 25 feet and 100 feet exit polling/electioneering distances from Vote Center entrance and Curbside Voting area.		
3. Set up outdoor accessibility supplies (if provided), instructions in Blue Envelope-Tab 4.		
4. Assemble outdoor signage and identify placement to maximize visibility of the Vote Center (wear a safety vest). Note: Signage is displayed only during voting hours and taken inside at the end of each day.		
5. Identify a location for placement of the Curbside Voting area and sign. Do NOT place sign in an accessible parking spot.		

# VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>•Greeter Station (manual p. 13)</b>		<i>Checkmark each task once completed.</i>
1. Use Station Diagram. <b>(manual p. 13)</b> Ensure all languages are represented.		<input type="checkbox"/>
2. Hang required posters and notices so that each language is visible. <b>(manual p. 12)</b>		<input type="checkbox"/>
3. Display the American flag with respect and care.		<input type="checkbox"/>
4. Set up indoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).		<input type="checkbox"/>
<b>•Check-In Station (manual p. 14)</b>		
1. Assemble and organize supplies using Station Diagram. <b>(manual p. 14)</b>		<input type="checkbox"/>
2. Priority: As soon as possible, set up all EPBs, ensure each is charging, and establishes a green-fan connection.		<input type="checkbox"/>
3. Update all EPBs. Verify each EPB is downloading delta files from ROV. Do NOT power down EPBs. (See SM for the Delta file number.)		<input type="checkbox"/>
4. Confirm that EPB power cords are fully plugged in		<input type="checkbox"/>
5. Securely tape down cords with blue tape to prevent trip hazards.		<input type="checkbox"/>
6. Make sure all secrecy sleeves are empty.		<input type="checkbox"/>
<b>•Voter Access Table (manual p. 13)</b>		
1. Assemble and organize supplies using Station Diagram. <b>(manual p. 13)</b>		<input type="checkbox"/>
<b>•Voting Station (manual p. 15)</b>		
1. Check all Red Cable Locks on the BMD and Printer Security Bags <ul style="list-style-type: none"> <li>• verify all are free from tampering and the cable lock numbers match the cable lock numbers on the Seal Verification Log.</li> <li>• record results (Blue Envelope–Tab 6). Call the Poll Worker Hotline if numbers do not match.</li> </ul>		<input type="checkbox"/>
2. Select a location for each BMD voting booth using the Vote Center Sample Layout Diagram as a guide. <b>(manual p. 12)</b> <ul style="list-style-type: none"> <li>• Note: Each vote center may look different from the diagram due to floor plan.</li> <li>• Set up using the instructions. <b>(manual pp. 49-58)</b> <ul style="list-style-type: none"> <li>• Working as teams, use due care to avoid injury and to protect against damage.</li> <li>• BMD voting booths,</li> <li>• BMDs and associated printers. Note: Ensure 2 BMDs and 1 ADA booth are ADA accessible. <b>(manual p. 12)</b></li> </ul> </li> </ul>		<input type="checkbox"/>
3. Verify the current election is displayed on each BMD screen. <b>(manual p. 57, #4)</b> <ul style="list-style-type: none"> <li>• Note: If any BMD fails to identify the current election, call the Poll Worker Hotline. (1 Day Sites call (858) 495-5123)</li> </ul>		<input type="checkbox"/>
4. Make sure every printer tray has a full stock of paper (use ROV-supplied paper only). Do not reset any printer paper settings.		<input type="checkbox"/>
5. Complete Part I of the Daily Ballot Statement by recording the number of “Total Ballots Printed:” for each BMD. <b>(manual p. 59)</b> <ul style="list-style-type: none"> <li>• Note: If any BMD count shows that ballots have been printed, call the Poll Worker Hotline.</li> </ul>		<input type="checkbox"/>
6. Assemble and select a location for the cardboard and ADA voting booths.		<input type="checkbox"/>
7. Site Manager and poll worker: set up the ADA Cart <b>(manual p. 46-47)</b> and assemble Curbside Voting Kit. <b>(p. 47, Curbside Process, #13)</b>		<input type="checkbox"/>
8. Site Manager: Fill out Step 2 of Part I of the Seal Verification Log (Blue Envelope–Tab 6).		<input type="checkbox"/>
<b>•Checkout Station</b>		
1. Assemble and organize supplies using the Station Diagram on. <b>(manual p. 15)</b>		<input type="checkbox"/>
<b>END OF SETUP DAY</b>		
<b>•Site Manager to Confirm/Review with Poll Workers</b>		
1. Review expectations of timeliness and proper conduct. <b>(manual p. 11)</b>		<input type="checkbox"/>
2. Assign Vote Center station responsibilities to poll workers.		<input type="checkbox"/>
3. Review Daily Opening Checklist responsibilities with poll workers. <b>(manual p. 80-81)</b>		<input type="checkbox"/>
4. Discuss daily DART requirements: Decide who will drive with Precinct Inspector each night and verify transportation is available. Review the Chain of Custody form and end-of-night DART procedures. <b>(manual p. 94)</b>		<input type="checkbox"/>
5. DO NOT power off BMDs - they stay on until the end of the election.		<input type="checkbox"/>
6. <i>Power OFF</i> Laptop.		<input type="checkbox"/>
7. Put the Official Ballot Pouch in the laptop bag.		<input type="checkbox"/>
8. Make sure all poll workers have signed attendance roster.		<input type="checkbox"/>
9. DO NOT power off EPBs – but do log off. <b>(EPB Reference Manual p. 51)</b>		<input type="checkbox"/>
10. On each EPB, ensure Delta files have reached number provided to Site Manager via email from ROV.		<input type="checkbox"/>
11. Call Poll Worker Hotline to advise setup is complete and provide Hotline operator Delta file number before leaving the facility.		<input type="checkbox"/>
12. Close Vote Center and ensure it is securely locked per the facility contact’s instructions.		<input type="checkbox"/>

