

Poll Worker Checklists

Fourth Supervisorial District, Special Primary Election

Tuesday, August 15, 2023

Vote Center Location # _____

- 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 #: _____ DATE: _____

SITE MANAGER DUTIES		Checkmark each task once completed.
•Site Manager Arrival		
1. Turn on cellphone and keep it charged. Keep cellphone on person with the ringer on to receive calls from ROV.		
2. Access Vote Center with assistance from the site contact or their designee. • Note: If unable to access the Vote Center within 15 minutes of the start time, call the Poll Worker Hotline		
3. Discuss with site contact: 1) the poll worker access and departure schedule for setup and all voting days, 2) site access procedures and rules, 3) poll worker parking, 4) restroom location, 5) facility emergency procedures, 6) end of day lock-up procedures, and 7) any scheduled events that may impact Vote Center access or parking. • Note: Call Poll Worker Hotline to report issues or concerns		
4. Remind the site contact that Vote Center hours are extended on Election Day; confirm site has a plan to accommodate.		
•Poll Worker Arrival		
1. Welcome arriving poll workers and ensure they sign in for the day. • Note: If poll workers do not show, call the Poll Worker Hotline		
2. Review Vote Center Setup Checklist with all poll workers and discuss the setup plan (manual pg. 79-80).		
3. Assign each poll worker specific tasks and to a station for setting up.		
•Site Layout and Voter Flow		
1. Walk Vote Center and note the location of power outlets and entrances/exits.		
2. Utilize the "Equipment Layout" and "Stations and Staffing" diagrams prepared for your Vote Center to identify voter flow and the location of each station. Also, refer to the Vote Center Sample Layout as a guide (manual pg. 10).		
3. Calculate the electrical outlets required to power the BMDs, EPBs, ADA Cart, Cradlepoint, and Laptop. Refer to your Vote Center's Equipment Layout diagram and the Outlet Layout diagram (man. pg. 45). Verify outlets are operational.		
4. Identify placement for voter waiting lines at the stations and outside the Vote Center.		
VOTE CENTER SUPPLIES AND INVENTORY		
• Inventory Supplies Before Setup – All Vote Centers		
1. Inventory each supply cart before unpacking using the Supply Cart Diagrams (manual pgs. 77-78).		
2. Unpack carts and inventory all supplies using the Vote Center Supply List (manual, pages 75-76). SM to delegate tasks. • Note: If there are missing supplies, prepare a list of items (including quantities) and make one call to the Poll Worker Hotline		
VOTE CENTER STATIONS AND TABLES		
•Site Manager Table		
1. Set up Site Manager Table using the Table Diagram as a guide (manual pg. 13). Set up the following first: a) Epollbook: Power on, ensure it is charging and establishes a green-fan connection. b) Cradlepoint: Power on, verify that the modem lights are on, and monitor that the battery maintains a sufficient charge (manual pgs. 70-72). c) Vote Center Laptop: Check Vote Center email for correspondence from ROV (use MFA token, see Laptop Instructions).		
•Mail Ballot Bag Station (Located at Greeter Table, next to the entrance)		
1. Assemble and organize supplies at the Mail Ballot Bag Station using Station Diagram as a guide (manual pg. 11).		
2. Measure and mark 25'/100' distances from Vote Center entrance and Curbside Voting area (exit polling/electioneering).		
3. Set up any outdoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).		
4. Assemble outdoor signage and identify placement to maximize visibility and point traffic toward Vote Center. • Note: Signage is displayed only during voting hours and taken inside at the end of each day.		
5. Identify a proper location for placement of the Curbside Voting sign.		

VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: _____ DATE: _____

•Greeter Station		Checkmark each task once completed.
1. Assemble and organize supplies at the Greeter Station using Station Diagram as a guide (manual pg. 11).		
2. Hang required posters and notices so that each language is visible. Display the American flag with respect and care.		
3. Set up any indoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).		
•Check-In Station		
1. Assemble and organize supplies at the Check-In Station using Station Diagram as a guide (manual pg. 12).		
2. Priority: As soon as possible, set up all EPBs, ensure each is charging, and establish a green-fan connection.		
3. Update all EPBs--verify each EPB is downloading delta files from ROV. Do NOT power down EPBs until all have downloaded the required delta files (See SM for the file download number.)		
4. Confirm that power cords are fully plugged in and all are securely taped down to prevent trip hazards. • Note: Use provided blue tape to secure cords (Do not use other types of tape).		
5. Inspect all secrecy sleeves to ensure each one is empty.		
•Voter Access Table		
1. Assemble and organize supplies at the Voter Access Table using Station Diagram as a guide (manual pg. 11).		
•Voting Station		
1. Site Manager: Check all Red Padlocks on the BMD and Printer Security Bags; verify that locks are free from tampering and that the padlock numbers match the padlock numbers on the Seal Verification Log--record results on Seal Verification Log (Blue Envelope--Tab 6).		
2. Select a location for each BMD voting booth; use the Vote Center Sample Layout Diagram as a guide (manual pg. 10). • Note: Layout may look different from the diagram		
3. Set up BMD voting booths, BMDs, and printers; follow instructions in manual pgs. 46-56. Poll workers are to work together and use due care to avoid injury and to protect against damage.		
4. Ensure all printer trays are loaded with official ballot paper (use ROV-supplied paper only).		
5. Site Manager and poll worker: Set up ADA Cart, assemble Curbside Voting Kit, place Kit on cart shelf (manual pg. 66- 67).		
6. Site Manager: Verify all serial numbers and Red and Green Padlock numbers on back of each BMD match the serial and padlock numbers on the Seal Verification Log found in Blue Envelope--Tab 6.		
7. Complete Part I of the Daily Ballot Statement by recording the number of ballots printed for each BMD. • Note: If any BMD count shows that ballots have been printed, immediately call the Poll Worker Hotline		
8. Assemble and select a location for the cardboard and ADA voting booths.		
•Checkout Station		
1. Assemble and organize supplies at the Checkout Station using Station Diagram as a guide (manual pg. 13).		
END OF SETUP DAY		
•Site Manager to Confirm/Review with Poll Workers		
1. Review with poll workers expectations of timeliness and proper conduct to prepare for voting days (manual pg. 7).		
2. Assign Vote Center station responsibilities to poll workers. Review Daily Opening Checklist responsibilities.		
3. Discuss with board daily DART requirements: Identify the Technical Inspector to accompany Precinct Inspector, verify transportation is available, and describe the Chain of Custody form and end-of-night DART procedures.		
4. Power off Laptop.		
5. Secure Official Ballot Pouch in the laptop bag.		
6. Ensure all poll workers sign out for the day.		
7. Power off every EPB.		
8. Power off Cradlepoint (manual pg. 71).		
9. Call Poll Worker Hotline before leaving the facility.		
10. Close Vote Center and ensure it is securely locked per the site contact's instructions.		

DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #: _____

Checkmark each task once completed.

	Sat 08/05	Sun 08/06	Mon 08/07	Tues 08/08	Wed 08/09	Th 08/10	Fri 08/11	Sat 08/12	Sun 08/13	Mon 08/14	E-Day 08/15
DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR											
1. Turn on cellphone and keep it charged. Keep cellphone on person with the ringer on to receive calls from ROV.											
2. Access Vote Center at 7:30 am (6:00 am on Election Day). ●Note: If access is delayed by more than 15 minutes, call the Poll Worker Hotline											
3. Ensure all poll workers sign in for the day. ●Note: If poll workers do not show, call the Poll Worker Hotline											
4. Power on the Cradlepoint. Verify that battery level is at "FF" (fully full) and that modem lights are on (manual pg. 70-72).											
5. Power on all EPBs and confirm all are charging and have established a green-fan connection with the Cradlepoint.											
6. Power on Vote Center Laptop.											
7. Check Vote Center email account for ROV correspondence (use MFA token).											
8. Walk Vote Center to look for safety issues/hazards and ensure all areas are presentable, organized, and free of clutter.											
9. Verify PWs are wearing ROV nametags, incl. bilingual PWs.											
10. At 8:00am (7:00am on Election Day), open the Vote Center. Step outside and announce that the polls are now open.											
11. Verify that First Voter protocols are performed each day the Vote Center is open (manual pg. 18).											
MAIL BALLOT BAG STATION RESPONSIBILITIES											
1. Inventory and restock supplies at Mail Ballot Bag Station (manual pg. 11). Make sure station is presentable: organized, neat, and free from clutter.											
2. Place yellow poll signs at nearby intersections to achieve maximum visibility and point traffic toward Vote Center.											
3. Place feather Vote Here sign near the main entrance to Vote Center (or voter parking lot if available) for maximum visibility.											
4. Place Curbside Voting sign at a readily accessible curbside location (or parking lot if available). Place sign near the entrance to the Vote Center.											
5. Place Vote Here (A-Frame) sign at entrance to Vote Center.											
6. Verify 25' exit poll marker/tape and replace it if needed.											
7. Verify 100' electioneering marker/tape and replace if needed.											
8. Ensure posters are neatly displayed in clear view of voters.											
9. Obtain a Red Tab Lock from Official Ballot Pouch in preparation for the First Voter Procedure.											
GREETER STATION RESPONSIBILITIES											
1. Inventory and restock supplies at Greeter Station (manual pg. 11). Make sure the station is presentable: organized, neat, and free from clutter.											
2. Ensure posters are neatly displayed in clear view of voters.											
3. Ensure the American Flag is hung with respect and care.											

Daily Opening Checklist

Fourth Supervisorial District, Special Primary Election
August 15, 2023

DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #: _____

(Continued)

Checkmark each task once completed.

Sat	Sun	Mon	Tues	Wed	Th	Fri	Sat	Sun	Mon	E-Day
08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15

CHECK-IN STATION RESPONSIBILITIES

1. Inventory and restock supplies at Check-In Station (manual pg. 12). Make sure station is presentable: organized, neat, and free from clutter.										
2. Confirm each EPB is charging and has established a green-fan connection with the Cradlepoint.										
3. Log in to each EPB by touching <i>Allow Login Again</i> at the <i>Device Locked</i> screen.										
4. Walk area and scan for trip hazards. Confirm power cords are fully plugged in and all cords are securely taped down.										
5. Verify Blue Security Seal on 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.										

VOTING STATION RESPONSIBILITIES

1. Walk area and scan for trip hazards. Confirm BMD and printer power cords are fully plugged in, and securely taped down.										
2. Inspect all BMD padlocks, including ADA Cart, and verify all are secure and free from tampering; record results on Seal Verification Log, "Part II. BMD Daily Padlock Verification" (Blue Envelope-Tab 6). • Note: Call Poll Worker Hotline if any padlock shows evidence of tampering or is missing.										
3. Ensure all printer trays are loaded with official ballot paper (use ROV-supplied paper only).										
4. First Day of Voting Only: Using a Poll Worker Card, perform "Open the Poll" function on all BMDs (manual pg. 57). Do not close the polls until Election night after all voting is completed.	11 Day									1 Day
5. Obtain Daily Ballot Statement (Blue Envelope-Tab 6). Complete Part I daily by recording the total number of ballots printed for each BMD. • Note: If BMD "Open" counts do not match the previous day's "Close" counts, immediately call the Poll Worker Hotline										

CHECKOUT STATION RESPONSIBILITIES

1. Inventory and restock supplies at Checkout Station (manual pg. 13). Make sure station is presentable: organized, neat, and free from clutter.										
2. Obtain a Ballot Box from Supply Cart and assemble. Use a new Ballot Box for each day of voting.										
3. Obtain Tamper Evident Seals from Official Ballot Pouch in preparation to perform the First Voter procedure.										

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

Daily Opening Checklist

Fourth Supervisorial District, Special Primary Election
August 15, 2023

DAILY CLOSING CHECKLIST

VOTE CENTER LOCATION #: _____

Checkmark each task once completed.

	Sat 08/05	Sun 08/06	Mon 08/07	Tues 08/08	Wed 08/09	Th 08/10	Fri 08/11	Sat 08/12	Sun 08/13	Mon 08/14	E-Day 08/15
A: CLOSING THE POLLS											
1. At 5:00pm each day and 8:00pm on Election Day, close the Vote Center. Step outside and announce that the polls are closed.											
A person may not join the line to vote or cast a mail ballot after 8:00pm on Election Day. On Election Day, have a poll worker stand at the end of the line at 8:00 pm. Wait until all voters have exited the Vote Center before beginning Closing tasks.											
B: CLOSING CHECKLIST ASSIGNMENTS											
1. SM assign PI and PWs the following Closing Sections: 1) "E2: Check-In Forms and EPB Counts," 2) "F: Brown Box," 3) "G: Mail Ballot Bag" and "I: Dart Items and Chain of Custody" (PI).											
2. SM assign PW to collect and inspect all secrecy sleeves, verify they are empty, and return to Check-In Station.											
3. SM assign PW to obtain/report "Total Ballots Printed" # for each BMD.											
4. All PWs assist where needed and, when available, begin performing tasks under Closing Section, "J1: Perform After Polls Close."											
5. On Election Night Only: SM assign PW to gather these items and return them to the Blue Envelope: 1) Observer Sign-In Sheet, 2) PW Job Aids (from all stations), 3) ULG Flyers, and 4) Specific Needs Surveys.											
6. SM perform the following Checklist Sections with PW assistance: "C," "D," "E1," "E3," "H," and "J2."											
Concurrently Perform Closing Activities: Poll workers must leave for DART within 30 minutes of closing Vote Center.											
C: OFFICIAL BALLOT BOX – Site Manager and Poll Worker											
1. Unseal the Ballot Box and sort contents in like piles. Deposit any Mail Ballot Envelopes into Mail Ballot Bag. Next, count 1) BMD ballots, 2) Mailed ballots (w/o envelope), 3) Emergency ballots, 4) Provisional envelopes, and 5) CVR envelopes.											
2. Record the counts for each category on the Daily Ballot Statement – Part II (Blue Envelope-Tab 6) on the line for today's date.											
3. Break down the empty Ballot Box and return it to Supply Cart.											
D: WHITE BALLOT CARTON – Site Manager and Poll Worker											
1. Place items from the Ballot Box into White Ballot Carton: 1) BMD ballots, 2) Mailed ballots (w/o env.), & 3) voted Emerg. ballots.											
2. Complete the fields on the carton's front flap by transferring the counts from today's line on the Daily Ballot Statement – Part II.											
3. On Election Night Only: Do not seal until Closing Section: "H: Daily Ballot Statement" is complete.											
4. Seal the White Ballot Carton using a Closing Blue Security Seal.											
5. Mark the "Voted Ballots" box and have all poll workers sign the seal.											
6. Place the completed White Ballot Carton aside. (DART Item)											
E: RED BAG											
E1: Provisional and CVR Envelopes – Site Manager											
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).											
E2: Check-In Forms and EPB Counts – Poll Workers											
1. Collect all Check-In Forms and place them inside a Check-In Form Security Envelope(s) (found in the Blue Envelope - Tab 3) and seal.											
2. Complete the fields on the Check-In Form Security Envelope.											
3. Place this envelope in the Red Bag.											
4. PI access the "Check-In Totals" screen on an EPB; provide the grand totals for today's Regular & Provisional check-ins to Site Manager for recording on the Daily Ballot Statement - Part II.											
E3: Mail Ballot Signature Form Envelope and Locking Bag – Site Manager											
1. Seal and place Mail Ballot Signature Form Envelope in Red Bag (do not return empty Mail Ballot Signature Form Envelope to DART).											
2. Zip and lock the Red Bag using a Red Tab Lock.											
3. Set the sealed Red Bag aside. (DART Item)											

Daily Closing Checklist

Fourth Supervisorial District, Special Primary Election

August 15, 2023

Return Checklist to Tab-2 of Blue Envelope

DAILY CLOSING CHECKLIST

VOTE CENTER LOCATION #: _____

Checkmark each task once completed.

