





VLM CHECKLIST

MONDAY NIGHT <i>(65 Minutes)</i>			
	Remove the BOE Cell Phone from the Clear Plastic Envelope in the Green Supply Bag, power it 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 Election Official Roster from the Green Update Folder 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 		
	Call the BOE to report any missing workers or workers who are present but do not appear on your roster. <i>(3 Minutes)</i>		
	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 → Ballot Team Red and Gray Ballot Boxes → EPB Team Electronic Pollbooks (EPBs) and Printers → Scanner Team DS200 Ballot Scanners 		
	Distribute supplies from the Green Update Folder 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"> ○ Location Security Record – Supply Team EPB Team ○ Ballot Security Record – Ballot Team ○ DS200 Security Record (1 per DS200) – Scanner Team <input type="checkbox"/> Candidate Withdrawal Notice (if applicable) – Supply Team <input type="checkbox"/> DS200 Pink and Green Keys on Lanyard – Scanner Team 		
	Review Location Setup Diagram with all Election Officials. <i>(5 Minutes)</i>		
	Release teams to set up Polling Location.		
	Set up the AutoMARK. <i>(Use the AutoMARK Quick Reference Guide inside the AutoMARK Transport Case.)</i> <i>(10 Minutes)</i>		
	Inventory Green Supply Bag. <i>(5 Minutes)</i> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Yellow VAT Folder <i>(Place on Voter Assistance Table)</i> <input type="checkbox"/> Paper Pollbook Backup Pack <i>(KEEP IN GREEN SUPPLY BAG! Do Not Open unless all EPBs are not operational on Election Day)</i> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Green Update Folder <i>(Items remain inside folder until Election Day)</i> <input type="checkbox"/> EPB Passwords <input type="checkbox"/> Observer Packet <input type="checkbox"/> Precinct Voter List (1 per precinct) <input type="checkbox"/> Post-Election Pack-Up List <input type="checkbox"/> Drop-Off Location Information Sheet </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Yellow VAT Folder <i>(Place on Voter Assistance Table)</i> <input type="checkbox"/> Paper Pollbook Backup Pack <i>(KEEP IN GREEN SUPPLY BAG! Do Not Open unless all EPBs are not operational on Election Day)</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Green Update Folder <i>(Items remain inside folder until Election Day)</i> <input type="checkbox"/> EPB Passwords <input type="checkbox"/> Observer Packet <input type="checkbox"/> Precinct Voter List (1 per precinct) <input type="checkbox"/> Post-Election Pack-Up List <input type="checkbox"/> Drop-Off Location Information Sheet
<ul style="list-style-type: none"> <input type="checkbox"/> Yellow VAT Folder <i>(Place on Voter Assistance Table)</i> <input type="checkbox"/> Paper Pollbook Backup Pack <i>(KEEP IN GREEN SUPPLY BAG! Do Not Open unless all EPBs are not operational on Election Day)</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> Green Update Folder <i>(Items remain inside folder until Election Day)</i> <input type="checkbox"/> EPB Passwords <input type="checkbox"/> Observer Packet <input type="checkbox"/> Precinct Voter List (1 per precinct) <input type="checkbox"/> Post-Election Pack-Up List <input type="checkbox"/> Drop-Off Location Information Sheet 		
FINAL MONDAY REVIEW <i>(10 Minutes)</i>			
	Ensure location set up according to Location 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 inconsistencies will be remedied immediately or reported to the Board of Elections. Failure to ensure the room is set up properly is grounds for removal!		
	Double check EPBs, Printers and MiFi Hotspot connectivity (all icons on EPB should be GREEN).		
	Confirm the Absentee Supplemental Files have successfully downloaded on each EPB.		
	Ensure all workers Clock-in using the payroll module on any EPB.		
	Make sure Supply Team and Ballot Team have inventoried supplies.		
	Verify Security Records are completed.		
	If a PEO other than the VLD will accompany you to the Drop-Off Location on Election Night, report this name to the BOE operator during the Monday Night Set-Up and Ready Call.		
	Mandatory Call #2 Monday Night Set-Up and Ready Call 216-443-3277		

NOTE: VLMs that fail to place mandatory calls to the BOE during the Monday Night Meeting and on Election Day or do not answer incoming calls from the BOE will have their pay docked for failure to complete required duties.

ELECTION MORNING (45 Minutes) **Mandatory Call #3 | Tuesday Arrival Call | 5:30 AM | 216-443-3277 (2 Minutes)**

Remove the EPBs from the DS200 and take attendance on any EPB. (5 Minutes)

- ✓ Allow each worker to Clock-in.
- ✓ If a worker is not present, do not Clock-in the worker.
- ✓ If a worker leaves early, Clock-out the worker.

Call the BOE to report any missing workers or workers who are present but do not appear on your roster. (3 Minutes)

Administer Oath of Office (front cover of VAT Guide). (5 Minutes)


Distribute Security Records to Setup Teams (same Teams from Monday Night) and instruct PEOs to complete Election Morning tasks. (5 Minutes)

Verify all ADA signage is placed. (5 Minutes)

Post Precinct Voter List (1 per precinct) near entrance of Polling Location.

Assign PEOs to Election Day positions. (5 Minutes)

- Voter Greeter
- Check-In Table | Processing Voters on EPBs
- Ballot Table | Distributing Ballots to Check-In Officials
- Scanner Official | Monitoring DS200 Scanners
- Voter Assistance Table | Voting Location Deputy (VLD) and VAT Official

 Bilingual and Student PEOs cannot be reassigned without approval from the BOE.

Provide each Check-In Official with a Pink Memo sheet (remove from VAT Guide) and the EPB Passwords.

ELECTION MORNING REVIEW (15 Minutes)

DS200s

- ✓ Blue Painter's Tape is applied to floor in front of all DS200s
- ✓ DS200 Screens read "Please insert your ballot one sheet at a time."


Check-In Table(s) | EPBs

- ✓ MiFi Hotspot powered on, plugged in and not on battery power
- ✓ All Printers plugged in and powered on (Blue light)
- ✓ All EPBs on Home Screen (Red, Yellow, Green) and all four (4) status icons are Green
Central Connection | Sideways Communication | Battery Status | Printer
- ✓ Primary Election Table Top Sign

Ballot Table(s)

- ✓ One pack of ballots for each party/precinct opened and inside the correct Ballot Containment Folder

Withdrawal Notices posted in every voting booth in the Polling Location

 **Mandatory Call #4 | Tuesday Open and Ready | 6:15 AM | 216-443-3277****VOTING HOURS | 6:30 AM – 7:30 PM**

Monitor MiFi Hotspot and EPB Connectivity.

Oversee flow of voter traffic and line management.

Ensure 11 a.m. and 4 p.m. Precinct Voter Check-In Lists are printed on one (1) EPB and posted.

2:00 p.m. –Review Closing Reminder Checklist and Post-Election Pack-Up List. Assign PEOs to Closing Teams.

- Supply Team | Voting Booths, Tables, Blue Location Supply Bag
- EPB Team | Electronic Pollbooks (EPBs) and Printers
- Scanner Team | DS200 Ballot Scanners and Ballot Boxes

CLOSING THE POLLS

Shutdown and pack up the AutoMARK.

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 DS200 Memory Sticks are sealed inside the Clear Memory Stick Bag (attached to Red Ballot Box).

Make sure the voted ballots from all DS200 scanners are packed inside the Red Ballot Box.

Ensure the Results Report from all DS200s are posted near the location entrance.

Check that all signage has been removed from the walls and packed in the Blue Location Supply Bag.

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 assigned Drop-Off Location with the VLD (or PEO of opposite political party).