SITE GENERAL SETUP CHECKLIST

Pre-Opening Checklist	Pre-Opening Checklist															10/15	
Sign Bag: Assemble the 18 x 24 signs on metal H	ign Bag: Assemble the 18 x 24 signs on metal H-Frames.																
ign Bag: Using the blue tape (Black Rolling Tote), place the Voter Information and Voter Certification Posters (English and Spanish) near the check-in area of ne site. (Adhere blue tape on the back of document to be posted using tape rolling method so no tape is visible.)															a of		
Sign Bag: Using the blue tape, place the Voter ID poster (24x36) near the check-in area of the site.																	
Sign Bag: Using the blue tape, place the County map near the entrance of the site.																	
Sign Bag: Place assembled H-Frame signs on the exterior of the polling place using the signage placement diagram. You will need to assemble the H-Frame signs!																	
Place the large bottle of hand sanitizer on the corner of the first Check-In Station table.																	
Black Rolling Tote: Set up the exit table with the 'I Voted' sticker dispenser and future voter stickers (if not done by the BOE).																	
Interior Signage Bag: Using the blue tape, place all non-laminated signs in highly visible locations around the voting site.																	
Black Rolling Tote: Retrieve the chalk stick from the Black Rolling Tote and mark the 50-ft buffer zone on the exterior of the site. Be sure to place the "No Campaigning" signs in this area (Sign Bag).																	
lack Rolling Tote: Retrieve the curbside materials and place them in an area easily accessible to the curbside operators (Curbside clipboards with instructions, tickers, black pens, wipeable privacy folders for ballots, and legal-size manila folders).															tions,		
Establish the curbside voting area per the signage placement diagram found in the large external pocket of the Sign Bag. (Return signage placement diagram to Sign Bag when not in use.)															ram		
Mark a 6-foot buffer zone around the designated curbside voting area.																	
Verify that each voting booth has a pen tethered to it and contains a copy of "Ballot Marking Instructions". If either is not present, inform the Site Coordinator immediately.															nator		
Opening Checklist	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Verify that all signage listed on the Pre- Opening Checklist is in the proper place.																	
Using the aerial signage placement diagram in the Sign Bag, ensure all white and metal A-frames are placed on the exterior of the site.																	
Place the "Vote Here" flag in the location designated on the aerial signage placement diagram (if applicable).																	
Place the curbside call bell in the designated curbside voting area.																	
Place the corrugated reversible arrows found in the Sign Bag in the top slot of each "Vote Here" white A-Frame as needed.																	

Opening Checklist - Continued	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Verify that the regular and future voter stickers are loaded and located on the exit table.																	
Verify that all tasks on the Pre-Opening																	
Checklist are complete.																	
Closing Checklist	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31	11/1	11/2
Retrieve the white and metal A-frames from																	
the exterior of the site and store them inside. These must never be left outside overnight.																	
Retrieve the "Vote Here" flag and store it																	
inside (if applicable). These must never be left																	
outside overnight.																	
Retrieve the curbside call bell and store it inside. The curbside bell must never be left																	
outside overnight.																	Ш
Final Day Closing Checklist											11/2						
Retrieve all signs from outside and place them inside the site.																	
Remove all signs from the H-Frames and place the signs in the Sign Bag. Leave signs in the white and metal A-frames. H-Frames must be stacked neatly in the designated BOE pick-up area.												the					
Remove the curbside bell from the sign and place both the receiver and bell inside the "Doorbell Transmitter and Receiver" bag located on the tray of the Black Rolling Tote. Place the sign and base in the area designated for BOE pick-up.																	
Remove all reversible arrows from the top of the white A-Frames and place them in the Sign Bag.																	
Secure all voting-booth-tethered pens into the penholders before breaking down all voting booths. DO NOT remove pens or laminated ballot instructions from booths.													5				
Break down all voting booths and stack them neatly in the designated BOE pick-up area. Place the legs from the ADA booth in the blue ADA adapter kit box and place the box in the area designated for BOE pick-up.														OX			
Remove and discard all <u>non-laminated/non-corrugated plastic</u> interior signage. If recycling is available, please place the documents in the recycle bin.																	
Remove all tape from the <u>laminated/corrugated plastic</u> interior signage and place the signs in the Sign Bag.																	
Remove all tape from extension cords and power strips and discard the tape in the trash can. Use rubber bands to secure cords and neatly place all cords and													and				
power strips in the designated BOE pick-up area.														Ш			
Place the sticker dispenser and box in the Black F																	
Remove all remaining supplies and break down the exit table and place it in the area designated for BOE pick-up.																	
Break down the site stanchions and place them i																	
Remove all of the floor decals and discard them.			•			m in th	e Black	Rolling	g Tote r	ubber	banded	l togeth	ner.				
Ensure all materials in the site are placed in the c																	
Discard all trash, literature, food, and drinks left	by vote	rs and	early vo	oting o	fficials.												