




VLM/VLD CHECKLIST | MONDAY

	Open the Transport Cart and retrieve the GREEN Supply Bag. Break the seal, open the bag, and place the broken seal in the Clear Plastic Envelope.
	Remove the BOE Cell Phone from the Clear Plastic Envelope. Power the phone on and ensure the ringer volume is turned up. <i>(2 Minutes)</i>
	Mandatory Call #1 Monday Night Arrival Call 6:00 PM 216-443-3277
	Remove the Payroll Card from the GREEN Supply Bag and take attendance. <i>(5 Minutes)</i> <ul style="list-style-type: none"> ✓ Check Present (Mon) if the worker is present. ✓ Check No Show if a worker is not present. ✓ Once EPBs are unpacked, remember to have all workers clock-in on an EPB.
	Read any Alerts aloud to all PEOs in your Polling Location. <i>(10 Minutes)</i>
	Assign PEOs to Teams. <i>(5 Minutes)</i> <ul style="list-style-type: none"> → Supply Team Voting Booths, Tables, Blue Location Supply Bag, signs and flags → Ballot Team Red and Gray Ballot Boxes → EPB Team Electronic Pollbooks (EPBs) and Printers → Scanner Team Ballot Scanners → VAT Team Voter Assistance Table Setup, Yellow Provisional Bag
	Distribute supplies from the GREEN Supply Bag and Clear Plastic Envelope. <i>(10 Minutes)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Security Records: <ul style="list-style-type: none"> o Location Security Record – Supply Team EPB Team o Ballot Security Record – Ballot Team o Ballot Scanner Security Record (1 per scanner) – Scanner Team <input type="checkbox"/> Candidate Withdrawal Notice (if applicable) – Supply Team <input type="checkbox"/> Ballot Scanner Key on Lanyard – Scanner Team
	Review Location Setup Diagram with everyone, then release teams to begin setup. <i>(5 Minutes)</i>
	Voting Location Deputy (VLD): <ul style="list-style-type: none"> <input type="checkbox"/> Remove and record Yellow Provisional Bag seal onto the Location Security Record. <input type="checkbox"/> Verify all supplies are present, using the Location Supply Bag Checklist. <input type="checkbox"/> Set up the Voter Assistance Table to be prepared for Provisional Voting on Tuesday. <input type="checkbox"/> Assist the VLM in Monday Night duties.
	1 person arrange the ADA Ballot Marking Device. <i>(10 Minutes)</i>
	Load paper roll in Ballot Scanners. Paper rolls and instructions are packed in the BLUE Supply Bag.
	Inventory GREEN Supply Bag. <i>(5 Minutes)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Paper Pollbook Backup Pack <ul style="list-style-type: none"> • Keep in Green Supply Bag! Do Not Open unless all EPBs are not operational on Election Day and you have called the BOE at: (216) 544-8600 <input type="checkbox"/> GREEN Update Folder/Binder <ul style="list-style-type: none"> • Password envelopes • Observer Packet • Precinct Voter List (1 per precinct) • Post-Election Pack-Up List • Drop-Off Location Information Sheet
FINAL MONDAY REVIEW (10 Minutes)	
	Ensure location is set up according to Setup Diagram. Rovers will check your location to verify the voting room is set up properly and the MiFi Hotspot is located exactly as indicated on the diagram. Any changes must be reported immediately and approved by the Board of Elections.
	Double check EPBs, Printers and MiFi Hotspot connectivity (all icons on EPB should be GREEN).
	Ensure ALL workers Clock-in using the payroll module on any EPB.
	Confirm the Absentee Supplemental Files have successfully downloaded on each EPB. Then, confirm all EPBs have been put into sleep-mode before storing them in the Ballot Scanner Compartment.
	Verify Ballot Scanner steps are completed including Security Records. (QRG on top of scanner)
	Mandatory Call #2 Monday Night Set-Up and Ready Call 216-443-3277
	Report to the BOE any missing workers or anyone not listed on your roster. <i>(3 Minutes)</i>

