



Polling Place Inspection Log 2023

Governing Statute
1-3-18. Polling places; building requirements; inspection.

- A. The location of each polling place within a building shall be clearly designated by appropriate signs, displayed prominently and clearly. Signs for each polling place shall also be clearly displayed outside the building where polling takes place.
- B. Not less than thirty days prior to each election at which a building is intended for use as an alternate voting location, a mobile alternate voting location or an election day polling place, the county clerk or the clerk's designated representative shall physically inspect each such facility to determine its suitability for use as a polling place and its capability of handling heavy voter traffic in the most expeditious manner with a maximum efficiency and minimum discomfort of the voter. The county clerk shall maintain a log of the day and time each facility was physically inspected, whether the inspection was performed by the county clerk, and if the inspection was not performed by the county clerk, the name of the person designated by the county clerk to perform the inspection.
- C. Each polling place shall be furnished and have available equipment necessary to assist voters in reading the ballot.
History: Laws 1989, ch. 199, § 1; [2011, ch. 131, § 5](#); [2019, ch. 212, § 43](#).

Complete all sections. Indicate and describe any usability and accessibility barriers and make general recommendations for overcoming them using space provided at the end. Complete floor plan and site plan as described. Complete signage placement plan for all locations.

Inspection Information	
Inspection Date:	Time:
Inspector Name(s):	
Inspector Name(s):	
Has staff inspecting read the 2019 DOJ Settlement Agreement?	

Polling Place Location Information	
Location Name:	
Physical Address:	
City/Town, Zip:	
Suite/Unit Number:	
Mailing Address:	
Email Address:	
Building Owner/ Management Company:	
Building Emergency Contact	
Contact's Name & Title	
Contact Phone/Cell:	
Fax Number:	



Type of Building		
	Primary & General	Other
<input type="checkbox"/> School Circle Grade: Elem Mid High		
<input type="checkbox"/> Tribal Building		
<input checked="" type="checkbox"/> Community Center		
<input type="checkbox"/> Govern. Circle Type: County, City, State		
<input type="checkbox"/> University		
<input type="checkbox"/> Private Business Circle Type: W/in Strip Mall Stand alone		
<input type="checkbox"/> Church		

General Location Notes: Identify issues/problems associated w/ this location.
1. Major cross streets and landmarks:
2. Street Entrance closest to voting entrance and special instructions:
3. Liquor Establishments within 200 feet? No

This inspection/survey instrument must include measurements and photographs and will also require the identification of appropriate remedial measures, including the remedial measures in paragraph 16 of the DOJ Settlement Agreement. If the polling site cannot be made accessible through remedial measures as outlined in the Settlement agreement and as defined in the survey instrument on election day, the Bureau of Elections will reject the location and continue searching until an accessible location is found.



ADA PLACE ACCESSIBILITY CHECKLIST [ada.gov/votingchecklist.htm] *Denotes ADA Guide

A PARKING*

A. Only complete this section if off-street parking is provided to voters. If off-street parking is not provided to voters, go to Section B.

If more than 25 parking spaces are provided to voters, see the 2010 Standards for the number of accessible parking spaces required. (§208.2)

		Yes / No / NA	Deficiencies / Remedies / Notes
A1	Is there at least one designated van accessible space with signage with the International Symbol of Accessibility and designated "van accessible"? (§§208.2, 208.2.4, 502.6) Is the bottom of the sign at least 60 inches above the ground?	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
A2	Are the designated van accessible spaces at least 96" wide with a 96" wide access aisle, or 132" wide with a 60" wide access aisle? (§§502.2, 502.3) Width of space _____ Width of access aisle _____	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
A3	For van accessible spaces (particularly in a garage or parking structure), is there vertical clearance of at least 98" for the vehicular route to the parking space, in the parking space and access aisle, and along the vehicular route to the exit? (§502.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
A4	Are designated accessible parking spaces and the access aisles serving them on a level surface, with slopes not exceeding 1:48 in all directions? (Note: Curb ramps may not be part of an access aisle since they include slopes greater than 1:48.) (§502.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
A5	Are the surfaces of the designated accessible parking spaces and access aisles stable, firm, and slip resistant? (§§502.4, 302.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
A6	Are the designated accessible parking spaces located on the shortest accessible route to the accessible entrance? (§208.3.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	



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B PASSENGER DROP-OFF AREA*

B. Only complete this section if a passenger drop-off area is provided for voters. If a drop-off area is not provided to voters, go to Section C.

