Vote Center – Closing Checklist

Vote Center: ______________________________________

JUDGE: Use the checklist below to ensure the Vote Center is broken down and closed properly. Assign your clerks to assist with completing the tasks indicated as “Clerk”. Each item must be checked off after it has been completed.

Section 1 – Vote Center Equipment Closing

JUDGE: To close the Vote Center, it is critical that there are not any voters in the voting area waiting to vote and that the last qualified voter has voted.

☐ Judge – Use the E-Pollbook - Closing Checklist from the Closing Section of the Judge’s Notebook and instruct Poll Workers to close all E-Pollbooks except for the Judge’s E-Pollbook.

☐ Judge – Remove the Voting Machine - Closing Checklist from the Closing Section of the Judge’s Notebook and instruct Poll Workers to shut down and breakdown each Voting Machine.

☐ Judge – Remove the Vote Tabulator - Closing Checklist from the Closing Section of the Judge’s Notebook and the Official Ballot and Seal Certificate from the side pocket of the Notebook. Close the Vote Tabulator while completing the Official Ballot and Seal Certificate.

Section 2 – Voter Check-In Table(s) Break Down

☐ Clerk – Return completed Voter Rosters and Voter Registration cards to the Judge

☐ Clerk – Return the following (unused) items to the Judge’s Stationery & Forms Supply Box
  - Voter Rosters
  - Voter Registration Cards (English)
  - Voter Registration Cards (Spanish)
  - Voter Registration Cards (Vietnamese)
  - Sample Ballots
  - To the Judge’s Stationery Ziploc Supply Bag:
    - Disposable Stylus’
    - Black Ballpoint Pens

☐ Clerk – Return reference material to the Judge’s Notebook
  - Acceptable Forms of ID/List A
  - Standard Voting Procedures
  - Exceptions to Standard Voting Procedures

☐ Clerk – Return the Safety Shield to the ESC. Use the Safety Shield Disassemble Checklist to break down Safety Shields.

Section 3 – Judge’s Table Breakdown

☐ Judge – Finalize and sign the following forms:
  - Register of Spoiled Ballots
  - List of Provisional Voters

☐ Judge – Return the following (unused) items in the Judge’s Stationery and 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
  - Oath of Assistance and Oath of Interpreter
Vote Center – Closing Checklist

☐ Judge – Return the following to the Judge’s Stationery Ziploc Bag:
  • Disposable Stylus’
  • Black Ballpoint Pens

Place Judge’s Stationery Ziploc Bag back inside the Judge’s Stationery and Forms Supply Box

☐ Judge – Place the following into the Blue Document Bag:
  • 1 copy of the Vote Tabulator Voting Results Report
  • Remaining copies of the Voter Roster(s)
  • All Certificate(s) of Appointment of Poll Watchers (if any)
  • All Complaint Forms (if any)
  • 1 copy of List of Provisional Voters
  • Completed Register of Spoiled Ballots paperclipped with all spoiled ballots
  • All completed Oaths of Assistance and Oaths of Interpreter forms
  • All completed Statement of Residence cards
  • All completed Voter Registration Applications
  • All completed Request to Cancel Ballot by Mail forms paperclipped with all surrendered mail ballots
  • Completed Wait Time Ticket

☐ Judge – Complete Section 3 (a - e) of the Official Ballot and Seal Certificate and place in the front pocket of the Judge’s Notebook:
  • Record the number of the Provisional Voters
  • Record the number of Spoiled Ballots
  • From the pouch labeled “Seals” remove the White Provisional Bag seal. Record the seal number. Seal the Provisional Ballot Bag
  • From the pouch labeled “Seals” remove the Black Zip seal. Record the seal number. Seal the Black Equipment Pouch.
  • From the pouch labeled “Seals” remove Blue U-line seal. Record the seal number. Seal the Blue Document Bag.

☐ Judge – Follow the instructions on the pink Envelope #3 and place the appropriate forms into the pink envelope.