VLM/VLD CHECKLIST | TUESDAY

☎	Mandatory Call #3 Tuesday Arrival Call 5:30 AM 216-443-3277
	Remove the EPBs from the Ballot Scanner Compartment and take attendance on Payroll Card. <i>(5 Minutes)</i> <ul style="list-style-type: none"> ✓ Instruct each worker to clock-in on an EPB. ✓ If a worker is not present, do <u>not</u> Clock-in the worker. ✓ Only clock-out a worker if they leave early before Election Day is complete.
	Distribute Security Records to Setup Teams (same Teams from Monday Night) and instruct PEOs to complete Election Morning tasks. <i>(5 Minutes)</i>
	From the GREEN Supply Bag, retrieve the password envelopes for the Ballot Scanners, ClearAccess ADA Ballot Marking Device, and the EPBs. Distribute each password envelope to the applicable setup team.
	Verify all signage is posted, including ADA signage and the Precinct Voter List(s). <i>(5 Minutes)</i>
	Assign PEOs to Election Day positions. <i>(5 Minutes)</i> <ul style="list-style-type: none"> → Voter Greeter → Check-In Table Processing Voters on EPBs → Ballot Table Distributing Ballots to Check-In Officials → Scanner Official Monitoring Ballot Scanners → Voter Assistance Table Voting Location Deputy (VLD) and VAT Official
	Provide each Check-In Official with a Pink Memo sheet (remove from VAT Guide).
	Administer Oath of Office (front cover of VAT Guide). <i>(5 Minutes)</i>
ELECTION MORNING REVIEW (15 Minutes)	
	Verify the following: <ul style="list-style-type: none"> <input type="checkbox"/> Blue Painter’s Tape is applied to the floor 6 ft. in front of each Ballot Scanner. <input type="checkbox"/> Ballot Scanner Display Screens read “Insert Ballot One Sheet at a Time.” <input type="checkbox"/> ADA Ballot Marking Device is powered on and ready for voters. <input type="checkbox"/> MiFi Hotspot and EPB printers are plugged in and powered on. <input type="checkbox"/> All EPBs are on the Home Screen and all four (4) status icons are GREEN: <ul style="list-style-type: none"> ○ Central Connection Sideways Communication Battery Status Printer <input type="checkbox"/> One pack of ballots for each precinct opened and inside the correct Ballot Containment Folder. <input type="checkbox"/> Withdrawal Notices are posted in every voting booth in the Polling Location.
☎	Mandatory Call #4 Tuesday Open and Ready 6:15 AM 216-443-3277
2:00 P.M. CLOSING PREPARATION	
	Review Closing Reminder Checklist and Post-Election Pack-Up List. Assign Closing Teams. <ul style="list-style-type: none"> → Supply Team Voting Booths, Tables, Blue Location Supply Bag → EPB Team Electronic Pollbooks (EPBs) and Printers → Scanner Team Ballot Scanners and Ballot Boxes → VAT Team Voter Assistance Table and Yellow Provisional Bag
	Open each Ballot Scanner Compartment and remove all voted ballots. Place all voted ballots inside the RED Ballot Box. Close and re-seal the RED Ballot Box and all Ballot Scanner Compartments.
CLOSING THE POLLS	
	Shut down and pack up the ADA Ballot Marking Device.
	Assist EPB Team with Ballot Accounting Process.
	Double check that all EPBs and the MiFi Hotspot are still powered on inside of EPB Transport Case.
	Verify all BLACK Memory Sticks are sealed inside the Memory Stick Bag (attached to RED Ballot Box).
	Make sure all voted ballots are packed in the RED Ballot Box <i>(include Curbside & 17-YO if applicable)</i> .
	Ensure the Totals Report from each Ballot Scanner are posted near the Polling Location entrance.
	Confirm all other supplies are packed according to the Post-Election Pack-Up List.
☎	Mandatory Call #5 Closed and Leaving 216-443-3277
	Transport all Election Supplies to the Drop-Off Location with the VLD (or PEO of opposite political party).