		Yes / No / NA	Deficiencies / Remedies / Notes
			No passenger drop off area at this location
B1	Is the vehicle pull-up space on a level surface, with slopes not exceeding 1:48 in all directions? (§503.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
B2	Is the access aisle next to the vehicle pull-up space on a level surface, with a slope not exceeding 1:48 in all directions? (§503.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
B3	Is there vertical clearance of at least 114" (9 feet 6 inches) from the site entrance to the vehicle pull-up area, in the access aisle, and along the vehicular route to the exit? (§503.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
B4	Is a curb ramp provided if a curb separates the access aisle from the accessible route to the accessible entrance? (§§206.2.1, 503.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
B5	Is the width of the curb ramp surface at least 36" (not counting the side flares)? (§405.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	
B6	Does an accessible route connect the access aisle and curb ramp to the accessible entrance of the polling place? (§206.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:	



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C EXTERIOR TO ACCESSIBLE ENTRANCE*

C. Complete a separate Exterior Route form, when applicable, for the routes from 1) parking, 2) passenger drop-off areas, 3) public sidewalks and 4) public transportation stops.

Exterior route location:

		Yes / No / NA	Deficiencies / Remedies / Notes
C1	Is the route at least 36" wide? (§403.5.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C2	Is the route free of abrupt changes in level greater than 1/2", including stairs? (§303)		
C3	Is the route free of surface openings greater than 1/2", such as grates or holes in the pavement? (§302.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C4	Are walking surfaces stable, firm, and slip resistant? (§302.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C5	Is the route free of wall mounted objects that protrude more than 4" into the path of travel and are between 27" and 80" high? (§307.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C6	Is the route free of post mounted objects that protrude more than 12" into the path of travel and are between 27" and 80" high? (§307.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C7	Are objects that hang over the pedestrian route 80" or higher, including the underside of exterior stairs? (§307.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C8	If the route crosses a curb, is there a curb ramp that is at least 36" wide with a slope no more than 1:12? (§§303.4, 405.2, 405.5, 406.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C9	Is the running slope of part of the route greater than 1:20? If yes, go to Section G. (§402.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C10	Is the cross slope of the accessible route no greater than 1:48? (§§403.3, 405.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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D POLLING PLACE ENTRANCES*

D		Yes / No / NA	Deficiencies / Remedies / Notes
D1	Is the clear width of the door opening (one door or one active leaf of a double door) at least 32"? (§404.2.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D2	Is each door hardware useable with one hand, without tight grasping, pinching, or twisting of the wrist? (§§309.4, 404.2.7)		
D3	On the pull side of the door, is there at least 18" of clearance provided to the side of the latch? (§§404.2.4.4, 405.7.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D4	Is the area in front of the door level, with slopes no greater than 1:48 in all directions? (§§404.2.4.4, 405.7.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D5	If there are doors in a series, is the distance between the two hinged doors at least 48" plus the width of the door swinging into the space? (§404.2.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D6	Can the second door (interior door) in the series be opened with no more than 5 pounds of force? (§309.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D7	Does the second door (interior door) in the series comply with D2, D3, and D4, above?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D8	Are door thresholds no higher than 1/2"? (Note: If the threshold is between 1/4" and 1/2" it must be beveled.) (§404.2.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D9	Do inaccessible entrances have signage directing voters to the accessible entrance? (§216.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D10	If voters are directed to an alternative accessible entrance, is this entrance kept unlocked during voting hours? (28 C.F.R. §§35.130, 35.133)	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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E ROUTE FROM ENTRANCE INTO VOTING AREA*