	Sat 08/05	Sun 08/06	Mon 08/07	Tues 08/08	Wed 08/09	Th 08/10	Fri 08/11	Sat 08/12	Sun 08/13	Mon 08/14	E-Day 08/15
F: BROWN BOX – Precinct Inspector and Poll Worker											
1. Separate the spoiled BMD ballots from all other items in the Brown Box; sort and count the number of spoiled BMD ballots only.											
2. Inform SM of the number of spoiled BMD ballots; SM record the number on Daily Ballot Statement-Part II on the line for today's date.											
3. Clip together all spoiled and surrendered items from today (including BMD Tickets). Daily, date clipped sets and return to Brown Box.											
4. Seal the Brown Box using a Closing Blue Security Seal.											
5. Mark the "Surrendered..." box and have all poll workers sign the seal.											
6. Place the sealed Brown Box back at the Check-In Station.											
G: MAIL BALLOT BAG – Poll Workers											
1. Check with SM for Mail Ballot Envelopes from Ballot Box.											
2. Close and lock Mail Ballot Bag's deposit slot using Red Tab Lock.											
3. Set the Mail Ballot Bag(s) aside. (DART Item)											
H: DAILY BALLOT STATEMENT – Site Manager											
1. Complete Daily Ballot Statement Parts I and II (return Daily Ballot Statement to Blue Envelope–Tab 6).											
2. On Election Night Only: Calculate the Grand Total for Part I of the Daily Ballot Statement.											
3. On Election Night Only: Calculate the Grand Totals for Part II of the Daily Ballot Statement.											
4. On Election Night Only: Complete Daily Ballot Statement – Part III; all board members sign and date.											
5. On Election Night Only: Place the completed Daily Ballot Statement into the White Ballot Carton. Then, return to the Closing Checklist section, "D: White Ballot Carton," and complete steps 4-6 (sealing Carton and signing Security Seal).											
I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and Poll Worker											
1. Complete the Official Chain of Custody Form by recording the quantity for each category. All items listed on the Form must be delivered to DART every day, even if empty.											
2. Verify that all items listed have been accounted for and sealed; sign Form and record the date and time.											
3. On Election Night Only: The Blue Envelope must go to DART along with the other DART items. Do not return the Poll Worker Roster and Poll Worker Checklists with the Blue Envelope.											
4. The same two poll workers take the completed Official Chain of Custody form and all the items listed to the assigned DART location.											
5. SM call PW Hotline to notify PWs have departed for DART.											
6. PI call SM after delivering items to DART.											
J: DAILY CLOSE-OUT TASKS											
J1: Perform as Soon as Polls Close – Poll Workers											
1. Retrieve all exterior signage (wear a safety vest).											
2. Replenish supplies at all stations in preparation for the next voting day.											
3. Ensure each EPB is charging; log out each one for the day; power off.											
J2: Perform Just Before Leaving Vote Center – Site Manager											
1. Secure all locks, seals, cards, passwords, and MFA Token in the Official Ballot Pouch. Store the Official Ballot Pouch inside the Laptop Bag.											
2. On Election Night Only: Perform "Close Poll" procedure on all BMDs (manual pg. 62).											
3. Ensure all poll workers sign out for the day.											
4. Power down the Vote Center Laptop and the Cradlepoint.											
5. SM call Poll Worker Hotline and notify leaving the Vote Center.											
6. SM monitor their phone until home for calls from ROV.											
Packout: All sites pack out on Election Night. Refer to Vote Center Packout Checklist.											

Daily Closing Checklist

Fourth Supervisorial District, Special Primary Election

August 15, 2023

Return Checklist to Tab-2 of Blue Envelope

VOTE CENTER FINAL PACKOUT CHECKLIST

VOTE CENTER LOCATION #: _____ DATE: _____

Checkmark each task once completed.

PACKOUT	
All Vote Centers <i>must</i> adhere to ROV scheduled Packout times. Call Poll Worker Hotline to report any conflicts.	
All Vote Centers: Packout will occur on Election Night.	
•Preparation	
1. Review Packout plan with all poll workers:	
<ul style="list-style-type: none"> Instruct poll workers to follow ROV training and work at a safe, steady pace. Request they ask for help before lifting heavy objects. Pack and organize Vote Center supplies and carts by following the Supply List and Supply Cart Diagrams (manual pgs. 75-78) and Supply Cart Dropdown Sheets (attached to carts). Supplies should be returned to their original locations. Site Manager is responsible for packing: Official Ballot Pouch, EPBs, Laptop, and Cradlepoint. Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email). 	
•Packing Process	
1. Working in teams of 2, power off and disassemble all BMDs and BMD Booths (manual pgs. 63-65). Pack BMDs, power cords, and printers into their respective security bags and lock bags with Red Padlocks (Official Ballot Pouch).	
<ul style="list-style-type: none"> Note: Do not remove the paper from printers 	
2. Site Manager, with poll worker assistance, power down, unplug, & pack EPBs. Return each to its proper case. Leave one EPB out for all poll workers to sign out on before leaving the Vote Center.	
3. Site Manager, with poll worker assistance, power down and disassemble ADA Cart. Pack BMD and printer into security bags and lock. Ensure UPS (battery) is powered off and return it to the ADA cart for storage. Velcro cabinet door shut.	
4. Disassemble and pack all cardboard voting booths. Do not bend or fold.	
5. Pack all outdoor signage (poll workers wear safety vests when collecting outdoor signage).	
6. Remove all posted items and all adhesive/tape/tacky from the walls.	
<ul style="list-style-type: none"> Note: Be careful so as not to cause damage to the walls 	
7. Pack all supplies, envelopes, and other materials following the Supply List and Supply Cart Diagrams (manual pgs. 75-78).	
8. Remove tape from floors and outside Vote Center (e.g., electioneering markers).	
<ul style="list-style-type: none"> Note: Be careful so as not to cause damage to the floor 	
9. All locations: Assemble all supply carts and leave them inside the facility for Warehouse pickup.	
10. After supply carts have been packed, check facility for any remaining supplies and check outdoors for signage.	
CONCLUSION	
1. Have all Poll Workers sign out for the day.	
2. Pack Site Manager table EPB and place case on supply cart.	
3. Power off and pack the Cradlepoint (manual pg. 71).	
4. Power off and pack Laptop into the Laptop Bag.	
5. Place the Poll Worker Checklist Booklet into the Laptop Bag and pack on cart.	
6. On behalf of the ROV, thank the poll workers and let them know that the ROV appreciates their hard work this election!	
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"> a) Thank the site contact for hosting the Vote Center. b) All Vote Centers: Remind the site contact that the Warehouse team will need access for supply pickup. 	
8. Call the Poll Worker Hotline before leaving the facility to inform them that the Vote Center Packout is complete.	
THANK YOU FOR YOUR WORK THIS ELECTION!	

