



Voting Place Inspection Checklist

Ward:	Poll:
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<input type="checkbox"/> Regular Poll	<input type="checkbox"/> Institutional Poll	<input type="checkbox"/> Special Advanced Poll
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Completed by:	Date:
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Section 1: Building Information

Building Name	
Building Address	
On-site contact	
Tel & Fax	
Contract (if information is different from above)	
Corp/Owner Name	
Corp/Owner Name	
Contact Name	
Tel, Fax	
Email	

Section 2: Building Type

Residential	School	City Facility
<input type="checkbox"/> HHC # of units _____	<input type="checkbox"/> Elementary School <input type="checkbox"/> EP <input type="checkbox"/> ES <input type="checkbox"/> FP <input type="checkbox"/> FS	<input type="checkbox"/> Arena <input type="checkbox"/> Community Centre <input type="checkbox"/> Library
<input type="checkbox"/> Retirement Home # of residents _____	<input type="checkbox"/> Secondary School <input type="checkbox"/> EP <input type="checkbox"/> ES <input type="checkbox"/> FP <input type="checkbox"/> FS	Other <input type="checkbox"/> Church/Religious Inst. <input type="checkbox"/> Other
<input type="checkbox"/> Nursing Home/Hospital # of beds _____	<input type="checkbox"/> Private School	
<input type="checkbox"/> Multi-Residential # of units _____		

If required, will non-residents have access to voting? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3: Building Exterior

Signage

Does the location have signs for the street address and/or building name that are clearly visible from the street and well-lit during evening events?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:
Is the main entrance easy to find when entering the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes:

Parking

Question	Yes	No	Notes
1) Is Parking available onsite? Note # of spaces			
2) Is the parking lot paved?			
3) Parking lot general condition observation? Note: poor, average, good			
4) Are Accessibility parking spaces available (identified with accessible parking signage)? Note # of spaces			
5) Are the accessible parking spaces located as close as possible to the main entrance?			
6) Do sidewalks have curb cuts at locations near parking and along the route to the accessible entrance?			
7) Is on-street parking available?			
8) Is on-street accessible parking available?			
9) Is the location accessible by DARTS?			
10) Is there an area for passenger drop-off/pick-up?			
11) Is the location on a bus route?			
12) Is there a place to securely store bicycles?			

Access to the Building

Question	Yes	No	Notes
1) Do sidewalks, walkways, pathways to the main entrance surfaces appear firm, stable, slip resistant?			
2) Sidewalks, walkways, pathways to the main entrance general condition observation? Note: poor, average, good			
3) Are there sudden level, or slope changes to the main entrance?			

4) Is there an accessible route of travel from the parking lot to the main entrance?			
5) Accessible route of travel from the parking lot to the main entrance general condition observation? Note: poor, average, good			
6) Do sidewalks, walkways, pathways appear appropriate widths? (allowing two persons to pass each other easily)			
7) Are there low hanging signs or other impediments restricting accessible access to the building?			
8) Are there stairs leading to the main entrance? If present, - Surface appear firm, stable, slip resistant - Uniform risers and runs (steps) - Have tactile walking surface indicators at the top of flight - High tonal contrast strip on leading edge of stairs - Handrails on both sides			
9) Stairs general condition observation? Note: poor, average, good			
10) Is there an accessible ramp leading to the main entrance? If present, - Surface appears firm, stable, slip resistant - Running slope appears to meet 1:15 (every 1" in elevation, 15" in length) - Clear landing areas (the flat area at the top, bottom or turning transitions) - handrails on both sides			
11) Ramp general condition observation? Note: poor, average, good			
12) Is the main entrance equipped with automatic sliding doors?			
13) Would you consider the width of the main entrance doors to be (add response in note): Narrow Standard Wide			
14) Entrance doors general condition observation? Note: poor, average, good			
15) Does the main entrance door(s) have a power or automatic			

door for entry?			
16) Is the door threshold more than ½ inch in height?			
17) Does the main entrance have an exterior canopy?			
Lighting			
Question	Yes	No	Notes
1) Is there lighting in the parking areas for the evening?			
2) Is there lighting to illuminate sidewalks, walkways, pathways to the main entrance?			
3) Is there lighting to illuminate the main entrance of this location?			

Section 4: Building Interior			
Interior Access			
Question	Yes	No	Notes
1) Does this location have more than one level?			
2) Main entry and corridor flooring? - Firm, slip resistant, produce minimal glare - Carpet			
3) Are there any stairs? If present, - Surface appear firm, stable, slip resistant - Uniform risers and runs (steps) - Have tactile walking surface indicators at the top of flight - High tonal contrast strip on leading edge of stairs - Handrails on both sides			
4) Stairs general condition observation? Note: poor, average, good			
5) Is there an accessible ramp(s)? If present, - Surface appear firm, stable, slip resistant - Running slope appears to meet 1:15 (every 1" in elevation, 15" in length) - Clear landing areas (the flat area at the top, bottom or turning transitions) - Handrails on both sides			
6) Ramp general condition observation?			

Note: poor, average, good			
7) Is there an elevator(s)? If present, - Door width, narrow, standard (36"), wide - Interior cab approx. 5'x5' or more - Illuminated buttons - Braille - Audible indicators & signals - handrails			
8) Elevator general condition observation? Note: poor, average, good			
9) Is there an accessible route of travel from the main entrance lot to voting location?			
10) Would you consider the width of the interior doors/passages to the voting location to be (add response in note): Narrow Standard Wide			
11) Do any obstacles impede electors from reaching the voting location? Note impediment obstacles. If yes, will impediment obstacles be removed on election day?			
12) Is there a fire alarm system on site?			
13) Is there emergency lighting present?			
14) Is there access to public washrooms?			
15) Is there access to public accessible washroom(s)/stall(s)?			
16) Is there access to public telephone(s)?			
17) Is there access to public Wifi?			
Voting Location			
Question	Yes	No	Notes
1) Is the voting location within site of the main entrance?			
2) Is the voting location easy to find from the main entrance?			
3) General condition observation of voting location? Note: poor, average, good			
4) If tables need to be 6m apart, how many can be placed in the room?			
5) Is the heating that will be provided a comfortable amount of			

heat for the anticipated use?			
6) Is the air conditioning that will be provided a comfortable amount of cooling for the anticipated use?			
7) Is there natural lighting in voting location?			
8) Is there lighting in the voting location that will provide a comfortable amount of illumination for the anticipated use?			
9) How many electrical outlets are in the voting room?			
10) Electrical outlets present outside the voting room?			
11) Is there access for staff to a telephone on election night? Note location.			
12) Is there Wifi that is available to Elections in the location?			

Furniture and Supplies

1) How many 8' tables are available to us on Election day?	
2) How many full-size chairs are available to us on Election day?	
3) What furniture or other supplies are required for this location?	

Location Drawing (include measurements)

Please diagram the parking lot, the route to the main entrance, any ramps, walkways and accessible entrances, as well as the voting location and the route inside the building to that location.