Section 4 – Inside and Outside Signs Breakdown

☐ Clerk – Remove the English, Spanish, and Vietnamese Voter Information Posters from the wall, roll them back up and place them in the ESC.

☐ Clerk – Remove the Entrance Sign and the ID signs from the wall, return them to the Judge’s Orange Case.

☐ Clerk – Remove the following outside signs and return them to the ESC:
  • Official Vote Center sign
  • Directional Signs
  • Bilingual Signs
  • Curbside Voting signs
  • Vote Here Feather Flag
  • Distance Markers
  • 11 x 17 Sample Ballots
Vote Center – Closing Checklist

Section 5 – Covid-19 Safety Breakdown

☐ Clerk – Retrieve the green tab key to the Sanitation Station from the Judge and return the following items to the back of the Sanitation Station:
   - Gloves
   - Masks

☐ Clerk - Turn off the dispenser and lock the Sanitation Station.

☐ Clerk - Return the key to the Judge and place the Sanitation Station near the ESC, ready to be picked up

Section 6 – 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:
   - Judge’s Stationery & Forms Box
   - White Electrical Supply Box

Section 7 – Poll Worker Clock Out

☐ Judge – Remove the Poll Worker Management – Closing Checklist from the Closing Section of the Judge’s Notebook and complete Poll Workers clock out.

☐ Judge – Use the E-Pollbook Closing Checklist and instruct poll workers to close the remaining E-Pollbook.

☐ Judge – Remove the Wireless Router - Closing Checklist from the Closing Section of the Judge’s Notebook, and instruct poll workers to shut down, close the Wireless Router and return to ESC.

☐ Clerk – Return the Judge’s table to the ESC.

Section 8 – Items to Return to Regional Site

☐ Judge – Locate your Regional Site Map in the Closing Section of the Judge’s Notebook to identify your Regional Site location.

☐ Judge – Return the following items to the Regional Site:
   - Judge’s Orange Case
     - Set of Keys
     - Sealed Black Equipment Pouch Includes the Following:
       - Primary USB
       - Zero Tape
       - Configuration Report
       - Vote Tabulator Voting Results Report
     - Seal Bag with Unused Seals
     - Judge’s Notebook
     - Blue Document Bag
     - Smart Phone with charger and cord
     - Bond Book
     - Yellow Folder (If applicable)
   - Emergency Ballot Bag (if any)
   - Sealed Provisional Ballot Bag
   - Sealed Blue Ballot Box with voted ballots inside
   - E-Pollbooks
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 on the top shelf.

- [ ] Return this checklist to the Judge’s Notebook.
Clerk: Use the checklist below to help shut down and package the Clerk’s 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**

**IMPORTANT:** Ensure to leave the [Judge’s E-Pollbook](#) set up until all clerks and the Judge have clocked out at the very end of the night. **The Judge’s E-Pollbook and the Wireless Router will be the very final steps to closing the Vote Center.**

- At the Monitor Poll screen, press “Close Polls” then press “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 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. Be careful not to bump the orange E-Pollbook button as you place it in the case as this will turn on the pollbook in the case.
- Locate the blue Electrical Supplies 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 your assigned Regional Site.
- Return this checklist to the Judge’s Notebook.
CLERK: 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 set of keys.
- [ ] Use the yellow tab black barrel key to unlock and open the left side door. Push and hold the power switch to the “Off” position. Place the cord through the c-notch on left side door, close and re-lock the left side door.
- [ ] On the Voting Machine screen, press “Shut down” and confirm the machine is turned off.
- [ ] Close the front metal doors and lock the doors using 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.
- [ ] With the help of another person, lay the machine face down, collapse the four legs and fold back into place.
- [ ] Wrap the black power cord around the prongs on the bottom of the machine in a figure eight pattern.
- [ ] Place voting machines back into the ESC.

