



# Checklist - Closing the Vote Center

## 2022 Joint Primary Election

### Vote Center \_\_\_\_\_

JUDGE: Use the checklist below to ensure the Vote Center is broken down and closed properly. Each item **must** be checked off after it has been completed.

#### Vote Center Closing

- Judge** – Confirm that there are not any voters in the voting area waiting to vote, and that the last qualified voter has voted.
- Judge** – Remove the following checklists from the Closing Section of the Judge’s Notebook and assign poll workers to close each piece of equipment.
  - Wireless Router – Closing Checklist
  - E-Pollbook – Closing Checklist
  - Voting Machine – Closing Checklist
  - Vote Tabulator – Closing Checklist

#### Voter Check-in Table(s) Breakdown

- Clerks** – Gather completed Voter Rosters and Voter Registration cards and provide to the Judge.
- Clerks** – Return the following (unused) items to the white Stationary & Forms Supply Box.
  - Voter Rosters
  - Voter Registration Cards (English)
  - Voter Registration Cards (Spanish)
  - Sample Ballots
  - To the Judge’s Stationary Supply Bag:
    - Disposable Stylus’
    - Black Ballpoint Pens
- Clerks** – Return reference material to the Judge’s Notebook.
- Clerks** – Disassemble the Safety Shield(s) and return them to the ESC.

#### Judge’s Table Breakdown

- Judge** – Complete the Official Ballot Certificate and Official Seal Certificate.
- Judge** – Follow the instructions on Envelopes 1 – 4 and place the appropriate forms into each envelope.
  - **Each Co-Judge will take an Envelope 3 (Envelope 3D and Envelope 3R)**
- Judge** – Retrieve the Provisional Bag Seal from the blue Equipment pouch and seal the Provisional Ballot Bag.
- Judge** – Place the following (unused) items to the white Stationary & Forms Supply Box.
  - Statement of Residency Cards
  - Request to Cancel Application for Ballot by Mail
  - Voter Complaint Forms
  - Provisional Affidavit Envelopes
  - Ballot Secrecy Envelopes
  - Notice to Provisional Voters
- Judge** – Return any supplies to the Judge’s Stationary Supply Bag, including:
  - Disposable Stylus’ (unused)
  - Black Ballpoint Pens



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## Inside & Outside Signs Breakdown

- Clerks** – Remove the English and Spanish Voter Information Posters from the wall, roll them back up and place them in the ESC.
- Clerks** – Remove the Entrance Sign from the wall, fold it and return it to the white Stationary & Forms Supply Box.
- Clerks** – Gather the following outside signs and return them to the ESC.
  - Official Vote Center sign
  - Directional Signs
  - Curbside Voting signs
  - Distance Markers

## Covid-19 Safety Breakdown

- Clerks** – Retrieve the key to the Sanitation Station from the Judge and return the following items to the back of the Sanitation Station.
  - Gloves
  - Masks
  - Tabletop Hand Sanitizer
- Clerks** – Turn off the dispenser and lock the Sanitation Station.
- Clerks** – Return the key to the Judge and place the Sanitation Station near the ESC, ready to be picked up.

## Vote Center Breakdown

- Clerks** – Fold up tables and chairs.
  - If tables & chairs were delivered in the ESC, return them to the ESC.
  - If tables & chairs were left by the delivery company, place them neatly in a stack for pick up.
  - If tables & chairs were provided by the location, return them to their designated space.
- Clerks** – Return the following items to the ESC:
  - White Forms & Stationary Supply Box
  - Blue Electrical Supply Box

## Poll Worker Payroll

- Judge** – Locate the Statement of Election Expense forms in the Poll Worker Information section of the Judge’s provide to clerks & alternate judge to complete and sign at the end of the day.
- Judge** – Sign each Statement of Election Expense form and place all copies back in the Judge’s Notebook.



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### Items to Return to Regional Site

- Judge** – The judge who picked up supplies from the Regional Site will return the following items to the Regional Site:
  - Judge's Orange Case
    - Set of Keys
    - Sealed Equipment Pouch containing:
      - USB Stick
      - Remaining Seals
      - Zero Tape
      - Voted Tape
    - Judge's Notebook
    - Envelopes 1,2 and 4
  - Sealed Provisional Ballot Bag
  - Voted Ballots in the locked and sealed blue ballot box
  - E-Pollbooks
  
- Judge** – The judge who did not pick up supplies from the Regional Site will return the second sealed Equipment Pouch containing the second USB Stick





# Wi-Fi Router Closing Checklist

Dallas County Elections

Clerk: Use the checklist below to close and package the Wireless Router used by the E-Pollbooks. Each item **must** be checked off after it has been completed.

## Wi-Fi Router Closing

- Unplug power cord from outlet and then from the router



- Place power brick in the middle section of the router case.



- Align all antennas so that they are straight up. Lift router and turn over carefully. Match foam openings to antennas to seat router and antennas gently in foam casing. The four antennas should be on the left side, the six paddle antennas right side



- Close the router case lid and close the latches.



- Place the router case in the ESC.