E		Yes / No / NA	Deficiencies / Remedies / Notes
E1	Is the route at least 36" wide? (§403.5.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E2	Is the route free of wall mounted objects that protrude more than 4" into the path of travel and are between 27" and 80" high? (§307.2)		
E3	Is the route free of post mounted objects that protrude more than 12" into the path of travel and are between 27" and 80" high? (§307.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E4	Are objects that hang over the route 80" or higher, including the underside of stairs? (§307.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E5	Is the route free of abrupt changes in level greater than 1/2", including stairs? (§303)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E6	Is the running slope of part of the route greater than 1:20? If yes, go to Section G. (§ 303.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E7	If the route to the voting area has stairs, is a platform lift or elevator provided? If yes, go to Section H (lifts) or Section I (elevators). (§402.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E8	If doors are provided along the route to the voting area, is the clear width of each door opening (one door or one active leaf of a double door) at least 32"? (§404.2.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E9	Is each door hardware useable with one hand without tight grasping, pinching, or twisting of the wrist? (§§309.4, 404.2.7)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E10	Can each door be opened with no more than 5 pounds of force? (§309.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E11	Is the threshold at each door no higher than 1/2"? (Note: If the threshold is between 1/4" and 1/2" it must be beveled.) (§404.2.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E12	On the pull side of each door, is there at least 18" of clearance provided to the side of the latch? (§404.2.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E13	Is the area in front of each door level, with slopes no greater than 1:48 in all directions? (§§404.2.4.4, 405.7.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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F WITHIN THE VOTING AREA*

F		Yes / No / NA	Deficiencies / Remedies / Notes
F1	Are floor surfaces stable, firm, and slip resistant? (§302.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
F2	Is the route free of wall mounted objects that protrude more than 4" into the path of travel and are between 27" and 80" high? (§307.2)		
F3	Is the route free of post mounted objects that protrude more than 12" into the path of travel and are between 27" and 80" high? (§307.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
F4	Are objects that hang over the route 80" or higher, including the underside of stairs? (§307.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
F5	Is there enough room to provide a route at least 36" wide to the registration table and voting stations? (§403.5.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
F6	Is there enough room to provide a turning space in front of at least one voting station, such as a circle that is at least 60" in diameter? (§304.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
F7	Is there enough room to provide a turning space in front of at least one accessible voting machine, such as a circle that is at least 60" in diameter? (§304.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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G RAMPS*

F. Complete a separate ramp form for each ramp, whether exterior or interior.

Ramp location: _____

		Yes / No / NA	Deficiencies / Remedies / Notes
G1	Is the running slope of the ramp no greater than 1:12? (§405.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G2	Is the cross slope of the ramp 1:48 or less? (§405.3)		
G3	Is the rise (height) for any ramp run 30" or less? (§405.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G4	Is the ramp, measured between handrails, at least 36" wide? (§405.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G5	Does the ramp have a level landing that is at least 60" long, at the top and bottom of each ramp section? (§405.7)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G6	For every 30" of rise, is a level landing at least 60" long provided? (§§405.6, 405.7)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G7	Is a level landing, at least 60" by 60" provided where the ramp changes direction? (§405.7.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G8	If the rise of the ramp is greater than 6", are handrails provided that are between 34" and 38" above the ramp surface? (§§405.8, 505.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
G9	If the rise of the ramp is greater than 6" and the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? (§405.9)	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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H LIFTS*			
H.		Yes / No / NA	Deficiencies / Remedies / Notes
H1	Is the lift operational at the time of the survey? (28 C.F.R. §§35.130, 35.133)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
H2	Is the lift independently operable, or can it be made so during Election Day? (§410.1)		
H3	Is there 30" by 48" of clear floor space within the lift? (§§410.3, 305.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
H4	Are the controls for the lift no higher than 48"? (§§410.5, 309.3, 308)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
H5	Are the controls useable with one hand without tight grasping, pinching or twisting? (§§410.5, 309.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
H6	Is the clear width of the door opening/gate opening at the end of the lift at least 32"? If a side door/gate is provided, is the clear opening width at least 42"? (§410.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No	



