

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify that all tasks on the Pre-Opening Checklist are complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retrieve the "Vote Here" flag and store it inside (if applicable). These must never be left outside overnight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retrieve the curbside call bell and store it inside. The curbside bell must never be left outside overnight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Final Day Closing Checklist	11/2
Retrieve all signs from outside and place them inside the site.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Remove all reversible arrows from the top of the white A-Frames and place them in the Sign Bag.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Remove all tape from the <u>laminated/corrugated plastic</u> interior signage and place the signs in the Sign Bag.	<input type="checkbox"/>
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 power strips in the designated BOE pick-up area.	<input type="checkbox"/>
Place the sticker dispenser and box in the Black Rolling Tote.	<input type="checkbox"/>
Remove all remaining supplies and break down the exit table and place it in the area designated for BOE pick-up.	<input type="checkbox"/>
Break down the site stanchions and place them in the area designated for BOE pick-up.	<input type="checkbox"/>
Remove all of the floor decals and discard them. If they are carpet decals, place them in the Black Rolling Tote rubber banded together.	<input type="checkbox"/>
Ensure all materials in the site are placed in the designated BOE pick-up area.	<input type="checkbox"/>
Discard all trash, literature, food, and drinks left by voters and early voting officials.	<input type="checkbox"/>