- How can we improve this process? (optional)*

- Return this checklist to the Judge's Binder





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# E-Pollbook Closing Checklist

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Clerk: Use the checklist below to help shut down and package your E-Pollbooks. Each item **must** be checked off after it has been completed. Please note that you need to return all E-Pollbooks to your assigned regional site.

## E-Pollbook Closing

- Verify the Judge has recorded the count of check-ins from the E-Pollbook on their Daily Ballot Report.
- At the Monitor Poll screen, press "Close Polls" and select "Yes" to also sign out. At the Launch screen, press "Shut Down" and select "Yes" to shut down the E-Pollbook. Wait for the device to turn off and screen to go blank.
- Unplug the three-prong printer cord from the black power block. Unplug the power cord from the printer power port on the ballot card printer. Unplug the power cord from the surge protector.
- Unplug USB cord from the ballot card printer. Unplug the USB cord from the E-Pollbook.
- Disconnect the orange cord from the E-Pollbook from the power block. Unplug power block from the surge protector. Unplug the surge protector from the wall outlet or extension cord.
- Place each E-Pollbook, power block, ballot printer, and power cords into their blue E-Pollbook case.
- Locate the white Electrical Supplies cardboard box. Place the extension cords and surge protectors in the box and place the box back in the ESC.
- Place E-Pollbooks in vehicle for return to the Elections Department for Early Voting, or your assigned regional site for Election Day
- How can we improve this process? (optional)*
- Return this checklist to the Judge's binder.







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# Voting Machine - Closing Checklist

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JUDGE: Use the checklist below to ensure the Voting Machine is closed properly after the last voter has voted. **This is a two-person job. Do not lift or handle machines alone.**

## Voting Machine Closing

### Close the Voting Machines

- Retrieve the yellow tab with black barrel key.
- Unlock Door #2 on left side with Yellow tab key. Switch the Mode to the "Off" position to turn off the voting machine. Wait approximately 10 mins.
- Close Door #2 making sure the cord is resting in the nook. Then lock the door.
- Fold down the voting machine doors / privacy panels and lock the doors with the green tab key.
- Tilt the machine forward to collapse the easel.
- From the back of the machine, secure the two latches locking the machine to the tabletop.
- Unplug all the voting machines.
- Lay the machine face down and collapse the four legs back into place.
- Wind the black power cord around prongs on the bottom of the machine.
- Place voting machines back into the Election Supply Cart.

### Close the Accessible (ADA) Voting Machine

- Retrieve the black bag.
- Remove the privacy screens and put back in the Election Supply Cart.
- Unplug the headphones
- Fasten the keypad to the left
- Unlock Door #2 on left side with Yellow tab key. Switch the Mode to the "Off" position to turn off the voting machine. Close and lock Door #2 making sure cord is resting in the nook of the door.
- Place Voting Machine face down on table.
- Unplug power cord from the wall and from surge protector. Unplug the power cord from the back of the machine and separate from the brick.
- Place the headphones and all power cords inside the side pocket of the black bag.
- Lower the silver stand and set in place.
- Place voting machine back into black bag and place black bag inside the Election Supply Cart.

*How can we improve this process (optional)*

- Return this checklist to the Judge's binder.





# Vote Tabulator – Closing Checklist

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-JUDGE: Use the checklist below to ensure the Vote tabulator is properly closed at the end of the day. Each item **must** be checked off after it has been completed.

## Vote Tabulator Closing

- Confirm the last voter’s ballot has been inserted and counted.
- Open Door #5 with red tab key to check the Emergency Ballot Bin. If there are remaining ballots in the Emergency Ballot Bin that cannot be processed, contact the Judge’s hotline for further instructions. Close and lock Door #5.
- Unlock and open Door #6A, press and hold down the “Close Poll” button for approximately 3 seconds. The close poll button will quickly flash red and then turn off.
- The display screen will appear to confirm you are ready to close the poll, press the red Close Poll button on the closing screen.
- Wait for the tabulator to close the polls.
- Judge & Clerks separate and sign the three result tapes and place one into each colored envelope.
- Record the "Total Sheets Processed" number on Line 4 of the Official Ballot Report
- Press the red “Finished Turn Off” button
- Under Door #6A, wait until the Power Button is not lit, then remove the USB Stick.
- Get the shiny silver anti-static bag from the Red Envelope and place the USB Stick inside, place the anti-static bag inside the Red Envelope, and place the Red Envelope inside the Blue Pouch.
- Close and lock Door #6A. Close and lock Door 4. Close the lid and lock the latches in place. Use the red tab key to lock Door #3.
- Open Door #1, close flaps on the Ballot Box and remove from Vote tabulator. Leave the voted ballots inside the Ballot Box. Place blue copies of Voter Roster inside the Ballot Box. Lock both ends of the Ballot Box with the red tab key.
- Affix the blue tamper proof seal to the Seal Certificate Report.
- Place remaining blank ballot cards inside Door #1 then close and lock door.
- How can we improve this process? (optional)*

- Return this checklist to the Judge’s binder.

