



# 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?:<br>(Specify: _____)    | Y | N |
| ▶ Lockable storage for poll worker personal items?:               | Y | N |
| ▶ Lockable storage for voting equipment?:<br>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)

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## **Additional Notes:**