

# VOTE CENTER SETUP CHECKLIST

VOTE CENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

*Checkmark each task once completed.*

SITE MANAGER	
<b>Site Manager Arrival</b>	
1. Turn on personal cell phone in case ROV needs to contact you.	
2. Access the Vote Center by meeting with site contact (or other designee). <ul style="list-style-type: none"> <li>• If unable to access the Vote Center within 15 minutes of start time, call the Poll Worker Hotline (858-565-3360)</li> </ul>	
3. With site contact: confirm the schedule for setup and voting days, clarify site access, poll worker parking, restroom location, building emergency procedures, and end of day lock-up procedures (if applicable).	
<b>Welcome Poll Workers</b>	
1. Welcome arriving poll workers and ensure they sign in on the Poll Worker Roster.	
2. Have poll workers review the Vote Center Setup Checklist (manual pg. 82-83).	
3. Assign each poll worker to a station to set up.	
<b>Site Layout and Voter Flow</b>	
1. Utilizing the Vote Center Sample Layout as a guide (manual pg. 10), identify location of each station and voter flow.	
2. Identify location and appropriate power outlets for BMDs/ADA Cart/EPBs/Cradlepoint/Laptop. <ul style="list-style-type: none"> <li>• Refer to the Outlet Layout (manual pg. 47)</li> </ul>	
SUPPLY INVENTORY – BEFORE VOTE CENTER SETUP	
<b>Open Storage Container (for Storage Container sites only)</b>	
1. Complete Storage Container Seal Log by following instructions on form	
2. Re-lock Storage Container when all supply carts have been taken inside the Vote Center	
<b>Site Layout and Voter Flow</b>	
1. Prior to unpacking supplies, review Supply Cart Diagrams with poll workers (manual pgs.80-81).	
2. Using the Site Manager Supply List found in the Site Manager Yellow Packet, inventory all supplies (manual pgs. 78-79). <ul style="list-style-type: none"> <li>• If there are missing supply items, keep a list and call the Poll Worker Hotline after inventory is completed (858-565-3360)</li> </ul>	
STATIONS	
<b>Site Manager Table (set up concurrently with Check-In Table)</b>	
Set up the following: <ul style="list-style-type: none"> <li>• Cradlepoint: Power on Cradlepoint. Ensure FF (“fully full”) message is showing and that modem lights are on (manual pgs. 72-74)</li> <li>• EPB: Power on every EPB. Establish and verify connection with Cradlepoint</li> <li>• Laptop: Power on Laptop. Check email for ROV correspondence (SM VC Laptop Instructions)</li> <li>• MFA Token: Test login with token</li> <li>• Blue Envelope</li> </ul>	
<b>Mail Ballot Bag Station</b>	
1. Utilizing the Vote Center Diagram as a guide, assemble and organize supplies onto black carts (if available) for the Mail Ballot Bag Station (manual pg. 11).	
2. Determine a plan for organizing a line of voters outside the Vote Center (if necessary).	
3. Measure and mark 25’/100’ distances from the entrance to the Vote Center and the Curbside Voting area (exit polling/electioneering).	
4. Set up any outdoor accessibility supplies (if provided, instructions are in TAB 4 of the Blue Envelope).	
5. Assemble outdoor signage and identify placement for voting days (reference against online mapping systems to optimize directional signs). <ul style="list-style-type: none"> <li>• NOTE: Signage displayed only during voting hours</li> </ul>	
6. Set up PPE.	
<b>Greeter Station</b>	
1. Determine the best flow for voters to enter and exit the Vote Center.	
2. Utilizing the Vote Center diagram as a guide, place supplies on the Greeter table (manual pg. 11).	
3. Post required posters ensuring each language is visible, and American Flag neatly and respectfully.	
4. Set up any indoor accessibility supplies (if provided, instructions are in TAB 4 of the Blue Envelope).	
5. Set out the Observer Sign-In/Out sheet.	
6. Set up PPE.	

## Vote Center Setup Checklist

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VOTE CENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

(Continued)

Checkmark each task once completed.

