MEET YOUR NEW ELECTION HELPER

The ESC

(election supply center)
UNLOCK MY WHEELS

You can place your toe under the bottom lip of the lever and lift up OR put the ball of your foot on the lever and push all the way back.
POSITIONING THE ESC FOR UNLOADING

Grab handle on side with both hands
PULL - DO NOT PUSH

Don't forget to LOCK the wheels before you start unloading!!

Your supply center is in place
LET’S UNLOAD IT!!

KEEP YOUR BACK STRAIGHT AND KNEES SLIGHTLY BENT
Unlock the ESC before you open the handle.

Pull the recessed handle toward you.

Twist handle to the left.

DOORS SWING OUT TO EACH SIDE.
Pull the spring loaded latches towards the middle to release the ramp.
Gently lower the ramp being careful to keep your back straight and knees bent during the entire process.

DO NOT STEP ON THE RAMP!!
Lift the M100 up and gently pull it toward you. 

!!THE M100 WEIGHS appr. 80 lbs. EMPTY and 150-200 lbs. with BALLOTS. 

The wheels must clear the ramp hinge. 

While keeping your back straight, knees slightly bent, and feet apart, pull the M100 out of the ESC and onto the ramp. 

KEEP YOUR BACK STRAIGHT AND KNEES BENT AT ALL TIMES

While maintaining control, bring the M100 down the ramp until it clears the ramp. 

DO NOT WALK ON THE RAMP!!
Close the ramp after you remove the M100. Make sure your back is straight and lifting from the side, pick the ramp up and lock it back in its closed position.
UNLOADING THE ADA

Keep your back straight and knees bent while lifting or moving the equipment.

Once the ADA is on the ground you may carry with one hand.

Make sure you use a proper grip when removing the ADA. Use both hands placing the left hand underhand on the grip and the right hand overhand on the grip.
Care needs to be taken when unloading the Geminis. Be attentive to how much they weigh.

While they are lighter than the ADA, proper lifting techniques still need to be utilized when removing them from the ESC.

Always bend your knees slightly, keep your back straight, and pivot with your feet when turning with something heavy and/or awkward in your arms.
THE SUPPLY BOX CAN BE HEAVY
Grip with one hand and pull towards you.
As the box is removed help guide the box with your 2nd hand
When the box is 1/2 way out place your 2nd hand underneath to stabilize the weight.
3/4 of the way out grab the other handle with your 2nd hand. Keep the box close to your body when carrying.

Pivot with your feet when turning to walk with the box.

If the supply box is too heavy get a 2nd person to help you.
REMOVING DISTANCE CONE AND LOCATION SIGN

Keep back straight, knees slightly bent, and pivot as you move and turn with the sign and distance cone.

Use both hands to remove the cone. Keep your back straight and knees bent as you place the cone on the floor.
When putting equipment back always pivot when turning, keep your back straight, and knees bent.

Before you start putting equipment back in the ESC; make sure the wheels are locked.

LOADING ORDER:
LOCATION SIGN
DISTANCE CONE
SUPPLY BOX
For safety reasons, the ADA must be loaded first. The Gemini’s have a tendency to fall over. This will create a safety risk if only one person is loading the Gemini’s.

Load the Gemini’s one at a time to ensure proper safety and lifting techniques can be used.

While keeping your knees bent, back straight, and using both hands, place one corner of the Gemini between the last loaded Gemini and the ESC. Once two corners are in the ESC you can safely push the Gemini all the way in.

The Gemini’s have a tendency to fall over while loading.
LOWERINg THE RAMP TO LOAD THE M100

Always keep your back straight and knees bent to prevent injury while lowering the ramp.
REPLACING THE M100
MOVING THE M100 BACK TO THE ESC

THE M100 WEIGHS appr. 80 lbs EMPTY and 150-200 lbs with BALLOTS

To move, place hands on opposite corners of the M100. Make sure your back is straight, knees are bent, and you keep the M100 close to your body.

Once you are behind the M100 you can easily push it to its destination.

Turn the M100 toward your outer hand. Once the M100 is at an angle move hands to the corners on the same side. Continue to turn the M100 until you can get behind it.

The front wheels swivel while the back wheels stay stationary so you must guide or “steer” the M100 from the back of the machine.

Once the M100 is in front of the ramp you will need to move to the front of the machine in order to properly position it for loading.
MOVING THE M100 ONTO THE RAMP

Position the M100 at the base of the ramp. You will have to slightly lift the M100 up in order to get it on the ramp. Place your hands on opposite corners to ensure stability. To do this you must first place the M100 snug against your body with one foot in front and one foot to the side of the machine.

DO NOT STEP OR WALK ON THE RAMP
ALWAYS make sure that your back is straight and your knees are slightly bent.

Once the M100 is on the ramp you can push it into the compartment.

While pushing the M100 on the ramp keep your weight on your forward foot.

NEVER STEP OR WALK ON THE RAMP.
CLOSING THE RAMP
CLOSING AND LOCKING THE ESC

THANK YOU FOR YOUR SERVICE

TAKE YOUR RETURN SUPPLIES TO THE REGIONAL CENTER

LOCK THE ESC