I ELEVATORS*			
I.		Yes / No / NA	Deficiencies / Remedies / Notes
11	Is the elevator car door opening at least 36" wide? (§407.3.6, Table 407.4.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	Is there space to maneuver within the elevator car, e.g., 51" deep and 68" wide; OR 80" deep and 54" wide; OR 60" deep and 60" wide? (§407.4.1)		
13	Are hallway elevator call buttons 48" high or lower? (§§407.2.1.1, 308.2, 308.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Are elevator car controls 48" high or lower? (§§407.4.6.1, 308.2, 308.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Does the elevator have visible and audible signals in the hallway to indicate the arrival and direction of the elevator car? (§407.2.2.1)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Does the elevator have visible and audible signals within the elevator car to indicate the position of the car? (§407.4.8)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

*Pages 3 – 11 denotes criteria from mandated by DOJ Settlement Agreement.



Travel from Street to Voting building

		Yes / No / NA	Deficiencies / Remedies / Notes
1	Are there more than one entry points from the street to the voting building? Determine best path of usage.		
2	Notated on Ariel Map path of travel being utilized?		
3	Describe which path will be used if more than one option is available and why that path has been selected over others:		

Floor Plan of Site

On attached floor plan, verify & detail the location of items below			Deficiencies / Remedies / Notes
1	Room Dimensions – Show size & Location of doors on floor plan:	40' x 20'	
2	Locations of electrical outlets shown on floor plan.		
3	Locations of data outlets shown on floor plan.		
4	Lighting switches – Show on floor plan.		
5	Dimensions of voting area – Show on floor plans.		
6	Line formation area – mark area with dotted inside room.		
7	Restrooms: Show on floor plan. In good working condition? ADA compliant?		



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Voting Area – Risk Assessment

		Yes / No	Deficiencies / Remedies / Notes
1	Is electrical equipment free from recognized hazards? <i>(Look for damaged equipment and/or exposed electrical parts).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Are emergency routes clear of obstructions, unlocked, and functioning properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Does back-up lighting work when tested? <i>(Test for 30 seconds)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Are exit signs illuminated? <i>(Check self-luminescent exit signs for an expiration date)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Are fire extinguishers within 75 feet (class A fire risk) of any location in the building? (50 feet class B fire risk).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Are extinguishers less than 40 pounds wall-mounted so the top of the extinguisher is 3 to 5 feet above the floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	List expiration dates of applicable fire extinguishers.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Are sprinklers, fire hydrants, and fire department inlet connections free of obstructions and obvious damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Is the location free of visible structural defects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Is the location free of obstacles, trip hazards, lighting problems, or other concerns that may pose a risk to health and safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Photo Inventory

		Completed	Deficiencies / Remedies / Notes
1	Face of the Building most recognized by the public.		
2	Main entrance from each parking lot/from the street into building with voting area.		
3	Main voter entrance to building with voting area from each parking lot showing path of travel. May be more that one shot to show path of travel.		
4	From main entrance to voting location/room showing path of travel. If the path of travel is not direct, a shot from each turn or obstacle.		
5	From the entrance to the voting location/room into the room.		
6	Photo of any special features in the room used for voting.		
7	From the entrance to the voting location/room toward the main entrance to the building to find the way out. May be more that one shot to show path of travel.		

Is there a solution for the deficiencies or an alternate site?



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Election Signage

On attached map, detail all signage placement, & description from all parking areas.

		Completed	Deficiencies / Remedies / Notes
1	Signage at/near all main entrances to campus/building?		
2	Directional signage near parking area marking path of travel to building entrance?		
3	Signage clearly marking building and building entrance?		
4	No campaigning within 100 feet?		
5	Directional signage in hallways and courtyards "Vote here signs"?		

Additional Notes:

Deficiencies / Remedies / Notes

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