

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
Rubber band or binder clip each pile together by machine and keep them in the designated basket for reconciliation activities.	<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"/>
Group and paperclip all documentation from the 'Canceled/Misc Forms' folder and keep them on the ballot 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"/>
Place all materials in the designated polybags upon instruction from the Site Coordinator.	<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"/>
Ensure the Ballot Station is organized and prepared for the morning shift.	<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
Complete all regular steps in the Closing Checklist above (unless a checkbox is unavailable).	<input type="checkbox"/>
Place all Ballot Station supplies back in the location they were retrieved from per the Pre-Opening Checklist, when instructed by the Site Coordinator and/or Assistant Site Coordinators. Each tabletop sign must go into a 'Tabletop Sign Frame & Bag' (one sign per bag) and be placed in the Green Tote Bag.	<input type="checkbox"/>
Place the blank ExpressVote ballots in the plastic ziplock bag, and place ziplock bag on top of the ExpressVote in the ExpressVote Case.	<input type="checkbox"/>
Place the ballot wire baskets neatly inside the Black Rolling Tote. Leave the ballot sorter on the Ballot Station table.	<input type="checkbox"/>
Place used tablecloths and aprons in the white mesh laundry bag (Black Rolling Tote). Leave the laundry bag in the designated BOE pick-up area.	<input type="checkbox"/>
Place all other supplies in the designated pick-up area when instructed by the Site Coordinator and/or Assistant Site Coordinators.	<input type="checkbox"/>