



SOMERSET COUNTY BOARD OF ELECTIONS

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SOMERSET COUNTY BOARD OF ELECTIONS MASTER BOARD WORKER CHECKLIST General Election 11/3/2015

MUNICIPALITY _____ WARD ____ DISTRICT ____ POLL LOCATION _____

1. FLAG DISPLAYED. Y/N
2. SAMPLE BALLOTS POSTED. Y/N
3. INSTRUCTIONAL SIGNS POSTED. Y/N
4. ALL BOARD MEMBERS PRESENT. Y/N # _____
5. CHALLENGERS PRESENT/WERE PERMITS GIVEN TO BOARDWORKER. Y/N
6. IF PROVISIONALS ARE USED DID THEY COMPLETE AND SIGN THE CERTIFICATE. Y/N
7. "WHAT TO DO" BOOKLET ON TABLE (BLACK BINDER). Y/N
8. ANY PROPERLY CREDENTIALLED "EXIT POLLERS". Y/N
9. WERE THERE ANY EMERGENCY BALLOTS USED? Y/N District _____ How many _____

POLLING PLACE ACCESSIBILITY

1. MAIN ENTRANCE IS ACCESSIBLE FOR VOTERS WITH DISABILITIES Y/N
2. IF MAIN ENTRANCE IS NOT ACCESSIBLE, IS THERE AN ALTERNATE ENTRANCE? Y/N
ARE THERE SIGNS DIRECTING VOTERS TO THE ALTERNATE ENTRANCE? Y/N
(MAKE SURE DOOR IS NOT LOCKED)
3. DESIGNATED HANDICAPPED PARKING SPOTS (MIN.1) WITH SIGNS Y/N
4. CURB CUT SO DISABLED VOTERS CAN MOVE FROM PARKING LOT TO ENTRANCE Y/N

SPECIAL INSTRUCTIONS

REMIND ALL BOARD WORKERS TO POST VOTING MACHINE INSTRUCTIONS AND TO INDICATE THE NUMBER OF PROVISIONAL BALLOTS USED ON THE FORM ATTACHED TO THE OUTSIDE OF THE PROVISIONAL BALLOT BAG.

NAME: _____

SIGNATURE: _____

COMMENTS _____
