

POLLING PLACE INFORMATION

GENERAL BUILDING INFORMATION

Polling Place: _____	Precinct: _____
Physical Address: _____ _____	Mailing Address: _____ _____
City/State/Zip: _____	City/State/Zip: _____
Type of Building: _____	Building is: <input type="checkbox"/> Public <input type="checkbox"/> Private
Rent Amount: \$ _____ Date pd: ____/____/____	<input type="checkbox"/> Has lease agreement been completed and returned to CBE?

CONTACT INFORMATION

Contact Person: _____	Title: _____
Address: _____ _____	Phone: _____
	Cell Phone: _____
	Email: _____
Alt. Contact Person: _____	Title: _____
Address: _____ _____	Phone: _____
	Cell Phone: _____
	Email: _____

OPENING/CLOSING INSTRUCTIONS

Key Access Instructions:
Opening Instructions:
Closing Instructions:

PHONE ARRANGEMENTS

Who provides telephone line/jack? _____	Who provides telephone unit? _____
Location of jack/telephone: _____ _____	Telephone #: _____
	Instructions for use on Election Day: _____ _____

VOTING PLACE/ENCLOSURE INFORMATION

Voting Enclosure: <input type="checkbox"/> Entire Bldg. <input type="checkbox"/> Room within Bldg.	Multi-Floor Building: <input type="checkbox"/> Elevator <input type="checkbox"/> Stairs <input type="checkbox"/> Both
Dimensions of Voting Place: _____ X _____	Dimensions of Voting Enclosure: _____ X _____
Permanent Obstacles in Room:	
Furnishings provided: <input type="checkbox"/> Tables () <input type="checkbox"/> Chairs() <input type="checkbox"/> Power Cords() <input type="checkbox"/> Other (List on reverse)	
Furnishings needed: <input type="checkbox"/> Tables () <input type="checkbox"/> Chairs() <input type="checkbox"/> Power Cords() <input type="checkbox"/> Other (List on reverse)	
Facilities Available: <input type="checkbox"/> Bathroom <input type="checkbox"/> Kitchen <input type="checkbox"/> Heat and/or A/C <input type="checkbox"/> Sufficient Lighting?	
Type of Power: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Generator	<input type="checkbox"/> First Aid Kit available? Date updated: ____/____/____

ACCESSIBILITY INFORMATION INSIDE THE VOTING PLACE

Location of Fire Extinguishers:

Location of Emergency Exits:

Location of posted evacuation plan:

Location of accessible entrance, if different from main entrance:

Note any required equipment needed to bring voter entrance into accessibility compliance: Door Knobs Non-slip Rugs
 Resting area Precinct Assistant Additional chairs Threshold levels/ramps Directional signage

How are boundaries marked within the voting place and voting enclosure?

What supplies are needed to mark off boundaries?

PATHWAY & CURBSIDE ACCESSIBILITY

Location of curbside voting:

How is curbside voting area designated?

Method for alerting precinct officials to curbside area:

Supplies needed for curbside voting: signage curbside alarm power source for alarm parking cones
 rope/tape precinct official/student assistant

ELECTIONEERING & BUFFER ZONE INFORMATION

Location and dimensions of buffer zone:

Has public notice been made as to the location and dimensions of the buffer zone and electioneering activity?

Location of electioneering area:

If electioneering is not permitted, has permission been granted from the Executive-Secretary Director pursuant to GS 163-166.4(b)

PARKING INFORMATION

of parking spaces available: () How many are: Paved () Unpaved () Accessible ()

Distance from parking area to entrance of voting place: Accessible () ft Other parking () ft

Quantity of parking cones needed for: Accessible parking () Other parking ()

Parking instructions for precinct officials on Election Day:

Attached: Map showing directions to and location of polling place Supplies needed list Copy of evacuation plan
 List of important phone numbers & instructions for precinct officials Pictures, if necessary