<b>Check-In Station (set up concurrently with Site Manager Table)</b>	
1. Utilizing the Vote Center Diagram as a guide, place supplies, including the EPB, on all 5 Check-In tables (manual pg. 12).	
2. Confirm power cables are securely plugged in and cabling/cords are taped down to prevent trip hazards. <ul style="list-style-type: none"> <li>• Use provided blue tape to secure cables/cords using the Outlet Layout (manual pg. 47)</li> </ul>	
3. Ensure every EPB is charging and has established a connection with Cradlepoint.	
4. Set up PPE.	
5. Utilizing the Vote Center Diagram as a guide, place supplies on the Language Access table (manual pg. 11). <ul style="list-style-type: none"> <li>• Includes Reference Ballot Binders, Voter Help Cards and Specific Needs Surveys</li> </ul>	
<b>Voting Station</b>	
1. Utilizing the Vote Center Diagram as a guide, set up all 7 BMDs + 1 ADA Cart BMD (manual pgs. 48-58). <ul style="list-style-type: none"> <li>• Layout may look different from diagram, depending on site</li> </ul>	
2. Ensure all printer trays are loaded with official BMD paper.	
3. Assemble Curbside Voting Kit and place on shelf of ADA Cart (manual pg. 69).	
4. Site Manager completes Seal Verification Log (Blue Envelope – TAB 6). Once complete, place back inside Blue Envelope – TAB 6.	
5. Complete Part I of the Daily Ballot Statement <ul style="list-style-type: none"> <li>• If any BMDs show that ballots have been printed, call the Poll Worker Hotline (858-565-3360)</li> </ul>	
6. Assemble and position cardboard voting booths and ADA voting booth.	
7. Set up PPE.	
<b>Checkout Station</b>	
1. Utilizing the Vote Center diagram as a guide, place supplies on the Checkout table (manual pg. 13).	
2. Set up PPE.	
<b>END OF DAY</b>	
<b>Confirm/Review with Poll Workers</b>	
1. Review voting day morning arrival protocols.	
2. Email the ROV ( <a href="mailto:virginia.exner@sdcountry.ca.gov">virginia.exner@sdcountry.ca.gov</a> ) only if exceptions are noted on the Poll Worker Roster for the day. <ul style="list-style-type: none"> <li>• The subject line of the email must say: "Poll Worker Roster VCA ###"</li> <li>• VCA ### = VCA + your Vote Center location number</li> </ul>	
3. Power off Laptop.	
4. Secure MFA Token in laptop bag (front zipper).	
5. Power off every EPB.	
6. Power off Cradlepoint (manual pg. 73).	
7. Ensure Storage Container is locked (if applicable).	
8. Close and ensure Vote Center is locked according to facility instructions.	
9. Call Poll Worker Hotline (858-565-3360) before leaving the facility.	

# DAILY OPENING CHECKLIST

VOTE CENTER:

Sat	Sun	Mon	Tues	Wed	Th	Fri	Sat	Sun	Mon	E-Day
5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7

Checkmark each task once completed.

SITE MANAGER/PRECINCT INSPECTOR										
1. Turn on personal cell phone in case ROV needs to contact you.										
2. Ensure access to Vote Center no later than 7:30 am (6:30 am on Election Day). <b>• If access is delayed by more than 15 minutes, call the Poll Worker Hotline (858-565-3360)</b>										
3. Power on the Cradlepoint and ensure FF (“fully full”) message is showing and that modem lights are on (manual pg. 72-74).										
4. Power on every EPB and ensure they are charging and have established a connection with Cradlepoint.										
5. Power on Laptop.										
6. Check email inbox for ROV correspondence (SM VC Laptop Instructions).										
7. Prepare Poll Worker Roster and ensure poll workers sign in. <b>• If poll workers are late or missing, call the Poll Worker Hotline (858-565-3360)</b>										
8. At 8:00am each day and 7:00am on Election Day, open the poll. If necessary, step outside and announce that the polls are now open.										
9. Follow First Voter protocols each day polls are open (manual pg. 18).										
MAIL BALLOT BAG STATION										
1. Prepare and stock supplies for Mail Ballot Bag Station (manual pg. 11).										
2. Place yellow poll signs at nearby intersection(s) and entrance(s) to Vote Center for maximum visibility.										
3. Place feather sign at main entrance to Vote Center parking lot for maximum visibility.										
4. Place Curbside Voting sign near disabled person parking space(s) or as appropriate.										
5. Place Vote Here (A-Frame) sign at entrance to building.										
6. Check 25-foot Exit Poll marker/tape and replace if needed.										
7. Check 100-foot Electioneering marker/tape and replace if needed.										
GREETER STATION										
1. Prepare and stock supplies on the Greeter table (manual pg. 11).										
2. Ensure all posters are posted in clear view for voters.										
CHECK-IN STATION										
1. Prepare and stock supplies at the Check-In Station (manual pg. 12).										
2. Ensure every EPB is charging and has established a connection with Cradlepoint.										
3. At “Device Locked” screen, touch “Allow Login Again” and log in to all EPBs (EPB manual pg. 46).										
4. Confirm power cables are securely plugged in, and cabling/cords are taped down to prevent trip hazards.										
5. Open sealed Brown Box.										