# DAILY OPENING CHECKLIST

VOTE CENTER LOCATION NUMBER: \_\_\_\_\_

Checkmark each task once completed.

	Sat -10	Sun -9	Mon -8	Tues -7	Wed -6	Th -5	Fri -4	Sat -3	Sun -2	Mon -1	E- Day
<b>DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR</b>											
1. Keep cellphone on, charged, with you, ringer on.											
2. Call site contact(s) and Hotline if locked out.											
3. Poll workers sign roster. Call no-shows; report absences to Hotline.											
4. Verify Cradlepoint is on, modem lights are on. <b>(manual p. 72)</b>											
5. Log on to EPBs. Confirm: charging and have a green-fan connection.											
6. Power on VC Laptop.											
7. Check emails; use MFA token. (Steps in SM Packet).											
8. Look for safety issues/hazards; areas to be organized.											
9. PWs wear nametags, bilingual PWs w/language.											
10. Review <i>Site Manager Daily Reminders Checklist</i> .											
11. At 8:00 am (7:00 am on Election Day), announce, "The polls are now open."											
12. Conduct first voter protocols each day. <b>(manual p. 21)</b>											
<b>MAIL BALLOT STATION RESPONSIBILITIES</b>											
1. Restock supplies. <b>(manual p. 13)</b> Ensure station is organized, neat, no clutter.											
2. Place yellow poll signs at nearby intersections to point traffic toward Vote Center. (Wear a safety vest).											
3. Place 'Vote Here' feather sign near the entrance or nearby voter parking lot for maximum visibility.											
4. Place 'Curbside Voting' sign at an accessible curbside location within visibility of the entrance if possible.											
5. Place 'Vote Here' A-frame sign at entrance.											
6. Verify 25' exit poll marker/tape, replace if needed.											
7. Verify 100' electioneering marker/tape, replace if nec.											
8. Ensure posters are neatly displayed for voters to view.											
9. Get red tab lock from Official Ballot Pouch for the first voter procedure.											
<b>GREETER STATION RESPONSIBILITIES</b>											
1. Restock supplies. <b>(manual p. 13)</b> Ensure station is organized, neat, free of clutter.											
2. Ensure posters are neatly displayed for voters to view.											
3. Ensure American Flag is hung with respect and care.											
4. Complete ' <i>Languages Spoken Here</i> ' table tent; mark each language spoken at this vote center.											

# DAILY OPENING CHECKLIST

VOTE CENTER LOCATION NUMBER: \_\_\_\_\_

(Continued)

Checkmark each task once completed.

