








# ROVER | TUESDAY MORNING LOCATION CHECKLIST

Your BOE Identification must be visible at all times on Election Day.

First Round Tasks		
1		Arrive at your first assigned Polling Location by 5:00 a.m.
2		Confirm the door to the building is open.
		If the door to the building is NOT open, call your Zone Captain immediately for further instructions.
3		Verify the PEOs have access to the voting room.
4		<b><u>MANDATORY CALL: Tuesday Morning Arrival</u></b> Place your Tuesday Morning Arrival Call from your first assigned Polling Location to the Zone Station immediately after verifying the exterior and interior doors to the Polling Location are open.
5		Proceed to your next assigned Polling Location. <b>Repeat steps 2-4.</b>
		All Mandatory Tuesday Morning Arrival Calls must be placed to the Zone Station by 5:45 a.m.

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Second Round Tasks		
1		Return to your first Polling Location.
2		<p>Enter the Polling Location and introduce yourself to the Voting Location Manager (VLM).</p> <ul style="list-style-type: none"> <li>• Make sure you are wearing your BOE Identification and that it is visible at all times.</li> <li>• Do not touch any voting equipment without the knowledge and permission of the VLM.</li> </ul>
3		Verify the VLM has retrieved the BOE cell phone and made his/her Mandatory Tuesday Morning Arrival Call to the BOE.
4		Call the BOE cell phone or landline phone to verify that it is operational and the ringer volume is turned up.
		If the VLM is missing, have the Voting Location Deputy (VLD) call the Election Response Hotline at 216-443-3277 to report the missing VLM and ask for instructions.
5		Confirm all voting equipment is set up and functioning properly.
		All DS200s and EPBs must be used for voting. At least one (1) DS200 and ALL EPBs must be ready for voters by 6:15 a.m.
6		 <p><b><u>MANDATORY CALL: Tuesday Morning Open and Ready</u></b> Call your Zone Station to report the location is ready for voters.</p>
7		After all Tuesday Morning Mandatory Calls have been made and the Polling Location is ready for voters, post ADA parking signage following the instructions on your ADA Checklist. (See ADA Checklist)
8		Verify there's a clear pathway from ADA parking to the Check-in Table and AutoMARK Voting Unit. AutoMARK MUST face a wall for voter privacy.
9		Confirm the American Flags are posted, properly marking the 100 Feet No Campaigning/Neutral Zone.
		If Precinct Election Officials have not set up flags, campaigning signs and ADA parking signs, you must complete this task.
10		Proceed to your next assigned Polling Location. <b>Repeat steps 2 – 9.</b>