

# 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
  - Election Day Closing Checklist - **NEW**
  - Vote Center Final Packout Checklist
- Return checklists to the Blue Envelope-Tab 2

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

# VOTE CENTER SETUP DAY CHECKLIST

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

DATE: \_\_\_\_\_

<b>A. SITE MANAGER DUTIES</b>		<i>Checkmark each task once completed.</i>
<b>•Site Manager Arrival</b>		
<b>Important:</b> For all questions, concerns, or setup issues, contact the Poll Worker Hotline at <b>(858) 565-3360.</b> (4-Day Vote Centers ONLY on Setup Day: call <b>(858) 495-5123.</b> )		<b>SETUP</b>
1. Turn on your phone and ensure ringer/vibration is enabled.		
2. If facility is locked, contact the facility representative. If access is not granted, call the Poll Worker Hotline. (4-Day Sites call <b>(858) 495-5123</b> )		
3. Meet with the facility contact and confirm: <ul style="list-style-type: none"> <li><input type="checkbox"/> Site access procedures and end-of-day lock requirements</li> <li><input type="checkbox"/> Set-up and voting day schedules (including holidays and Election Day)</li> <li><input type="checkbox"/> Daily access/lock-up contact names and phone number</li> <li><input type="checkbox"/> Poll worker parking locations</li> <li><input type="checkbox"/> Restroom access</li> <li><input type="checkbox"/> Posted emergency procedures</li> <li><input type="checkbox"/> Any scheduled events affecting parking or access</li> <li><input type="checkbox"/> Wednesday E+1 pack-out times and access</li> </ul>		
<b>•Poll Worker Arrival</b>		
1. Notify Recruitment if Poll Worker(s) are absent or leave early. Attempt to contact the poll worker first, then call Recruitment.		
2. Review Setup Day Checklist ( <b>manual pp. 78-79</b> ) and discuss the setup plan.		
3. Communicate facility evacuation plan to poll workers. Remind staff to call 9-1-1 if they feel unsafe or threatened.		
4. Assign specific setup tasks and ensure <u>ALL</u> provided equipment is assembled.		
<b>•Site Layout and Voter Flow</b>		
1. Walk vote center and identify the entrances and exits, storage container location (if applicable), and voter path of travel.		
2. Plan station placement using the Vote Center Layout ( <b>manual p. 12</b> ) as a guide. Use outlet diagram to plan equipment setup ( <b>manual p. 49</b> for suggested layout).		
3. Designate inside and outside voter line flow.		
<b>B. INVENTORY AND UNLOAD SUPPLIES / EQUIPMENT</b>		
<b>• Storage Container (POD) Instructions</b>		
1. Break seal and complete the Storage Container Seal Log. Place completed log in Blue Envelope-Tab 6.		
2. Open Storage Container carefully; watch for shifting carts and loose supplies.		
3. Review unloading instructions inside POD. Lock cart wheels before unloading. <ul style="list-style-type: none"> <li>• Remove BMD Security Bags starting from the top shelf.</li> <li>• Roll bags into vote center one at a time.</li> <li>• Use two people to lower empty carts safely. Follow Transfer Cart Diagram.</li> <li>• Only remove carts once completely empty.</li> </ul>		
4. Close and lock empty storage container (may store empty carts inside).		
5. Inventory each supply cart before unpacking using Supply List and Supply Cart Diagrams ( <b>manual pp. 76-77 &amp; 87</b> ).		
6. Prepare a complete list of missing items before submitting the online Site Manager Supply Order.		
7. Unpack supplies.		
<b>C. SETUP STATIONS AND SM TABLE – (Site Manager delegates tasks)</b>		
<b>• Site Manager Table (manual p. 15)</b>		
• Set up first: <ul style="list-style-type: none"> <li>• Turn on Cradlepoint; confirm modem lights are active. Keep plugged in at all times. (<b>manual pp. 72-73</b>)</li> <li>• Turn on ePollbooks (EPBs); confirm charging and green-fan connection. (<b>EPB Manual pp. 3-5</b>)</li> <li>• Log into Vote Center Laptop using MFA token and Laptop Instructions in SM Yellow envelope.</li> <li>• Check email for ROV updates.</li> </ul>		
<b>• Mail Ballot Station (manual p. 13)</b>		
1. Set up according to station supplies on page 13.		
2. Measure and mark 25-foot exit polls and 100-foot electioneering boundaries from Vote Center entrance.		
3. Install mitigation (accessibility) supplies if packet is provided in Blue Envelope (Tab 4).		
4. Assemble and position directional signage to maximize visibility (wear a safety vest). <ul style="list-style-type: none"> <li>• Display only during voting hours; bring inside nightly.</li> </ul>		
5. Designate Curbside Voting area using A-Frame sign. (not in accessible parking).		
6. Attach Voter Center Location # sticker (Blue Envelope – Tab 1) to Curbside Voting sign and place below accessibility symbol.		

