



Polling Location Inspection Checklist

Elections Act Section 182

Form **141**

Complete this checklist for each polling location whether it has one or more polling stations.

Civic Address of Polling Location: _____

Contact Name: _____ Phone No: _____

Contact Email: _____

Poll type: Advance Poll Election Day

Inspected by the returning officer for the electoral district:

RO Name: _____ Signature: _____

Date: _____

Electoral District of: _____

1. Parking Lots/Walkways

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Free of ice |
| <input type="checkbox"/> | <input type="checkbox"/> | Free of slip or fall hazards |
| <input type="checkbox"/> | <input type="checkbox"/> | Concrete and asphalt free of trip hazards |
| <input type="checkbox"/> | <input type="checkbox"/> | Regular parking available at site |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessible parking spaces are available and are identified via a posted sign marked (RB52B) and/or painted symbol on pavement |
| | | Number of all accessible parking spaces available _____ |

2. Exterior

YES NO

- | | | |
|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting is sufficient at night |
|--------------------------|--------------------------|---------------------------------|

3. Entrances

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Clear and unobstructed |
| <input type="checkbox"/> | <input type="checkbox"/> | Door handles and/or door knobs tight and doors working properly |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessible automatic door opener |
| <input type="checkbox"/> | <input type="checkbox"/> | Lighting adequate and functioning |
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient signage to easily locate the accessible entrance |
| <input type="checkbox"/> | <input type="checkbox"/> | Entrance is level or if entrance not level, a ramp is provided |
| <input type="checkbox"/> | <input type="checkbox"/> | Door threshold is not more than 13mm (1/2") high. All thresholds are beveled |

4. Interior Hallway/Voting Area

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Free of loose materials and debris |
| <input type="checkbox"/> | <input type="checkbox"/> | Table and chairs are free of hazards |
| <input type="checkbox"/> | <input type="checkbox"/> | Routes and exits are clearly marked |
| <input type="checkbox"/> | <input type="checkbox"/> | Sufficient lighting provided |
| <input type="checkbox"/> | <input type="checkbox"/> | Ventilation and heating are adequate |
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage removed daily and garbage cans not stored near heat sources |
| <input type="checkbox"/> | <input type="checkbox"/> | No high piling storage of materials |
| <input type="checkbox"/> | <input type="checkbox"/> | Stored materials do not restrict election officers or public access |
| <input type="checkbox"/> | <input type="checkbox"/> | Storage of combustible materials is in compliance with fire regulations |
| <input type="checkbox"/> | <input type="checkbox"/> | Kettles/coffee pots/microwaves (not permitted unless provided by the landlord of the premises) |
| <input type="checkbox"/> | <input type="checkbox"/> | Clear and accessible route to voting locations |
| <input type="checkbox"/> | <input type="checkbox"/> | Voting is on grade level entry or there is an elevator available |

Furniture required at the poll:

- | YES | NO | Qty. provided | |
|--------------------------|--------------------------|---------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | table(s) (suggested 2.5' x 8') for poll clerk(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | table (suggested 2.5' x 3') for each DRO |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1 table (suggested 2.5' x 3') for each voting screen |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1 table (suggested 2.5' x 6') for candidates' agents |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2 chairs per poll clerk |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2 chairs per DRO |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1 chair for each voting screen |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | chairs for candidates' agents table |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ | chairs for electors waiting to vote |

Square footage required at the poll:

- Adequate space in voting area for a table with ballot box and screen ensuring privacy and clearance of 5' behind the table for easy access of an elector in a motorized wheelchair

Single Poll location – require a minimum 550 sq. ft.:

- | YES | NO | Sq. ft. available |
|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Multiple Poll Location – require a minimum of 210 sq. ft. per DRO station plus 350 sq. ft. for agents table, poll clerk station and chairs for electors waiting to vote

YES	NO	Sq. ft. available	
<input type="checkbox"/>	<input type="checkbox"/>	_____	Number of polling stations: _____

5. Washrooms

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Available
<input type="checkbox"/>	<input type="checkbox"/>	Clean
<input type="checkbox"/>	<input type="checkbox"/>	Ample paper product supplies
<input type="checkbox"/>	<input type="checkbox"/>	Free of slip, trip, or fall hazards
<input type="checkbox"/>	<input type="checkbox"/>	Doors working properly
<input type="checkbox"/>	<input type="checkbox"/>	Wheelchair accessible
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient lighting provided

6. Signage

Indicate the types of signs and the quantity of each that you require for this polling location

YES	NO	Qty	
<input type="checkbox"/>	<input type="checkbox"/>	_____	24" x 20" Wire Frame plastic bag sign "Voting Place" English (2 sided)
<input type="checkbox"/>	<input type="checkbox"/>	_____	24" x 20" Wire Frame plastic bag sign "Voting Place" French (2 sided)
<input type="checkbox"/>	<input type="checkbox"/>	_____	16" x 12" Corrugated Plastic "Voting Place" sign
<input type="checkbox"/>	<input type="checkbox"/>	_____	17" x 7" Corrugated Plastic ENS Rectangle
<input type="checkbox"/>	<input type="checkbox"/>	_____	24" x 16" Corrugated Plastic Directional Arrow
<input type="checkbox"/>	<input type="checkbox"/>	_____	24" x 16" Corrugated Plastic "Voting Place" sign
<input type="checkbox"/>	<input type="checkbox"/>	_____	18" x 12" Peel and stick "Voting Place" sign
<input type="checkbox"/>	<input type="checkbox"/>	_____	12" x 3 ½" Peel and stick Directional Arrow
<input type="checkbox"/>	<input type="checkbox"/>	_____	8 ½" x 11" "No Smoking" sign
<input type="checkbox"/>	<input type="checkbox"/>	_____	8 ½" x 11" "No Communication Devices" sign
<input type="checkbox"/>	<input type="checkbox"/>	_____	8 ½" x 11" "Directions to Electors" sign (English)
<input type="checkbox"/>	<input type="checkbox"/>	_____	8 ½" x 11" "Directions to Electors" sign (French)

7. Emergency Equipment

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Portable fire extinguishers are readily available
<input type="checkbox"/>	<input type="checkbox"/>	Date the fire extinguishers were last inspected and tested are visible and in compliance with fire regulations

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguishers are charged and the pins in place |
| <input type="checkbox"/> | <input type="checkbox"/> | Evacuation plan is posted and in compliance with landlord evacuation guidelines |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of fire alarm pull station is known and accessible |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazard cones are available for emergencies |

8. Emergency Numbers and Signage

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency numbers including 911 are posted |
| <input type="checkbox"/> | <input type="checkbox"/> | Building address is known and posted |

Overall Evaluation of Site

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does this site provide level and easy access? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | If NOT, is it possible to modify the site to meet accessibility requirements? |

EXPLAIN how and include approx. cost _____

Remarks: _____

Note: if any requirement is not met, or not fully met, the location is not deemed to be accessible to electors; any modification done to the location in order to meet a requirement means that a re-inspection must be done. This form must be initialed and dated beside the modified requirement and the modification recorded in EMS.

Entered into EMS

Date: _____

By: _____