

Polling Place CLOSING Checklist - RCK

★ 7pm: Polls Closed: Announced.

Set timer!

- Tables & Chairs – stowed.
 - Curbside Gear – in.
 - **Power cords** – bundled; stowed.
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- **Signs** - *Outdoor* - picked up.
 - Signs - *Indoor* - down; packed
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- **MiFi** - stowed in EPB case.
 - E. Poll Books - Voter counts written.
 - E. Poll Books - shut down; packed; sealed.
 - ★ **E. Poll Books: Closing Checklist Complete.**
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- **Ballot blanks** – counted.
 - *Voter counts* – on to Reconciliation Wksht.
 - *Ballot counts* – on to Reconciliation Wksht.
 - ★ **Ballot Reconciliation Worksheet: Complete.**
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- **Scanners** - closing down.
 - Scanner Tapes – Printed (2 per scanner).
 - Scanner Tapes – Signed x3 persons.
 - Scanner Tapes – Posted: 1 per scanner.
 - Scanner Tapes # 2 to *Yellow Comm Case*.
 - ★ **Scanners: Closing Checklist Complete.**
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- **BMDs** - shut down; packed; sealed.
 - ★ **BMDs: Closing Checklist Complete.**
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- ★ **Pack out gear** to car to return to HQ.
[per Packing List - Clerk To HQ]
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