	Sat -10	Sun -9	Mon -8	Tues -7	Wed -6	Th -5	Fri -4	Sat -3	Sun -2	Mon -1	E-Day
<b>CHECK-IN STATION RESPONSIBILITIES</b>											
1. Restock supplies. <b>(manual p. 14)</b>											
2. All EPBs – charging and have a green-fan connection.											
3. Login to EPBs. Touch 'Allow Login Again' at the Device Locked screen.											
4. Look for any hazards; cords are plugged in, taped down.											
5. Verify Blue Security Seal on the Brown Box is tamper-free. If tamper-free, break the seal and open Brown box. Note: Call Poll Worker Hotline if seal shows evidence of tampering or is missing.											
<b>VOTING STATION RESPONSIBILITIES</b>											
1. Look for any hazards. Confirm BMD and printer power cords are fully plugged in and securely taped down.											
2. Inspect all BMD Cable Locks including ADA Cart <ul style="list-style-type: none"> <li>Verify all are secure, tamper- free.</li> <li>Record results on Seal Verification Log Part II. (Tab 6).</li> <li>Call Hotline if any Cable Lock shows evidence of tampering or is missing.</li> </ul>											
3. Ensure all printer trays are loaded with official ballot paper (ROV-supplied paper only).											
4. First Day of Voting Only: Using a Poll Worker Card to "Open the Poll" on all BMDs. <b>(manual p. 60)</b> You will not close the polls until Election Night after all voting is completed and all voters have left the site.	11-day										1-day
5. Complete <i>Part 1 Daily Ballot Statement</i> (Blue Envelope-Tab 6); record total # of ballots printed for each BMD. <ul style="list-style-type: none"> <li>If BMD "Open" counts do not match the previous day's "Close" counts, call the Poll Worker Hotline.</li> </ul>											
<b>CHECKOUT STATION RESPONSIBILITIES</b>											
1. Restock supplies <b>(manual p. 15)</b> . Ensure station is organized, neat, no clutter.											
2. Obtain a red tab lock from Official Ballot Pouch in preparation for the First Voter Procedure. <b>(manual p. 21)</b>											

Save this checklist in TAB-2 of the Blue Envelope to complete each day.

# DAILY CLOSING CHECKLIST

VOTE CENTER # \_\_\_\_\_

Checkmark each task once completed.

	Sat - 10	Sun -9	Mon -8	Tues -7	Wed -6	Thur -5	Fri -4	Sat -3	Sun -2	Mon -1	E-Day
<b>A: CLOSE POLLS, "THE POLLS ARE NOW CLOSED" (Early Voting: 5:00 PM, Election Day: 8:00 PM.)</b>											
Concurrently perform closing activities: PI and TI should leave for DART as soon as DART items are prepared.											
<b>B: SM TO MAKE PW ASSIGNMENTS</b>											
1. SM assigns priority Daily Closing Checklist sections first:											
• 2 PWs to E2: Check-In Forms and EPB Counts											
• 2 PWs to G: Mail Ballot Bag											
• PI+PW to I: Dart Items and Chain of Custody											
2. SM assigns 1 PW to collect, ensure secrecy sleeves are empty (no ballots inside) and return sleeves to the Check-In Station.											
3. SM assigns 1 PW to write # of "Total Ballots Printed" from each BMD. PW to provide #s to SM for <i>Daily Ballot Statement</i> -Pt. 1. ( <b>manual p. 59</b> )											
4. SM assigns 1 PW to F: Brown Box											
5. Available PWs perform checklist Section, J1: Perform After Polls Close.											
6. <b>Election Night Only:</b> SM assigns 1 PW to gather and return items to Blue Envelope: Observer Sign-In Sheet, PW Job Aids (from all stations), ULG/ASL Flyers, Specific Needs Surveys											
7. SM and 1 PW prioritize/complete the following checklist sections as a 2-person team: "C," "D," "E1," "E3," "H," and "J2."											
<b>C: OFFICIAL BALLOT BOX – Site Manager and Poll Worker</b>											
1. Retrieve <i>Daily Ballot Statement</i> from Blue Envelope-Tab 6.											
2. Break Red Tab Lock on Official Ballot Box; sort contents.											
• Mail Ballot envelopes go to PWs assigned to G: Mail Ballot Bag.											
• Count ballots: BMD, Carry-in, Emergency, Provisionals, CVRs.											
• Record counts on <i>Daily Ballot Statement</i> - Part II for today.											
3. Return the empty ballot box to the Check Out Station.											
<b>D: WHITE BALLOT CARTON – Site Manager and Poll Worker</b>											
1. Place counted BMD, Carry-in, Emergency ballots in <i>White Ballot Carton</i> .											
2. Complete label on carton, transferring counts from <i>Statement</i> – Part II.											
3. <b>Election Night Only</b> - Don't seal white ballot carton yet. <b>Go to Section H.</b> Election Night only you will place completed <i>Daily Ballot Statement</i> into White Ballot Carton.											
4. Seal the White Ballot Carton using a Closing Blue Security Seal.											
5. Mark "Voted Ballots" box; have poll workers sign the seal.											
6. Place completed, sealed <i>White Ballot Carton</i> aside for DART.											
<b>E: RED BAG</b>											
<b>E1: Provisional and CVR Envelopes – Site Manager and Poll Worker</b>											
1. Place the Provisional and CVR envelopes in the Red Bag. Do not close the zipper until instructed in the Red Bag section "E3" below.											
2. Transfer the Provisional and CVR envelope counts from the Daily Ballot Statement onto the Red Bag Card (inside plastic sleeve).											
<b>E2: Check-In Forms and EPB Counts – 2 Poll Workers</b>											
1. Collect all Check-In Forms; place inside Check-In Form Security Envelope (Blue Envelope - Tab 3) and seal.											
2. Complete the fields on the Check-In Form Security Envelope.											
3. Place this envelope inside the Red Bag (even if empty) to go to <u>DART</u> .											
4. Access the "Check-In Totals" screen on an EPB ( <b>EPB Manual pp. 47-48</b> )											
• Provide today's totals for Regular and Provisional "This Location" check-ins to SM to record on <i>Daily Ballot Statement</i> - Part II.											
<b>E3: Mail Ballot Signature Form Envelope and Locking Red Bag – Site Manager and Poll Worker</b>											
1. Seal/place Mail Ballot Sign. Form Envelope in Red Bag (if any forms).											
2. <b>Election Night Only:</b> Place completed attendance sheet in Red Bag.											
2. Zip and lock the Red Bag using a Red Tab Lock.											
3. Set the sealed Red Bag aside for DART.											

