

**Precinct #-Polling Site
Checklist for Closing the Polls
2016 Statewide General Election November 8, 2016**

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

1. **Inspector** – At 8:00 p.m., do not let anyone else in line to vote, but do allow those already in the building or in line to complete the voting process. If it is difficult to lock or monitor the door, you may issue “I was in line at 8:00 p.m.” tickets to persons in line for voting.
2. **Inspector** – After the last voter’s ballot has been placed in the ballot box, place a Red Seal on the Ballot Box to lock the box. Note the time and seal used on the Red Seal Assignment Slip. Document the Red Seals used to lock the box at the end of the day on the Ballot Certification Form.
3. **Inspector** – Record on the Red Seal Assignment Slip the time and which Red Seals were used.
4. **Clerk #1** – Count the signatures on each Roster page and subtotal at the top right corner of each page. Then complete the sticker on the cover of the Roster.
5. **Clerk #2** – Count the number of voters in each column on each List of Voters Page. Then complete the cover of the List of Voters Book.
6. **Judges** – Count the number of spoiled ballots and complete the Spoiled Ballots Form. Put the Spoiled Ballot Form in its spot in the Red Binder.
7. **Judges** – Count the number of unused ballots and complete the Unused Ballot Form. Put the Unused Ballot Form in its spot in the Red Binder.
8. **Inspector** – Make sure Clerk #1 filled in the sticker on the cover of the Roster.
9. **Inspector** – Make sure Clerk #2 completed the cover of the List of Voters Book.
10. **Judges** – Put the unused ballots (unmarked, NO initials, NO marks of any kind) into the canvas sack designated for them. Only unused ballots belong in the sack.
11. **Inspector** – Make sure the Judges completed the Unused Ballot Form and that only unused ballots are in the canvas sack.
12. **Judges** – Secure the opening of the canvas sack with the numbered Metal Seal that is taped to the inside cover of the Red Binder. Weave the Metal Seal through the grommets and secure.
13. **Judges** – Document the Metal Seal used to secure the Unused Ballot Sack on the Ballot Certification Form.

14. **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.
15. **Judges & Inspector** – Look around to make sure there are no stray ballots. Every ballot should be either in the locked Ballot Box, the Unused Ballot Sack, or the Spoiled Ballot Envelope.
16. **Judges** – Fill out and sign the second part of the Ballot Certification Form.
17. **Inspector** – Make sure the Judges completed entire Ballot Certification Form. Put the completed Ballot Certification Form in the Red Binder.
18. **ANY Poll Worker** – Take down all signage and place in the Signage Envelope. Place the Large Poster back in the Black Tube.
19. **ANY Poll Worker** – Take down the voting booths. All booths can be left at the Polling Site. A delivery team will pick them up on Wednesday.
20. **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 headphones. There is a “pocket” for each. Do not put anything else in the AutoMARK case.
21. **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.
22. **Any Poll Worker** – Put all tables and chairs back in their original places and tidy up the voting area.
23. **EVERY Poll Worker** – Sign the Payroll Sheet. Put it in its spot in the Red Binder.
24. **EVERY Poll Worker** – Sign the List of Voters Book, 2nd page, at the close of election.
25. **Inspector** – Make sure all poll workers signed the Payroll Sheet and the List of Voters Book, 2nd page.
26. **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.
27. **Inspector** – Secure the polling place if needed.
28. **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 the 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 Boxes, the Sleeve Box, the Black Tube, the Metal Sign and the Unused Ballot Sack.