# DAILY OPENING CHECKLIST

VOTE CENTER: \_\_\_\_\_

(Continued)

Checkmark each task once completed.

Sat	Sun	Mon	Tues	Wed	Th	Fri	Sat	Sun	Mon	E-Day
5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7

## VOTING STATION

1. Check BMD padlocks and confirm they are secure and free from tampering, including BMD on ADA Cart.											
2. Confirm BMD power cables are securely plugged in, and cabling/cords are taped down to prevent trip hazards.											
3. Ensure all printer trays are loaded with official BMD paper.											
4. Using a Poll Worker Card, "Open the Poll" on all BMDs (manual pgs. 59). • "Open the Poll" is only done on the first day of voting. It will remain open until Election Night											
5. Complete Part I of the Daily Ballot Statement. • If BMD "Open" counts do not match the previous day's "Close" counts, immediately call the Poll Worker Hotline											

## CHECKOUT STATION

1. Prepare and stock supplies for the Checkout Station (manual pg. 13).											
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Save this checklist in TAB 6 of the Blue Envelope to complete each day.

# DAILY CLOSING CHECKLIST

VOTE CENTER: \_\_\_\_\_

Checkmark each task once completed.

Sat 5/28	Sun 5/29	Mon 5/30	Tues 5/31	Wed 6/1	Th 6/2	Fri 6/3	Sat 6/4	Sun 6/5	Mon 6/6	E-Day 6/7
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## CLOSING THE POLLS

1. At 5:00pm each day and 8:00pm on Election Day, close the poll. If necessary, step outside and announce that the polls are closed. On Election Day, have a poll worker mark the end of the line at 8:00pm.										
As long as voters are in line at close of polls, voters are eligible to vote. Voters may not join the line or cast their mail ballot after 8:00pm on Election Day. <b>No closing activities may begin until all voters have exited the Vote Center.</b>										
2. Site Manager will assign poll workers closing tasks as needed. Assigned poll workers will bring all necessary materials to the closing area. All other poll workers will begin the "Daily Close-Out Tasks" Section (pg. 2).										
3. Poll workers simultaneously begin working on the following sections as assigned: "Check-In Forms and EPB Counts", "Brown Box", and "Daily Close-Out Tasks".										

**Remember that your poll workers must leave for DART within 30 minutes of closing the Vote Center.**

## OFFICIAL BALLOT BOX

1. Site Manager and one poll worker unseal the Ballot Box; sort and count all contents: BMD ballots, mailed ballots, Emergency ballots, Provisional envelopes, and CVR envelopes.										
2. Record the ballot counts on the <b>Daily Ballot Statement (Part II)</b> for each item next to correct date.										
3. Once the Ballot Box is empty, return the Ballot Box to the Checkout Station.										

## WHITE BALLOT CARTON

1. Place the voted BMD ballots, voted mailed ballots, and voted Emergency ballots in the White Ballot Carton.										
2. Write the ballot counts in the fields on the carton's front flap. <ul style="list-style-type: none"> <li>• Transfer the count totals from today's line on the Daily Ballot Statement, Part II.</li> </ul>										
3. Seal the Carton using a Closing Blue Security Seal.										
4. Checkmark "Voted Ballots" box; have all board members sign.										
5. Set the sealed White Ballot Carton aside to be released to DART.										

## RED BAG – PART I

1. Place the Provisional and CVR envelopes in the Red Bag. <b>Do not seal until during the RED BAG – PART II Section.</b>										
2. Transfer the count of Provisional and CVR envelopes from the <b>Daily Ballot Statement</b> to the Red Bag Card.										

## CHECK-IN FORMS AND EPB COUNTS

1. Collect all Check-In Forms and place inside a Check-In Form Security Envelope (Blue Envelope, Tab 3) and seal.										
2. Write the Vote Center location number and date on the Check-In Form Security Envelope.										
3. Place the Check-In Form Security Envelope in the Red Bag.										
4. Using the "Check-In Totals" screen on an EPB, record the day's grand totals of Regular and Provisional check-ins on the <b>Daily Ballot Statement (Part II)</b> .										

## RED BAG – PART II

1. If there are any Mail Ballot Signature Forms to return to the ROV, place the forms inside a Mail Ballot Signature Form Envelope (Blue Envelope – Tab 3), seal and place in the Red Bag.										
2. Zip the Red Bag closed and seal using a Red Tab Lock.										
3. Set the sealed Red Bag aside with the items to be released to DART.										

### Daily Closing Checklist

# DAILY CLOSING CHECKLIST

VOTE CENTER: \_\_\_\_\_

Checkmark each task once completed.

	Sat 5/28	Sun 5/29	Mon 5/30	Tues 5/31	Wed 6/1	Th 6/2	Fri 6/3	Sat 6/4	Sun 6/5	Mon 6/6	E-Day 6/7
<b>BROWN BOX (SPOILED OR SURRENDERED BALLOTS)</b>											
1. Separate the spoiled ballots from all other items in the Brown Box; sort and then count the number of spoiled BMD ballots only.											
2. Record the number of spoiled BMD ballots on the <b>Daily Ballot Statement (Part II)</b> next to correct date.											
3. Using a new clip each day: clip the spoiled BMD ballots together with all other spoiled items, used BMD tickets, and surrendered items; date the clipped set. Return to the Brown Box, close the Brown Box, and seal using a Closing Blue Security Seal.											
4. Checkmark the "Unused..." box; have all board members sign.											
5. Place the sealed Brown Box back at the Check-In Station.											
<b>MAIL BALLOT BAG</b>											
1. Close and lock all Mail Ballot Bags using Red Tab Locks.											
2. Set the Mail Ballot Bag aside with the items to be released to DART.											
<b>DAILY BALLOT STATEMENT</b>											
1. Record the number of Total Ballots Printed from each BMD in the matching columns on the <b>Daily Ballot Statement (Part I)</b> .											
2. <b>On Election Night Only:</b> Calculate the Grand Total for the BMD Ballot Count on the <b>Daily Ballot Statement (Part I)</b> .											
3. <b>On Election Night Only:</b> Calculate the Grand Totals on the <b>Daily Ballot Statement (Part II)</b> for all columns.											
4. <b>On Election Night Only:</b> Once the <b>Daily Ballot Statement</b> is complete, have all Board Members read the certification statement at the bottom of the form, sign, and date.											
5. Ensure the <b>Daily Ballot Statement</b> is complete for the day, then return to Blue Envelope – Tab 6.											
<b>BALLOT RELEASE TO DART</b>											
1. Count each of the items being released to DART: White Ballot Carton(s), Mail Ballot Bag(s), Red Bag(s), Blue Check-In Form Security Envelope.											
2. Have two poll workers complete the Official Chain of Custody form (Blue Envelope – Tab 6), verify that all items have been accounted for and are sealed, then sign and document the date and time.											
3. Have the same two poll workers take the completed Official Chain of Custody form and all the items listed and proceed to the assigned DART location <b>within 30 minutes of closing the Vote Center</b> .											
4. <b>Site Manager:</b> Call the Poll Worker Hotline to notify the ROV that your poll workers are on their way to DART.											
5. <b>Poll Workers:</b> Call the Site Manager when you have released the items to DART and are leaving the DART Location.											
<b>DAILY CLOSE-OUT TASKS</b>											
1. Retrieve all exterior signage for overnight storage.											
2. Replenish consumed supplies at all stations for next day.											
3. Verify that Red & Green Padlocks are intact on BMDs.											
4. Secure all locks, seals, cards, & passwords in the Official Ballot Pouch and secure the MFA Token in the Laptop Bag.											
5. Ensure every EPB is plugged in, logged out for the day, and then manually powered down.											
6. Power off the Vote Center Laptop and the Cradlepoint.											
7. <b>Site Manager:</b> Call the Poll Worker Hotline to notify the ROV that your board is leaving the Vote Center.											
8. Keep cellphones on until you get home in case the ROV calls.											
9. Email the ROV ( <a href="mailto:virginia.exner@sdcounty.ca.gov">virginia.exner@sdcounty.ca.gov</a> ) only if exceptions are noted on the Poll Worker Roster for the day. <ul style="list-style-type: none"> <li>• The subject line of the email must say: "Poll Worker Roster VCA ####"</li> <li>• VCA #### = VCA + your Vote Center location number</li> </ul>											
10. <b>On Election Night Only:</b> follow page 64 in the Poll Worker Manual to "Close Poll" on all BMDs.											

## Daily Closing Checklist

Gubernatorial (Statewide Direct) Primary Election

June 7, 2022

# VOTE CENTER PACKOUT CHECKLIST

VOTE CENTER: \_\_\_\_\_ WEDNESDAY, JUNE 8, 2022

*Checkmark each task once completed.*

PACKOUT	
<b>Preparation</b>	
1. Turn on personal cell phone in case ROV needs to contact you.	
2. Power on the Cradlepoint (manual pg. 72-74).	
3. Power on the Laptop.	
4. Check email inbox for ROV correspondence (SM VC Laptop Instructions).	
5. Welcome arriving poll workers and ensure they sign in on the Poll Worker Roster.	
6. Review pack-out plan with Poll Workers. <ul style="list-style-type: none"> <li>• Use the Supply List and cart diagrams (manual pgs. 78-81)</li> <li>• Site Manager is responsible for: Blue Envelope, EPBs, Laptop, MFA Token, and Cradlepoint</li> <li>• Note: Keep the Cradlepoint and Laptop on until just before departure (to check email)</li> </ul>	
<b>Packing Process</b>	
1. Pack all EPBs, power cords, and bricks into their cases.	
2. Power off and disassemble all BMDs and BMD Booths.	
3. Pack BMDs and printers into their respective bags and lock both security bags with Red Padlocks. <ul style="list-style-type: none"> <li>• Leave paper in printers</li> </ul>	
4. Pack all cardboard booths.	
5. Pack all outdoor signage.	
6. Remove all posted items and all adhesive/tape/tacky from walls.	
7. Pack all supplies, envelopes, and other materials following the Supply List and cart diagrams (manual pgs. 78-81).	
8. Remove any floor tape indoors/outdoors. <ul style="list-style-type: none"> <li>• Be cautious so as not to cause damage to the floor</li> </ul>	
9. Place all supply carts into the Storage Container, if applicable. For non-storage container locations, leave supply carts organized inside facility for Warehouse pickup.	
10. Once all supplies/supply carts have been packed, survey the facility, and check for any remaining unpacked items and outdoor signage.	
DEPARTURE	
1. Thank poll workers for their hard work this election.	
2. Email the ROV ( <a href="mailto:virginia.exner@sdcountry.ca.gov">virginia.exner@sdcountry.ca.gov</a> ) only if exceptions are noted on the Poll Worker Roster for the day. <ul style="list-style-type: none"> <li>• The subject line of the email must say: "Poll Worker Roster VCA ###"</li> <li>• VCA ### = VCA + your Vote Center location number</li> </ul>	
3. Power off and pack the Cradlepoint (manual pg. 73).	
4. Power off and pack laptop and MFA Token into laptop bag.	
5. Place all checklists in the Blue Envelope, TAB 6.	
6. Ensure Storage Container is locked, if applicable.	
7. Inform the site contact that the Vote Center has been packed out and the team is leaving the facility. <ul style="list-style-type: none"> <li>• Thank the site contact for hosting the Vote Center</li> <li>• Remind the site contact that Warehouse team will need access for supply pickup, if applicable</li> </ul>	
8. Call the Poll Worker Hotline to let them know that the Vote Center Packout is complete.	
<b>THANK YOU FOR YOUR WORK ON THIS ELECTION!</b>	