



MINNEAPOLIS POLLING PLACE ASSESSMENT GUIDE

Ward-Precinct: _____ Review Date: _____ By: _____
Site Name: _____
Site Address: _____
Main Contact: _____ Phone: _____
Alternate Contact: _____ Phone: _____
Cost for site, if any: \$ _____

See layout/diagram for room dimensions

General

- | | | |
|---|---|---|
| ▶ Within the precinct? (if no, is within 1 mile): | Y | N |
| ▶ Centrally located within the precinct?: | Y | N |
| ▶ Available for primary in August & general election in November?: | Y | N |
| ▶ Available for a special election with 30-day notice?: | Y | N |
| ▶ Available from 6am to 11pm/Midnight or later on Election night?: | Y | N |
| ▶ Available for equipment delivery/pickup from Wed prior to election thru Friday following election?: | Y | N |

Delivery Instructions / Preferences

- | | | |
|---|---|---|
| ▶ Alcohol is NOT served in the space, nor in any adjoining room?: | Y | N |
| ▶ Food/beverage for poll workers allowed within space?: | Y | N |
| ▶ Kitchen and/or lounge for poll workers?:
(Specify: _____) | Y | N |
| ▶ Lockable storage for poll worker personal items?: | Y | N |
| ▶ Lockable storage for voting equipment?:
Specify: _____ | Y | N |



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- ▶ Adequate lighting?: Y N
If no, what/how much additional lighting is needed?: _____
- ▶ Flag bracket at main voter entrance?: Y N
- ▶ Visibility of site is high from surrounding streets/sidewalks?: Y N
If no, what streets/surrounding areas would benefit from signage/how can visibility be increased?

- ▶ IS it allowable to post signs throughout building where voters will pass?: Y N
If yes, any restrictions/conditions, i.e., special tape, etc? Please list: _____
- ▶ Handtruck/cart for judges to utilize to move boxes, etc.?: Y N
- ▶ Accessible wifi?: Y N
- ▶ Strong/adequate mobile phone signal?: Y N
- ▶ Landline phone accessible to poll workers?: Y N
- ▶ Adequate power/outlets for voting booths, AutoMARK, etc.?: Y N
- ▶ Snow removal can be ensured prior to 7am on Election Day, when applicable?: Y N
- ▶ Non-English languages known to be widely in use in precinct?:

- ▶ Approximate # of voters to be accommodated in line indoors?:

- ▶ Available number of chairs?: _____

- ▶ Available number of tables?: _____

Parking & Transportation

- ▶ Closest public transit option, and how close is the stop?:

- ▶ Additional public transit nearby?: _____



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- ▶ Available parking spaces?: Y N
 If yes, how many?: _____
- ▶ Designated parking for persons with disabilities?: Y N
 (With permanent signage in international access symbol)
 If yes, how many?: _____
 Does at least 1 disabled parking place have space desinated for access
 aisle?: Y N
- ▶ If additional street parking desirable/needed, via Public Works signage, which
 streets should be designated “Voter Parking Only” on Election Day?:

▶ Disability spaces are required width? (96 in w/60 in access aisle – car; 96 in
 access aisle – van; 132 in space w/60 in aisle – universal):

Y N

- ▶ Does the path of travel from designated disability parking to accessible
 entrance involve any of the following (**circle** all that apply)?:
- Steps or thresholds that would impede wheelchair from passing
 - Pathways less than 36 inches wide
 - Debris/blockages/obstructions
 - Rough, loose, slippery or unstable surface
 - Significant change in slope or level

▶ Disability parking spaces are closest parking to the
 accessible entrance?: Y N

▶ If there is a curb, is there a ramp or curb cut for
 wheelchair access to pathway?: Y N

Entrance, Pathways & Doorways

▶ If the main entrance is NOT the accessible entrance, is
 there sufficient signage designating accessible
 entrance & route?: N/A Y N

▶ Do accessible entrances have signs designating them as such?:
Y N



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- ▶ Are there steps or a threshold to gain access to the site?
(note is elevation is more than ½ inch/threshold should be beveled on both sides) Y N
- ▶ If there is a ramp, is it steep? N/A Y N
(should be no more than 1" high for every ft in length; 4 ft wide; has handrails)
- ▶ Is the door (**circle** all that apply):
 - Revolving?
 - Heavy?
 - Automated?— **IF YES, POWER ASSIST IS FUNCTIONAL?** Y N
 - Has lever or loop type handle?
 - Has doorknob or thumb latch handle?
- ▶ Door openings at accessible entrance and polling area entrance are 32 in wide?: Y N
- ▶ Is pathway to/from polling area 3 ft wide (or, more specifically 6 ft wide, allowing 3 ft pathways in each direction)?: Y N
- ▶ Is path of travel from accessible entrance to voting area free of obstructions, narrow entrances, interior doors that can't be opened with a closed fist, or stairs/high thresholds?: Y N
- ▶ Is area immediately inside entrance 5 ft x 5 ft allowing wheelchair movement?: Y N

Restrooms

- ▶ Restrooms available for voters?: Y N
- ▶ Restrooms fully accessible to persons with disabilities?: Y N
(32 in wide doorways; 5 ft x 5 ft space within for wheelchair movement; grab bars; accessible sink; and stall at 60 in wide x 59 in long, with the toilet fixture set in the corner of the stall opposite the door--length reduced to 56 in if wall-hung toilet fixture used)



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▶ Additional concerns/needs related to restrooms?:

Poll Workers

▶ Estimated # needed (Greeter, Registration, Ballot, Demo, Exit)? _____

▶ Additional workers needed (i.e., door guards/security)?: Y N

 If yes, how many?: _____

Special Needs/ Equipment

▶ Does site require any special items/equipment (**circle** all that apply)?:

- Extension cord
 (beyond the 2 already sent) number?: _____
- Remote doorbell
- Obstruction permit
- Lighting
 - Table/booth lights - number? _____
 - General flood lights - number? _____
- Advance key pick-up
- Special signage (specify)

Additional Notes: