

Precinct #? Polling Site
2016 Statewide Primary Election May 10, 2016
Checklist for Closing the Polls

INSPECTOR: Please check off each task after it has been completed.

1. **Inspector** – At 8:00 PM, do not let anyone else get in line to vote, but do allow those already in line to complete the voting process.
2. **Inspector** – After the last voter’s ballot has been placed in the ballot box, place a red plastic seal on the ballot box to completely lock the box. Document the red seals used on the *Ballot Certification Form*.
3. **Inspector** – Record on the red seal slip which red seals were used.
4. **Clerk #1** – Count the number of Voters who signed in the *Roster*. (both regular & provisional)
5. **Clerk #2** - Count the number of Ballots issued in the *List of Voters Book*.
6. **Judges** – Count the number of spoiled ballots.
7. **Judges** – Count the number of unused ballots.
8. **Clerk #1** – Record the number of regular, provisional and total voters on the front of the *Roster (sticker)*.
9. **Clerk #2** – Record the number of regular and provisional ballots issued on the front of the *List of Voters Book*.
10. **Inspector** – Make sure Clerk #1 filled in the sticker on the front of the *Roster*.
11. **Inspector** - Make sure Clerk #2 completed the front of the *List of Voters Book*.
12. **Judges** – Put the unused ballots (unmarked, NO initials, NO marks of any kind) into the canvas sack designated for them. Fill out the form on the front of the sack.
13. **Inspector** – Make sure the Judges completed the form on the front of the canvas sack and that only unused ballots are in the sack.
14. **Judges** – Secure the opening of the unused ballot sack with a numbered metal strip found in the supply box. Weave the metal strip through the grommets and secure.
15. **Judges** – Document the metal seal number on the *Ballot Certification Form*.
16. **Judges** – Make sure all “spoiled” ballots are placed in the manila envelope designated for them. All spoiled ballots must have the word “Spoiled” written across the front and back of each ballot.
17. **Judges** – Fill out and sign the second page of the *Ballot Certification Form*.

18. **Inspector** – Make sure the Judges completed entire *Ballot Certification Form*. Put the completed *Ballot Certification Form* in the RED BINDER.
19. **ANY Poll Worker** – Take down all signage and place in the *Signage Envelope*. Place Poster back in the black tube.
20. **ANY Poll Worker** – Take down the polling booths. All booths can be left at the Polling Site. A delivery team will pick them up on Wednesday.
21. **ANY Poll Worker** – Take down the Table Top Privacy Booths. Place all Privacy Booths back in the plastic case.
22. **ANY Poll Worker** – Take down the Automark. There are three things that belong in the front “pockets” of the Automark case...the keys, the power cord, and the earphones. There is a “pocket” for each.
23. **ANY Poll Worker** – Put the Automark in a secure place. Place the Automark, if possible, in the location you found it. A delivery team will pick it up on Wednesday.
24. **Any Poll Worker** – Put all tables and chairs back in their original places and tidy up the voting area.
25. **EVERY Poll Worker** – Sign the *Payroll Sheet*. (Leave it in the RED BINDER.)
26. **EVERY Poll Worker** – Sign the *List of Voters Book*, 2nd page, at the close of election.
27. **Inspector** – Make sure all poll workers signed the *Payroll Sheet*, and the *List of Voters Book*, 2nd page.
28. **EVERY Poll Worker** – Load the Inspector’s vehicle. Leave the Automark in the building, a delivery team will pick it up tomorrow. Leave the orange cone outside the building. A delivery team will pick it up tomorrow. Inspector will return metal sign. All booths will be picked up on Wednesday by a delivery team.
29. **Inspector** – Secure the polling place if needed.
30. **Inspector** – Deliver election items to the Election Office, 501 Olson Drive Suite 4. Enter Jerzes east parking lot via Olson Drive. Drive along the east edge of the parking lot to the southeast corner of the building. Do not get out of your car. Do not pull into a parking space. A team will unload ballot box from your vehicle. Proceed around the corner of the building to the southwest corner of the building. A team will unload the supply box, the ballot sleeve box, the metal “Vote Here” sign, the black poster tube and the Privacy Sleeve case.