# DAILY CLOSING CHECKLIST

VOTE CENTER # \_\_\_\_\_

Checkmark each task once completed.

	Sat - 10	Sun - 9	Mon - 8	Tues - 7	Wed - 6	Thur - 5	Fri - 4	Sat - 3	Sun - 2	Mon - 1	E-Day
<b>F: BROWN BOX – 1 PW</b>											
1. Separate spoiled BMD ballots from other items in Brown Box; sort and count number of spoiled BMD ballots.											
2. Inform SM # of spoiled BMD ballots; SM to record # on <i>Daily Ballot Statement</i> - Part II for today.											
3. Clip together today's spoiled and surrendered items and BMD Tickets. Daily, date the clipped sets and return to Brown Box.											
4. Seal the Brown Box using a Closing Blue Security Seal.											
5. Mark the "Surrendered, Spoiled Ballots" checkbox and have poll workers sign the seal.											
6. Place sealed Brown Box at the Check-In Station; does not go to DART.											
<b>G: MAIL BALLOT BAG – 2 Poll Workers</b>											
1. Check with SM for Mail Ballot Envelopes placed in Ballot Box. Retrieve and place into the Mail Ballot Bag.											
2. Close and lock Mail Ballot Bag using Red Tab Lock.											
3. Set the Mail Ballot Bag(s) aside for DART.											
<b>H: DAILY BALLOT STATEMENT – Site Manager and 1 Poll Worker</b>											
1. Complete <i>Daily Ballot Statement</i> Parts I and II and return to Blue Envelope–Tab 6, except on Election Night.											
2. <b>Election Night Only:</b> Calculate the Grand Total for BMD #s, Part I of the Daily Ballot Statement.											
3. <b>Election Night Only:</b> Calculate the Grand Totals for ballot counts, Part II of the Daily Ballot Statement.											
4. <b>Election Night Only:</b> Complete Daily Ballot Statement – Part III; board members sign the Daily Ballot Statement.											
5. <b>Election Night Only:</b> Place completed <i>Daily Ballot Statement</i> into the White Ballot Carton. Return to checklist Section: "D: White Ballot Carton" to complete steps 4-6 (seal Carton and sign Security Seal).											
<b>I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and 1 Poll Worker</b>											
1. PI/PW complete the Official Chain of Custody Form (COC) • Record quantity of each: ○ Red Bag, yellow Mail Ballot Bag, White Ballot Carton • Items listed on COC go to DART (even if empty).											
2. PI/PW initial the COC form and date and time. • Request SM verify items are sealed; labels are completed.											
3. <b>Election Night:</b> Blue Envelope also to DART.											
4. PI/PI transport Official Chain of Custody and DART items to DART.											
5. SM calls Hotline to notify PWs left for DART.											
6. PI arrives at DART, calls SM to confirm DART delivery.											
<b>J: DAILY CLOSE-OUT TASKS</b>											
<b>J1: Perform as Soon as Polls Close – Poll Workers</b>											
1. Retrieve exterior signage (wear a safety vest).											
2. Replenish supplies at all stations.											
3. Make sure each EPB is charging; log out of each one for the day.											
<b>J2: Perform Just Before Leaving Vote Center – Site Manager and Poll Worker</b>											
1. Put locks, seals, cards, passwords, MFA Token in Official Ballot Pouch. Place Official Ballot Pouch inside the Laptop Bag.											
2. <b>Election Night Only:</b> Perform "Close the Poll" procedure on all BMDs. (manual pg. 65)											
3. Power down the EPBs, Vote Center Laptop and Cradlepoint.											
4. Poll workers sign attendance form.											
5. SM notify Hotline you are leaving the Vote Center.											
6. SM keep phone on after you leave for last-minute ROV calls.											

**DART Items:** (even when empty)

- Locked Mail Ballot Bag (yellow)
  - Locked Red Bag w/ completed front card
    - Check-In Forms Envelope inside (even if empty).
    - Include Mail Ballot Signature Form Envelope only if any forms were received that day.
  - Sealed White Ballot Carton w/ pre-printed ballot count items filled in.
- Election Night only: Completed *Daily Ballot Statement* inside White Ballot Carton  
 Election Night only: Blue Envelope

# VOTE CENTER FINAL PACKOUT CHECKLIST

VOTE CENTER LOCATION NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

PACKOUT	
Checkmark each task once completed.	
Preparation	
1. <b>Site Managers:</b> Monitor cellphone for calls from ROV.	
2. Ensure PWs sign the Poll Worker Roster.	
3. Power on Vote Center Laptop; check for new email messages using the MFA Token.	
4. Review Packout plan with all poll workers: <ul style="list-style-type: none"> <li>Instruct poll workers to ask for help before lifting heavy objects.</li> <li>Supplies should be returned to their original locations.</li> <li>Pack and organize by following the Supply List and Supply Cart Diagrams. <b>(manual pp. 76-77 &amp; 85-87)</b></li> <li>Site Manager is responsible for packing <ul style="list-style-type: none"> <li>Official Ballot Pouch,</li> <li>EPBs,</li> <li>Laptop, and</li> <li>Cradlepoint.</li> </ul> </li> </ul> <p>Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email).</p>	
Packing Process	
1. Teams of two disassemble BMDs and BMD Booths. <b>(manual pp. 66-68)</b> <ul style="list-style-type: none"> <li>Pack BMDs, power cords, and printers into their respective security bags and lock bags with Red Cable Locks.</li> </ul> <p>Note: Do not remove the paper from printers</p>	
2. Site Manager and one poll worker power down, unplug, pack all EPBs into the cases.	
3. Site Manager and one poll worker disassemble ADA Cart. <ul style="list-style-type: none"> <li>Pack BMD and printer into security bags and lock.</li> <li>Ensure UPS (battery) is powered off and return it to the ADA cart for storage.</li> <li>Velcro cabinet door shut.</li> </ul>	
4. Disassemble and pack all cardboard voting booths. Fold at existing creases only.	
5. Pack outdoor signage (wear safety vests).	
6. Remove posted items; remove adhesive/tape/tacky from the walls.	
7. Pack supplies, envelopes, and other materials following the Supply List and Supply Cart Diagrams. <b>(manual pp. 76-77 &amp; 85-87)</b>	
8. Carefully remove tape from floors and ground outside Vote Center (e.g., electioneering markers).	
9. Storage Container locations: <ul style="list-style-type: none"> <li>Working in teams of two, place supplies into Storage Container.</li> <li>Transfer contents of supply carts to an empty cart inside Storage Container; transfer the Supply Cart Diagram to the new cart; repeat process until all supplies and carts are in the Storage Container.</li> <li>Load and organize the supplies following the instructions posted in Storage Container.</li> </ul>	
10. Non-Storage Container locations: <ul style="list-style-type: none"> <li>Assemble supply carts and leave them inside the facility for Warehouse pickup.</li> <li>Place supplies on carts following the Supply List and Supply Cart Diagrams. <b>(manual pp. 76-77 &amp; 85-87)</b></li> <li>Remind Poll Workers to work in teams of 2 for heavy items.</li> </ul>	
11. Double check for any remaining supplies and signage.	
CONCLUSION	
1. Power off and pack the Cradlepoint. <b>(manual p. 73)</b>	
2. Power off and pack Laptop into the Laptop Bag.	
3. <b>Use the copy of this checklist (manual p. 84) for the final tasks so you can place this Checklist and other remaining items in Storage Container (e.g., Cradlepoint, Laptop). Place the official Poll Worker Checklist into the Laptop Bag and put that on Supply Cart 4 in between printers #3 and #4. Ensure Storage Container cargo strap is snugly around the carts and there is no slack in the strap. Close door and lock Storage Container.</b>	
4. On behalf of the ROV, thank the poll workers and let them know that the ROV appreciates their hard work this election!	
5. Thank the site contact; tell them that the ROV has packed out and the team is leaving the facility. Non-Storage Container Sites: Remind the site contact that ROV will follow up for supply pickup.	
6. Call the Hotline before leaving the facility.	



# SITE MANAGER DAILY REMINDERS

Vote Center Location #: \_\_\_\_\_

MISSION	
Always be Guided by the Poll Worker Mission	
WORKING THE ELECTION	
1. Be on time.	
2. Remind poll workers to bring snacks and extra water on Election Day.	
3. Coordinate poll worker breaks and lunches as suggested in the manual. <b>(manual p. 101)</b>	
4. Coordinate SM and PI breaks to ensure coverage.	
5. Confirm PI and TI have transportation to DART, understand Chain of Custody, etc.	
6. Review Manual and job aids during downtime.	
7. Review checklists to familiarize yourself with procedures and required tasks.	
8. Ensure poll workers are correctly following procedures.	
9. Closing preparation: <ul style="list-style-type: none"> <li>Review the Closing Checklist and assign tasks.</li> <li>Discuss assignments prior to Closing.</li> </ul>	
10. Regularly check that nothing has been left behind by voters or misplaced by a poll worker. <ul style="list-style-type: none"> <li>Ensure the Vote Center is organized, tidy, and free of safety hazards.</li> </ul>	
11. Routinely check the exterior entrance to support mail ballot station and ensure signs remain properly posted. <ul style="list-style-type: none"> <li>Check for proper distance of exit polling and electioneering activities.</li> </ul>	
12. Remind poll workers to monitor their cellphones for calls from the ROV.	
13. Ensure poll workers wear a safety vest when performing duties outside the vote center.	
SERVICE TO VOTERS AND VISITORS	
1. Be friendly and welcoming. <ul style="list-style-type: none"> <li>Listen to and address each poll worker, voter, observer's needs.</li> </ul>	
2. Make sure poll worker nametags are readable and visible.	
3. If you have not been trained on how to respond to a question, DO NOT guess, call the Poll Worker Hotline.	
4. Call the Hotline while the voter is present if you need assistance with a voter.	
5. Manage voter lines at the Greeter or Check-In Stations and outside the Vote Center. <ul style="list-style-type: none"> <li>Do not allow lines at the Voting Station; BMD voters may not check in if BMDs are not immediately available.</li> </ul>	
6. Perform the Wait Time Ticket procedure every hour and when the line exceeds 10 voters (Blue Env. –Tab 6). <ul style="list-style-type: none"> <li>Ensure times are entered into EPB.</li> <li>Enter a 1-minute wait time on the hour when there is no line.</li> </ul>	
7. Do not allow nor engage in political conversations, jokes, etc.	
SUPPLIES AND EQUIPMENT	
1. Monitor the Stations to ensure all are stocked with required supplies. <ul style="list-style-type: none"> <li>Place supply orders with Hotline before supplies are depleted.</li> </ul>	
2. Ensure electronic equipment functions properly and power cords are fully plugged in and taped down.	
3. Regularly inspect all EPBs to ensure they are plugged in, charging, and have a green-fan connection.	
4. Remind poll workers to sanitize touched surfaces (EPBs, BMDs, pens, clipboards, etc.) throughout the day.	
5. Check on exterior signage: yellow polling place signs, feather sign, A-frames, etc.	
6. Verify that the 25' and 100' markers are still in place for Exit Polling and Electioneering boundaries.	