Vote Center Final Packout Checklist

Fourth Supervisorial District, Special Primary Election
August 15, 2023

SITE MANAGER DAILY REMINDERS

Vote Center Location #: _____

Fourth Supervisorial District, Special Primary Election, August 15, 2023

MISSION

Always be Guided by the Poll Worker Mission:

1. Take care of every voter correctly at the polls.
2. Make sure all voters and visitors have a positive voting experience.
3. Safely secure every ballot until it can be counted at the Registrar of Voters.

WORKING THE ELECTION

1. Review the schedule to ensure you arrive on time. Strive to be a resource to the voters and your poll workers. Remain flexible and ready to assist your poll workers in servicing the voters wherever needed.
2. Remind your poll workers to bring snacks and extra water for Election Day.
3. Direct poll workers to take breaks and lunch period; a suggested schedule is located in the back of the manual.
4. Coordinate your and your Precinct Inspector's breaks and lunch periods such that one of you is always on duty at the Vote Center.
5. Confirm Precinct Inspector and designated Technical Inspector have transportation available for daily trip to DART.
6. Review Poll Worker Manual, checklists, and job aids during downtime.
7. Provide laptop training to your Precinct Inspector; include the process for accessing Vote Center email account.
8. Review Poll Worker Checklists to familiarize yourself with Vote Center procedures and required tasks.
9. Be prepared for Closing. Review the Closing Checklist and create a plan for assigning activities to each poll worker. Discuss the Closing Checklist assignments with your poll workers in preparation for Closing.
10. Watch for visitors to your Vote Center. Greet them and inquire as to the purpose of their visit.
11. Regularly walk the Vote Center and make sure nothing has been left behind by voters or misplaced by a poll worker. Ensure the Vote Center is organized, tidy, and free from safety hazards.
12. Remind your poll workers that they must monitor their cellphones for calls from the ROV during working hours.

SERVICE TO VOTERS

1. Be friendly and welcoming. Take the time to listen to and address each voter's needs.
2. Make sure all poll worker nametags are readable and visible to the voters.
3. If you have not been trained on how to respond to a voter's or a member of the public's question, DO NOT guess or make up an answer. Call the Poll Worker Hotline.
4. If you need assistance with processing a voter, call the Poll Worker Hotline.
5. Manage any voter waiting lines at the Stations and outside the Vote Center.
6. On Election Day only, perform the Wait Time Ticket procedure every half hour and when the line exceeds 10 voters. Ensure the times are entered into EPB. Enter wait times even when there is no line (Blue Env.-Tab 2).

SUPPLIES AND EQUIPMENT

1. Monitor the Vote Center Stations to ensure all are stocked with required supplies. Audit Supply Carts to determine if any supplies are running low. Place supply orders with Poll Worker Hotline before running out.
2. Ensure all electronic equipment functions properly and all power cords are fully plugged in and taped down.
3. Inspect Cradlepoint battery level at least hourly to verify it maintains a sufficient charge.
 - Note: Call Poll Worker Hotline if the battery fails to maintain a charge (battery level continuously decreases).
4. Regularly inspect all EPBs to ensure they are plugged in, charging, and have a green-fan connection.
5. Using Sani-wipes, regularly sanitize all touched surfaces (EPBs, BMDs, pens, clipboards, etc.) throughout the day.
6. Ask your poll workers to check on exterior signage: Yellow Polling Place signs, Feather sign, A-Frames, etc.
7. Verify that the 25' and 100' markers are still in place for Exit Polling and Electioneering boundaries.

Site Manager Daily Reminders

Fourth Supervisorial District, Special Primary Election
August 15, 2023