

MANAGER DUTY/TROUBLE LOG

MUST WRITE YOUR PRECINCT NAME AND ELECTION DATE

PRECINCT: Main Street

ELECTION DATE: Nov. 2, 2021

- CHECKED IN VIA COMMAND CENTER
- OATHS ADMINISTERED
- PAYROLL SHEETS CONFIRMED AND SIGNED
- PROVISIONAL BOOTH SET-UP
- CONFIRM PRECINCT IS SET AND READY TO RECEIVE VOTERS
- VERIFIED ALL SERIAL AND SEAL NUMBERS ON POLL PAD
- VERIFIED ALL SERIAL AND SEAL NUMBERS ON ICX-BMD
- VERIFIED ALL SERIAL AND SEAL NUMBERS ON ICP
- ZERO REPORT PRINTED, TORN OFF AND SIGNED

DO NOT USE ANY ELECTION EQUIPMENT IF ANY SEALS ARE BROKEN, MISSING OR DIFFERENT; CONTACT THE REGISTRATION AND ELECTIONS OFFICE.

| MANDATORY CHECK-IN WAIT TIME | TIME | WAIT TIME | POLL PAD CHECK-IN COUNT | ICX COUNT | ICP COUNT | VOTER CARD COUNT | CHECK VOTING STATION for power/trash/debris | CHECK FOR CAMPAIGNERS |
|--|-----------------|-----------|-------------------------|-----------|-----------|------------------|---|-----------------------|
| Time from outside precinct to Check-In Station | Example: 7:00AM | 10min | 60 | 75 | 60 | 25 | ✓ | ✓ |
| MORNING -- 8:00 AM | 8:00 AM | 5 | 0 | 0 | 0 | 25 | ✓ | ✓ |
| 5 MIN. | 9:15 | | 20 | 20 | | 25 | ✓ | ✓ |
| | 10:00 AM | 0 | 20 | 20 | 20 | 25 | ✓ | ✓ |
| MIDDAY -- 12:00 NOON | 11:30 AM | | 20 | 20 | | 25 | ✓ | ✓ |
| 0 MIN. | 12:00 NOON | 0 | 25 | 25 | 25 | 25 | ✓ | ✓ |
| | 12:30 PM | | 30 | 30 | 30 | 25 | ✓ | ✓ |
| AFTERNOON -- 4:00 PM | 1:00 PM | 0 | 40 | 40 | 40 | 25 | ✓ | ✓ |
| 5 MIN. | 2:00 PM | | 80 | 80 | | 25 | ✓ | ✓ |
| | 3:00 PM | 5 | 80 | 80 | 80 | 25 | ✓ | ✓ |
| | 5:00 PM | | 80 | 80 | | 25 | ✓ | ✓ |
| | 6:30 PM | 5 | 110 | 110 | 110 | 25 | ✓ | ✓ |