



POLLING PLACE ASSESSMENT GUIDE

Ward-Precinct: _____ Review Date: _____ By: _____

Site Name: _____

Site Address: _____

Main Contact: _____ Phone: _____

Alternate Contact: _____ Phone: _____

Cost for site, if any: \$_____

See layout/diagram for room dimensions

General

- ▶ Within the precinct? (if no, is within 1 mile): Y N
- ▶ Centrally located within the precinct?: Y N
- ▶ Available for primary in August & general election in November?: Y N
- ▶ Available for a special election with 30-day notice?: Y N
- ▶ Available from 6am to 11pm/Midnight or later on Election night?: Y N
- ▶ Available for equipment delivery/pickup from Wed prior to election thru Friday following election?: Y N

Delivery Instructions / Preferences

- ▶ Can set up day/evening prior to election? Y N
Specific time: _____
- ▶ Alcohol is NOT served in the space, nor in any adjoining room?: Y N
- ▶ Food/beverage for poll workers allowed within space?: Y N
- ▶ Kitchen and/or lounge for poll workers?: Y N
- (Specify: _____)
- ▶ Lockable storage for poll worker personal items?: Y N



POLLING PLACE ASSESSMENT GUIDE

▶ Lockable storage for voting equipment?: Y N
Specify: _____

▶ Adequate lighting?: Y N
If no, what/how much additional lighting is needed?: _____

▶ Flag bracket at main voter entrance?: Y N

▶ Visibility of site is high from surrounding streets/sidewalks?: Y N
If no, what streets/surrounding areas would benefit from signage/how can visibility be increased?

▶ Handtruck/cart for judges to utilize to move boxes, etc.?: Y N

▶ Can use Painter's tape and post signs in site?: Y N

Additional concerns/rules re: posting signs?:

▶ Accessible wifi?: Y N

▶ Strong/adequate mobile phone signal?: Y N

▶ Landline phone accessible to poll workers?: Y N

▶ Adequate power/outlets for voting booths, AutoMARK, etc.?: Y N

▶ Snow removal can be ensured prior to 7am on Election Day, when applicable?: Y N

▶ Non-English languages known to present in precinct?:

▶ Approximate # of voters to be accommodated in line indoors?: _____

▶ Available number of chairs?: _____

▶ Available number of tables?: _____

Parking & Transportation

▶ Closest public transit option, and how close is the stop?:

▶ Additional public transit nearby?: _____

▶ Designated parking spaces?: Y N
If yes, how many?: _____



POLLING PLACE ASSESSMENT GUIDE

- ▶ Designated parking for persons with disabilities?:
 (With permanent signage in international access symbol) Y N
 If yes, how many?: _____
 Does at least 1 disabled parking place have space desinated for access aisle?: Y N
- ▶ If additional street parking desirable/needed, via Public Works signage, which streets should be designated "Voter Parking Only" on Election Day?:

▶ Disability spaces are required width? (96 in w/60 in access aisle – car; 96 in access aisle – van; 132 in space w/60 in aisle – universal):

Y N

▶ Does the path of travel from designated disability parking to accessible entrance involve any of the following (circle all that apply)?:

- Steps or thresholds that would impede wheelchair from passing
- Pathways less than 36 inches wide
- Debris/blockages/obstructions
- Rough, loose, slippery or unstable surface
- Significant change in slope or level

▶ Disability parking spaces are closest parking to the accessible entrance?:

Y N

▶ If there is a curb, is there a ramp or curb cut for wheelchair access to pathway?:

Y N

Entrance, Pathways & Doorways

▶ If the main entrance is NOT the accessible entrance, is there sufficient signage designating accessible entrance & route?:

N/A Y N

▶ Do accessible entrances have signs designating them as such?:

Y N

▶ Are there steps or a threshold to gain access to the site?

(note is elevation is more than ½ inch/threshold should be beveled on both sides)

Y N

▶ If there is a ramp, is it steep?

(should be no more than 1" high for every ft in length; 4 ft wide; has handrails)

N/A Y N



POLLING PLACE ASSESSMENT GUIDE

Poll Workers

- ▶ Estimated # needed (Greeter, Registration, Ballot, Demo, Exit)? _____
- ▶ Additional workers needed (i.e., door guards/security)? Y N
If yes, how many?: _____

Special Needs/ Equipment

- ▶ Does site require any special items/equipment (**circle** all that apply)?:
 - Extension cord
(*beyond the 2 already sent*) Number?: _____
 - Remote doorbell
 - Obstruction permit
 - Lighting
 - Table/booth lights - number? _____
 - General flood lights - number? _____
 - Advance key pick-up
 - Special signage (specify)