### Close the Accessible (ADA) Voting Machine

- [ ] Retrieve the black bag and place on the table.
- [ ] Remove the privacy screen and place inside the ESC.
- [ ] Unplug the headphones and place back into the side pocket.
- [ ] Fasten the keypad to the left of the machine.
- [ ] Use the yellow tab black barrel key to unlock and open the left side door. Push and hold the power switch to the “Off” position. Place the cord through the c-notch on left side door, close and re-lock the left side door.
- [ ] On the Voting Machine screen, press “Shut down” and confirm the machine is turned off.
- [ ] Place Voting Machine face down on table.
- [ ] Unplug surge protector from the wall, unplug the power cord from the surge protector. Unplug the power cord from the back of the machine and separate from the brick.
- [ ] Place the power cords inside the side pocket of the black bag.
- [ ] Place the headphones back into the White Electrical Supply Box.
- [ ] Lower the silver stand and set in place.
- [ ] Place voting machine back into the black bag and place black bag inside the ESC.
- [ ] Return this checklist to the Judge’s Notebook.
Vote Tabulator – Closing Checklist

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

☐ Retrieve the Official Ballot and Seal Certificate from the front pocket of the Judge’s Notebook

☐ Using the red tab key, open Door #5 to check the Emergency Ballot Bin. If there are any ballots in the Emergency Ballot Bin then:
  ☐ Remove the ballots and the Clear Emergency Ballot Bag from inside Door #5; relock door
  ☐ Remove the Blue Tamper Seal from the clear Emergency Ballot Bag
  ☐ Place the Emergency Ballots from Bin #5 into the Clear Emergency Ballot Bag and close the bag.
  ☐ Seal the Emergency Ballot Bag using the Blue Tamper Seal; record the seal number on the Official Ballot and Seal Certificate (Section 2, c.)
  ☐ If there are no Emergency Ballots, record zero (0) on the Official Ballot and Seal Certificate (Section 2, a.)

☐ Record the public count from the display screen in the designated space on the Official Ballot and Seal Certificate (Section 2, b.)

☐ Remove the Green Tamper Seal from Door #6 and place it in the designated space on the Official Ballot and Seal Certificate (Section 2, d.)

☐ Using the yellow tab black barrel key open Door #6. Press the Close Poll button, it will flash red and turn off.

☐ Press the red Close Poll button on the display screen and allow for the polls to close, the Vote Tabulator Voting Results Report will print

☐ Separate the three copies of the Vote Tabulator Voting Results Report

☐ Judge, sign each Vote Tabulator Voting Results Report and place one into the Black Equipment Pouch, one into the Blue Document Bag, and one into the pink Envelope #3

☐ Press the red Finished Turn Off button on the screen

☐ Wait until the Power Button is unlit, then remove the Primary USB and place it in the Black Equipment Pouch.

☐ Using the yellow tab black barrel key close and lock the Door #6

☐ Using the yellow tab black barrel key close and lock Door #4

☐ Close the lid and lock the latches in place. Use the red tab key to lock Door #3

☐ Using the red tab key open Door #1. Then close the flaps on the Blue Ballot Box remove from Vote Tabulator

☐ Place the blue copies of Voter Roster(s) inside the Blue Ballot Box, along with the voted ballots inside the Blue Ballot Box

☐ With the red tab key lock both ends of the Blue Ballot Box

☐ Affix a Blue ZIP Seal on each end of the Blue Ballot Box. Record both seal numbers on the Official Ballot and Seal Certificate (Section 2, e. and f.)

☐ Place any unused blank ballot cards inside Door #1. Using the red tab key close and lock Door #1

☐ Unplug the Vote Tabulator from the surge protector. Coil the power cord and lock Door #2 using the red tab key

☐ Unplug the surge protector from the wall and place back into the White Electrical Supply Box.

☐ Move the Vote Tabulator next to the ESC and return this completed checklist to the Judge’s Notebook