# VOTE CENTER SETUP DAY CHECKLIST

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

DATE: \_\_\_\_\_

<b>D. Greeter Station (manual p. 13)</b>	<i>Checkmark each task once completed.</i>	SETUP
1. Set up per Station Supplies; ensure all languages are represented.		
2. Post required notices visibly in all languages. <b>(manual p. 12)</b>		
3. Display American flag respectfully.		
<b>E. Check-In Station (manual p. 14)</b>		
1. Assemble using Station Supplies. <b>(manual p. 14)</b>		
2. Priority: Set up and plug in all EPBs, confirm green-fan connection and sideways communication.		
3. Ensure EPBs Delta files are downloading. Do not power down until pack out day.		
4. Verify power cords are fully connected and securely taped down.		
5. Confirm secrecy sleeves are empty.		
<b>F. Voter Access Table (manual p. 13)</b>		
1. Assemble and organize supplies per Station Supplies. <b>(manual p. 13)</b>		
<b>G. Voting Station (manual p. 15)</b>		
1. Complete BMD Seal Verification procedure <b>(manual p. 53)</b> <ul style="list-style-type: none"> <li>• Verify and match the BMD numbers with the pre-printed numbers on the Seal Verification Log. (Blue Envelope – Tab 6)                             <ul style="list-style-type: none"> <li>○ Red cable locks on the BMD and BMD printer security bags.</li> <li>○ BMD serial numbers (back of BMD)</li> <li>○ BMD red and green cable lock numbers</li> </ul> </li> <li>• Record results on Seal Verification Log (Blue Envelope – Tab 6)</li> <li>• Call Hotline if discrepancies are found.</li> </ul>		
2. Set up BMDs and booths following layout diagram <b>(manual p. 12; setup pp. 49-58)</b> <ul style="list-style-type: none"> <li>• Work in teams to prevent injury or equipment damage.</li> <li>• Ensure at least 2 BMDs and 1 ADA booth are measured as shown on the diagram. <b>(p. 12)</b></li> </ul>		
3. Power on printers and conduct test procedures <b>(manual pp 57-58)</b> <ul style="list-style-type: none"> <li>• Print test pages, tear through QR code and write ‘test’ and place in Brown Box.</li> </ul>		
4. Confirm correct election appears on each BMD screen <b>(manual p. 57)</b> <ul style="list-style-type: none"> <li>• Call Hotline if incorrect and take BMD out of service.</li> </ul>		
5. Complete Part I of the Daily Ballot Statement (record “Total Ballots Printed”). <ul style="list-style-type: none"> <li>• Call Hotline if ‘ballots printed’ are not equal to zero.</li> </ul>		
6. Assemble cardboard voting booths. Assemble additional empty BMD voting booth if provided.		
7. Set up ADA Cart and Curbside Voting Kit. <b>(manual p. 46-47)</b>		
8. Two poll workers complete Seal Verification Log - Part I, Step 2.		
<b>H. Checkout Station</b>		
1. Assemble and organize per the Station Supplies. <b>(manual p. 15)</b>		
<b>END OF SETUP DAY</b>		
<b>I. Final Review with Poll Workers</b>		
1. Remind poll workers to review expectations for professionalism and timeliness. <b>(manual p. 11)</b>		
2. Assign station roles.		
3. Review Daily Opening Checklist responsibilities. <b>(manual p. 80-81)</b>		
4. Remind Precinct Inspector of nightly DART transport of ballots – two-person chain of custody. <b>(manual p. 94)</b>		
5. DO NOT power off BMDs or EPBs (remain on until pack out day).		
6. Ensure <b>ALL</b> electronic equipment stays powered on until pack-out day. ADA Cart is always plugged into a wall outlet to prevent UPS battery failure.		
7. Place Official Ballot Pouch in laptop bag.		
8. Site manager ensures poll worker attendance form is completed.		
9. Log off EPBs (do NOT power off). <b>(EPB Manual p. 51)</b>		
10. Confirm all EPBs have reached required Delta file number as communicated.		
11. Call Hotline to report setup completion and provide Delta file number.		
12. Securely close and lock vote center per site instructions.		

# DAILY OPENING CHECKLIST

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

Checkmark each task once completed.										
Sat E-10	Sun E-9	Mon E-8	Tue E-7	Wed E-6	Thu E-5	Fri E-4	Sat E-3	Sun E-2	Mon E-1	E Day

## DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR

1. Keep cellphone on, charged, with you, ringer on.										
2. Call site contact(s) and Hotline if locked out.										
3. SM completes PWs attendance form. Call no-shows; report absences to Recruitment.										
4. Verify Cradlepoint lights are on. <b>(manual p. 72)</b>										
5. Log on to EPBs. Confirm: charging and have a green-fan connection.										
6. Check emails; use MFA token. (Steps in SM Packet).										
7. Ensure ADA Cart is plugged into a wall outlet and charging.										
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>										

## MAIL BALLOT STATION RESPONSIBILITIES

1. Restock supplies. <b>(manual p. 13)</b> Ensure station is organized, neat, no clutter.										
2. Place directional yellow poll signs as instructed to point voters 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.										

## GREETER STATION RESPONSIBILITIES

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 respectfully displayed.										
4. Complete ' <i>Languages Spoken Here</i> ' table tent; mark each language spoken at this vote center.										
5. Manage the Voters Access Table and ensure it is well stocked.										

# DAILY OPENING CHECKLIST

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

(Continued)

	Checkmark each task once completed										
	Sat E-10	Sun E-9	Mon E-8	Tue E-7	Wed E-6	Thu E-5	Fri E-4	Sat E-3	Sun E-2	Mon E-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 Device Locked screen.											
4. Look for 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 hazards. Confirm BMD and printer power cords are fully plugged in and securely taped down.											
2. Inspect all BMD Cable Locks including ADA Cart. Verify all are secure, tamper- free.											
3. Record results on Seal Verification Log Part II. (Blue Envelope - Tab 6). Call Hotline if any Cable Lock shows evidence of tampering or is missing.											
4. First Day of Voting Only: Using a Poll Worker Card to "Open the Poll" on all BMDs. <b>(manual p. 60)</b> Do not close the polls until Election Night after all voting is complete, and all voters have left the site.	E-11 Day								E-4 Day		E Day
5. Complete <i>Part 1 Daily Ballot Statement</i> (Blue Envelope-Tab 6); record total # of ballots printed for each BMD. If BMD "Open" counts do not match the previous day's "Close" counts, call the Poll Worker Hotline.											
<b>CHECKOUT STATION RESPONSIBILITIES</b>											
1. Restock supplies. <b>(manual p. 15)</b> Ensure station is organized, neat, no clutter.											
2. Obtain red tab lock from Official Ballot Pouch to prepare for First Voter Procedure. <b>(manual p. 21)</b>											

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

# DAILY CLOSING CHECKLIST

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

Note: Use 'Election Day Closing Checklist' for closing on Election Day.

Checkmark each task once completed.

	Sat E-10	Sun E-9	Mon E-8	Tues E-7	Wed E-6	Thur E-5	Fri E-4	Sat E-3	Sun E-2	Mon E-1
<b>A: CLOSE POLLS, "THE POLLS ARE NOW CLOSED" (Early Voting: 5:00 PM.)</b>										
<b>B: SM TASK DELEGATION</b>										
Concurrently perform closing activities: PI and TI should leave for DART as soon as DART items are prepared.										
1. SM assigns priority Daily Closing Checklist sections first: <ul style="list-style-type: none"> <li>PI + PW to E2: Check-In Forms and EPB Counts</li> <li>2 PWs to G: Mail Ballot Bag</li> <li>PI+PW to I: Dart Items and Chain of Custody</li> </ul>										
2. SM assigns 1 PW to collect secrecy sleeves; ensure they are empty 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. (manual p. 59)										
4. SM assigns 1 PW to F: Brown Box										
5. Available PWs perform checklist Section, J1: Perform After Polls Close.										
6. 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 Accordion Envelope-Tab 6.										
2. Break Red Tab Lock on Official Ballot Box; sort contents. <ul style="list-style-type: none"> <li>Mail Ballot envelopes go to PWs assigned to G: Mail Ballot Bag.</li> <li>Count ballots: BMD, Carry-in, Emergency, Provisionals, CVRs.</li> <li>Record counts on <i>Daily Ballot Statement</i> - Part II for today.</li> </ul>										
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>Daily Ballot Statement</i> – Part II.										
3. Seal the White Ballot Carton using a Closing Blue Security Seal.										
4. Mark "Voted Ballots"; have poll workers sign the seal.										
5. 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 <i>Daily Ballot Statement</i> onto the Red Bag Card (inside plastic sleeve).										
<b>E2: Check-In Forms and EPB Counts – Precinct Inspector and Poll Worker</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 DART.										
4. PI accesses the "Check-In Totals" screen on EPB (EPB Manual pp. 47-48, found in Blue Accordion Envelope – Tab 2). <ul style="list-style-type: none"> <li>PI provides today's totals for Regular and Provisional "This Location" and select today's date. SM to record on <i>Daily Ballot Statement</i> - Part II.</li> </ul>										
<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. 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 # \_\_\_\_\_

Note: Use 'Election Day Closing Checklist' for closing on Election Day.

Checkmark each task once completed.

	Sat E-10	Sun E-9	Mon E-8	Tues E-7	Wed E-6	Thur E-5	Fri E-4	Sat E-3	Sun E-2	Mon E-1
<b>F: BROWN BOX – 1 Poll Worker</b>										
1. Separate spoiled BMD ballots from other items in Brown Box; sort and count number of spoiled BMD ballots.										
2. Provide # of spoiled BMD ballots to SM. SM to record # on <i>Daily Ballot Statement</i> - Part II for today.										
3. Clip together today's spoiled & surrendered items & 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 Poll Worker</b>										
1. Complete <i>Daily Ballot Statement</i> Parts I and II and return to Blue Envelope– Tab 6.										
<b>I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and Poll Worker</b>										
1. PI/PW complete the Official Chain of Custody Form (COC), (Blue Accordion Envelope, Tab 6). <ul style="list-style-type: none"> <li>• Record quantity of each: <ul style="list-style-type: none"> <li>○ Red Bag, yellow Mail Ballot Bag, White Ballot Carton</li> </ul> </li> <li>• Items listed on COC go to DART (even if empty).</li> </ul>										
2. PI/PW initial the COC form and record date and time. PI verifies items are sealed; labels are completed										
3. PI will notify ROV when leaving for DART.										
4. PI/PW transport DART items and Official Chain of Custody to DART.										
5. PI arrives at DART, calls SM to confirm DART delivery.										
<b>J: DAILY CLOSE-OUT TASKS</b>										
<b>J1: Perform After Polls Close – Poll Workers</b>										
1. Retrieve exterior signage (wear a safety vest).										
2. Replenish supplies at all stations.										
3. Log out, charge, and do not turn off EPBs.										
<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. SM scans Vote Center Status QR Code when leaving the Vote Center.										
3. 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 DAY CLOSING CHECKLIST

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

Checkmark each task once completed.

