

## Election Help Centre Inspection Checklist

### Location Inspection - General

Inspection Date & Time	
Scheduling Notes	
Inspected by	
Can an election poster be posted on-site one month prior to the election?	
Outcome (Pass/ Fail)	
Use of Facility Confirmed	

### Facility - General

Opening / Closing contact name	
Election Day Contact Telephone #	
Fire Drill Discussion/ Location of plans	
Heat timer?	
Light timer?	
Accessible Washrooms - Men?	
Accessible Washrooms - Women?	
WiFi Available?	
Router tested and passed?	
Outlet from Table (in feet) – maximum length	
Accessible secondary exit option?	
Facility Notes	

### Facility Accessibility

Name and address visible from street?	
Entrance accessible?	
Ramp well designed and safe?	
Door hardware accessible?	
Can door accommodate wheelchair?	
Door easy to open?	
Entrance easy to see?	
Entrance well lit?	
Flooring non-slip, even and level?	
Inside voting location well lit?	
Corridors able to accommodate wheelchair?	
Facility Accessibility Notes	

Location

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**Equipment**

# of Chairs required?	
Chairs supplied?	
# of tables required?	
Tables supplied?	
First Aid equipment available?	
Equipment Notes	

**Parking**

# of spaces available for public?	
# of on-street parking spaces?	
Distance parking to voting area? (ft)	
External lighting?	
External lighting on a timer?	
Confirmed lights stay on?	
# of accessible parking spaces?	
Accessible parking clearly marked?	
Parking lot firm and level?	
Curb cuts provided?	
Space large enough for van with lift?	
Route smooth and unobstructed?	
Route wide enough for wheelchair/scooter?	
Parking Notes	

**Comments**

**Site Diagram**