

Beginning of Day Checklist

All Poll Workers

- Take and Sign Election Officers' Oath.

Equipment Team



CONFIRM EQUIPMENT

- Confirm two (2) tags on equipment bundle match tag on Orange Pouch
- Unwrap equipment bundle
- Confirm ExpressVote tag matches tag on Orange Pouch
- Set up ADA table, placing ExpressVote flat on it.
- Compare seals on DS200 (2), ExpressVote (1) and Orange Pouch (1) with *Equipment Chain of Custody Log*. Give Log to Paperwork Team.



SET UP SCANNER (DS200)

- Connect to power (cord is in Door 1A)
- Position and stabilize scanner
- Open lid (Lock 2a)
- Open display screen (Lock 1B)
- Enter Election Code (retrieve from Orange Pouch); press "Accept"
- Verify Muni-Ward-District is correct and Public Count is Zero.
- Select "Open Poll" - Configuration Report will begin to print
- Verify Muni-Ward-District and plugged in, click "Open Poll" again - two Zero Tapes will begin to print.

- Sign Zero Tapes; leave one attached to Configuration Report and place in K Envelope; post other (see below).
- Confirm Emergency Ballot Box is empty (Door 3A); silver flap is upright and locked so no ballots can be accepted. CLOSE AND RE-LOCK DOOR 3A BEFORE PROCEEDING.
- Remove Unvoted Ballot Transfer Bag (purple bag) from Ballot Box (Door 4A) and place it on the Voter Check-in Table.
- Ensure no loose ballots in bottom of Ballot Box
- CLOSE AND RE-LOCK DOOR 4A BEFORE PROCEEDING
- Click "Go To Voting Mode" on display screen



SET UP EXPRESSVOTE

- Remove ExpressVote from carrying case
- Standup machine, using kickstand
- Connect to power; confirm with power light on front
- Open On/Off door, remove coiled cord, press and release On switch, tuck cord back in and re-lock.
- Allow screen to warm-up (about 2.5 min); enter Election Code when prompted (same code as for DS200).
- At "Ready for Voting" screen, look for 4 green check marks, then touch "OK"

Paperwork Team



CONFIRM PAPERWORK AND SUPPLIES

- Confirm contents of Supply Suitcase and Clear Plastic Bag (see Manual, page 4)



ORGANIZE VOTER CHECK-IN TABLE

- Set up Voter Check-in Table
- When Equipment Team has finished equipment verification, sign *Equipment Chain of Custody Log* and place in Supply Suitcase.
- Put alphabetical tab stickers in Poll Book.
- Set up three stations at Check-in Table:
 - Poll Book and Progressive Check-off list
 - Numbered lists of Voters (2 booklets)
 - Ballots and ExpressVote Cards
- Set up PPE, including plexiglass shields and hand sanitizer dispenser. Place box of disposable masks for voters near entry.



SET UP STANDING VOTER AREA

- Choose location for accessibility and privacy.
- Set up table.
- Set up privacy screens, staggered, two per side.



ORGANIZE UNVOTED BALLOTS

- Obtain purple Unvoted Ballot Transfer Bag from Equipment Team
- Separate regular paper ballots from ExpressVote activation cards: DO NOT OPEN PACKETS.
- Count packets of ballots
- Confirm totals on *Ballot Chain of Custody Log*.
- Enter totals on *General Return Sheet*.
- Place *Ballot Chain of Custody* and *General Return Sheet* in Supply Suitcase
- Place initial packet of ballots and ExpressVote cards on Voter Check-in Table; place all other ballots in secure location behind Voter Check-in Table



POST PUBLICLY

(Must be posted outside entrance to Polling Place.)

- One (1) signed **Zero Tape** from each DS200 in your precinct
- List of absentee and mail-in voters
- Sample ballots
- Signs & notices
- American flag

End of Day Checklist



POST PUBLICLY

(Must be posted outside entrance to Polling Place.)

- One (1) General Return Sheet
- One (1) Final Results Tape with Write-in Report from each DS200 in your precinct



SUPPLY SUITCASE

- Yellow Voted Ballots Return Bag (sealed and packed on top, inside suitcase)
- Poll Book
- All unused supplies, extension cords, etc.

“B” MINORITY INSPECTOR ENVELOPE

(Minority Inspector keeps for 1 year.)



- One (1) General Return Sheet
- One (1) Final Results Tape from each DS200 in your precinct
- One (1) Numbered List of Voters booklet
- One (1) Election Officers Oath form



PACK IN REGIONAL RETURNS BAG

“K” PRECINCT RETURN ENVELOPE



- Two (2) General Return Sheets
- One (1) Final Results Tape from each DS200 in your precinct
- One (1) Zero Tape with Configuration Report attached from each DS200 in your precinct
- One (1) Numbered List of Voters booklet
- One (1) Election Officers Oath form
- All Affidavits of Voters – Challenges, etc.
- Unscanned Voted Ballots, if any

PROVISIONAL BALLOT RETURN ENVELOPE

SURRENDERED BALLOT ENVELOPE

SPOILED BALLOT ENVELOPE

PAY ENVELOPE

- Pay Sheet for Election Officers
- Constable's Pay Sheet, if applicable



ORANGE POUCH

- One (1) lanyard with two (2) keys attached
- Two (2) flash drives for each DS200 in your precinct
- One (1) Final Results Tape from each DS200 in your precinct
- Password (Election Code) Envelope



CLIPBOARD

- Ballot Chain of Custody Log
- Equipment Chain of Custody Log