Election Day
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<b>A: CLOSE POLLS, "THE POLLS ARE NOW CLOSED" (Election Day: 8:00 PM.)</b>	
A person may not join the line to vote or cast a mail ballot after 8:00 PM on Election Day. On Election Day at 8:00 PM, have PW or Line Monitor stand at the end of the line. Wait until all voters have exited the Vote Center before beginning Closing tasks.	
<b>B: SM TASK DELEGATION</b>	
Concurrently perform closing activities: PI and PW should leave for DART as soon as DART items are prepared.	
1. SM assigns priority Election Day Closing Checklist sections first: <ul style="list-style-type: none"> <li>PI + PW to E2: Check-In Forms and EPB Counts</li> <li>2 PWs to G: Mail Ballot Bag</li> <li>PI + PW to I: Dart Items and Chain of Custody</li> </ul>	
2. SM assigns 1 PW to collect secrecy sleeves, ensure they are empty 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. SM assigns 1 PW to gather and return items to Blue Accordion Envelope – Tab 2: Observer Sign-In Sheet, Assisted Voters List, PW Job Aids (all stations), ULG/ASL Flyers, Voter Surveys, Lockout Packet.	
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 Accordion Envelope – Tab 6	
2. Break Red Tab Lock on Official Ballot Box; sort contents. <ul style="list-style-type: none"> <li>Mail Ballot envelopes go to PWs assigned to G: Mail Ballot Bag.</li> <li>Count ballots: BMD, Carry-in, Emergency, Provisionals, CVRs.</li> <li>Record counts on <i>Daily Ballot Statement</i> - Part II for today. (<b>manual, p. 59</b>)</li> </ul>	
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>Daily Ballot Statement</i> – Part II.	
3. Don't seal white ballot carton yet. <b>Go to Section H.</b>	
4. Election Night only, you will place completed <i>Daily Ballot Statement</i> into White Ballot Carton.	
5. Seal the White Ballot Carton using a Closing Blue Security Seal.	
6. Mark "Voted Ballots"; have poll workers sign the seal.	
7. 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 <i>Daily Ballot Statement</i> onto the Red Bag Card (inside plastic sleeve).	
<b>E2: Check-In Forms and EPB Counts – Precinct Inspector and 1 Poll Worker</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. PI accesses the "Check-In Totals" screen on an EPB ( <b>EPB Manual pp. 47-48, found in the Blue Envelope – Tab 2</b> ) <ul style="list-style-type: none"> <li>To record today's totals for Regular and Provisional click on "This Location" and select today's date. SM records check-ins on <i>Daily Ballot Statement</i> - Part II.</li> </ul>	
<b>E3: Mail Ballot Signature Form Envelope and Locking Red Bag – Site Manager and Poll Worker</b>	
1. Seal/place Mail Ballot Signature Form Envelope in Red Bag (if any forms).	
2. Place completed attendance sheet in Red Bag.	
3. Zip and lock the Red Bag using a Red Tab Lock.	
4. Set the sealed Red Bag aside for DART.	

