

Polling place checklist for use by polling station inspectors

Polling station number(s)	103
Polling place name and address	Abacan RFC.
Presiding Officer name (*)	
Presiding Officer mobile number	

(*) If multi station – name of supervising Presiding Officer

Polling place assessment	(√)	Comments
Parking facilities		
• Adequate	✓	
• Reserved/signed for disabled voters	✓	
• Conveniently located for voters	✓	
Pathways & external areas		
• Level throughout		Steep slope
• Non-slip	✓	
• Well maintained (no obstructions)	✓	
• Well-lit	✓	
• Official signs displayed in suitable places	✓	
Entrance		
• Level or securely ramped with handrail	✓	
• Adequate door width or alternative entrance for powered wheelchairs	✓	
• All entrances signed to assist voters	✓	
• Space for tellers	✓	
• Official notice displayed at entrance or outside the building?	✓	
• Public health notices in place?	✓	
• Social distancing markers in place?	✓	
Inside the building		
• Level throughout	✓	
• All doors, except fires doors, propped open?	1 ✓	
• Non-slip	✓	
• Adequate corridor access	✓	
• Adequate lighting	✓	

Polling place assessment	(√)	Comments
Inside polling station		
• Does the set up make best use of space and enable social distancing?	✓	
• Are there social distancing markers in place throughout the polling station?	✓	
• Does the layout allow a one way flow of voters?	✓	
• Does the layout assist the flow for voting? Check that there are no obstructions, including at a low level.	✓	
• Does the layout help to maintain the security of the ballot box and secrecy of the vote?	✓	
• Does the layout prevent voters from leaving the polling station without placing their ballot paper in the ballot box?	✓	
• Is hand sanitiser available at the entrance and exit?	✓	
• Is there adequate ventilation?	✓	
• Is the lighting adequate?	✓	
• Are the polling booths well-lit, but out of direct sunlight?	✓	
• Are the polling booths socially distanced?	✓	
• Is the furniture appropriate?	✓	
• Is there a low-level voting booth?	✓	
• Is the ballot box accessible?	✓	
• Is the posting slot visible?	✓	
• Is there seating available for voters? Check is not positioned so that blind or partially sighted people could walk into it.	✓	
• Are the notices visible? - Official notice for inside the polling station - Official notice for the inside of each polling booth	✓	
• Are the public health notices visible?	✓	
• Are the large-print ballot paper(s) and the hand-held sample ballot paper(s) visible?	✓	
• Are the tactile template(s) appropriate for each election available and in full view? • Do the staff know how to use it/them? • Are there cleaning materials ready for cleaning it/them after use?	✓	
• Are pens/pencils available for voters who haven't brought their own?	✓	