

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

Every poll worker is expected to assist the Inspector in unloading election supplies and equipment.

INSPECTOR: Please check off each task after it has been completed. Complete 1st five tasks immediately.

1. **Inspector** – Verify that you have the proper Ballot Box (large metal box) for your precinct by checking the precinct number on the box. Verify that the Ballot Box is locked. The box is to remain locked until setup on Election Day. If the box is not locked, stop, call the Election Office for further instruction.
2. **Inspector** – Verify that you have your Supply Box and Sleeve Box.
3. **Inspector** – Verify that you have received the correct Roster and List of Voters Book for your precinct. Your precinct number should be on each.
4. **Inspector** – Verify that you have the Large Poster. (The poster is in the black tube.)
5. **Inspector** – Verify that you have a “Vote Here” metal sign and one ADA compliant Voting Booth with leg extensions. (ADA compliant booths are marked with a sticker & are shorter than the other booths.)

**While judges are certifying ballots, other election workers need to set up the polling site.
(Follow instructions #15 and on.) Give page 1 of this list to the judges, give page 2 of this
list to the other poll workers setting up the polling site.**

6. **Judges** – Break the seal on the Ballot Box, put the broken seals in the Red Seals Plastic Bag. Open the Ballot Box. Take out the Ballot Certification Form that is on the top of the ballots. (You will use this form to verify the number of ballots received.) Take the ballots out of the ballot box.
7. **Judges** – Verify that the ballots are proper for your precinct. The precinct number is printed at the bottom of the third column on the front of each ballot.
8. **Judges** – Fill out the first part of the Ballot Certification Form.
9. **Inspector** – Make sure the judges completed the first part of the Ballot Certification Form.
10. **Judges** – Organize the ballots. Use an empty plastic box and the dividers provided. Put the ballots in the order of: DEM 01, DEM 02, DEM 03, etc., LIB 01, LIB 02, LIB 03, REP 01, REP 02, REP 03, etc. NONP 01, NONP 02, NONP 03, etc. NONP DEM, NONP LIB, NONP REP.
11. **Judges** – Every voted ballot needs to have TWO sets of initials on each piece of ballot paper. Initials go on the lines designated for them on the front face, bottom center of each ballot. Do not initial more ballots than you plan on issuing. (Every initialed ballot that is not issued to a voter will need to be “Spoiled” at the end of the day.)
12. **All Poll Workers** – Inspect the open Ballot Box to ensure that it is empty.
13. **Inspector** – Close the empty Ballot Box and affix a Red Seal to lock the empty Ballot Box.
14. **Inspector** – Document the Red Seal used to lock the Ballot Box on the Red Seal Assignment Slip.

15. **ANY Poll Worker**-Take the ballot sleeves out of the Ballot Sleeve Box.
16. **ANY Poll Worker** – Locate and set up tables and chairs for voter check in.
17. **ANY Poll Worker** – Set up polling booths.
18. **ANY Poll Worker** – Place the metal “Vote Here” sign outside the entrance to the polling site.
19. **ANY Poll Worker** – Look at parking lot. If handicap parking is not marked, call your District Inspector for signage.
20. **ANY Poll Worker** – Locate the Signage Envelope that is in the Supply Box and locate the Black Tube. Post all signage that is in the envelope and the tube as follows:
 - Post the Precinct Number sign on the door of the polling place.
 - Post the Polls Open sign on the door of the polling place.
 - Post the “ATTENTION VOTERS if you are unsure of your polling place...” sign on the door of the polling place.
 - Post the directional arrows inside the building for guidance to the voting area.
 - Post the Large Poster before the check-in area. (The poster is in the Black Tube.)
 - Post the sample front and back of each type of ballot available before the check in area. (The sample ballots are green.)
 - Post “Instructions to Voters” inside each polling booth and on tables used for voting.
 - Post the “If you find the print on the ballot difficult to read...” near the sign-in table.
 - ~~-Post the nonpartisan primary “choose to vote a party congressional level ballot...” sign at the sign in table by Clerk 1.~~
 - Place the “state your name...” tent at the sign-in table by Clerk 1.
 - Post any additional signage as directed.
21. **ANY Poll Worker** – Set up AutoMARK. Run the AutoMARK Test Kit. (Follow instructions on AutoMARK Test Kit Envelope.)
22. **Inspector** – Assign poll workers their duties as either a Clerk or a Judge.
23. **Every Poll Worker** – Fill out and sign the Oath. (The second page of the List of Voters Book.)
24. **Every Poll Worker** – Fill out and sign the Payroll Sheet.
25. **Inspector** – Assign lunch and dinner breaks. Remember that the busiest times for voters are typically over the noon hour and after 5:00 p.m. There will be a Mid-Day Pick-Up.
26. **Inspector** – Go through this list and make sure all tasks have been completed and all boxes checked.
27. **Inspector** – Open the polls at exactly 8:00 a.m.