# ELECTION DAY CLOSING CHECKLIST

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

<i>Checkmark each task once completed</i>	Election 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. Provide # of spoiled BMD ballots to SM; SM to record # on <i>Daily Ballot Statement</i> - Part II for today.	
3. Clip together today's spoiled & surrendered items & BMD Tickets. 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. Calculate the Grand Total for BMD #s, Part I of the <i>Daily Ballot Statement</i> .	
2. Calculate the Grand Totals for ballot counts, Part II of the <i>Daily Ballot Statement</i> .	
3. Complete <i>Daily Ballot Statement</i> – Part III; board members sign the <i>Daily Ballot Statement</i> .	
4. Place completed <i>Daily Ballot Statement</i> into the White Ballot Carton. Return to checklist Section: "D: White Ballot Carton" to complete steps 4-7 (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), (Blue Envelope-Tab 6) <ul style="list-style-type: none"> <li>• Record quantity of each: <ul style="list-style-type: none"> <li>○ Red Bag, Mail Ballot Bag, White Ballot Carton, Blue Accordion Envelope</li> </ul> </li> <li>• Items listed on COC go to DART (even if empty).</li> </ul>	
2. PI/PW initial the COC form and date and time. PI verifies items are sealed; labels are completed.	
3. Blue Accordion Envelope also to DART.	
4. PI will notify ROV when leaving for DART.	
5. PI/PW transport DART items and Official Chain of Custody to DART.	
6. PI arrives at DART, calls SM to confirm DART delivery.	
<b>J: ELECTION DAY CLOSE-OUT TASKS</b>	
<b>J1: Perform After Polls Close – Poll Workers</b>	
1. Retrieve exterior signage (wear a safety vest).	
2. Log out, charge, and do not turn off EPBs.	
<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 in the Laptop Bag.	
2. Perform "Close the Poll" procedure on all BMDs. ( <b>Manual pg. 65</b> )	
3. SM scans Vote Center Status QR Code when leaving the Vote Center.	
4. 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.
- Completed *Daily Ballot Statement* inside White Ballot Carton
- Blue Accordion Envelope

# VOTE CENTER PACKOUT CHECKLIST

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

DATE: \_\_\_\_\_

PACKOUT <span style="float: right;"><i>Checkmark each task once completed.</i></span>	
Preparation	Packout
1. <b>Site Managers:</b> Monitor cellphone for calls from ROV.	
2. Check Vote Center Laptop for new email messages using the MFA Token.	
3. 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; 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 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.</li> <li>• Shut cabinet door.</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; 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. 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. Use the copy of this checklist <b>(manual p. 86)</b> 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.	
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.	
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. **(manual p. 101)**
4. Coordinate SM and PI breaks to ensure coverage.
5. Confirm PI and TI have transportation to DART, understand Chain of Custody, etc.
6. Election Day Only: Review duties with Line Monitor
7. Review manuals and job aids during downtime.
8. Review checklists to familiarize yourself with procedures and required tasks.
9. Ensure poll workers are correctly following procedures.
10. Closing preparation:
  - Review the Closing Checklist and assign tasks.
  - Discuss assignments prior to Closing.
11. Regularly check that nothing has been left behind by voters or misplaced by a poll worker.
  - Ensure the Vote Center is organized, tidy, and free of safety hazards.
12. Routinely check the exterior entrance to support mail ballot station and ensure signs remain properly posted.
  - Check for proper distance of exit polling and electioneering activities.
13. Remind poll workers to monitor their cellphones for calls from the ROV.
14. Ensure poll workers wear safety vests when performing duties outside the Vote Center.

## SERVICE TO VOTERS AND VISITORS

1. Be friendly and welcoming. Listen to and address each poll worker, voter, observer's needs.
2. Make sure poll worker nametags are readable and visible.
3. If you have not been trained in 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. Do not allow lines at the Voting Station; BMD voters may not check in if BMDs are not immediately available.
6. To help us monitor voter flow, complete the Wait Time Ticket process as follows: (Blue Env. -Tab 6).
  - Early voting days: ensure a wait time ticket is handed to the last voter in line every hour.
  - Election day: ensure a wait time ticket is handed to the last voter in line every 30 minutes.
  - No lines: Enter a 1-minute wait time on the hour when there is no line.
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.
  - Place supply orders with Hotline before supplies are depleted.
2. Ensure electronic equipment functions properly and power cords are fully plugged in and taped down, including the Curbside Cart.
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, replace if needed.