

CANVASS CHECKLIST (election day precincts)

Precinct: **EMERGENCY #1:**

Fairfax County – Presidential Primaries – Mar 5, 2024

Canvass Team
(full names):

Canvass Procedures	Okay	Not Okay
<p>1. DS200 Tapes:</p> <p>a. Verify all tapes returned from <u>each</u> DS200. Only if needed, detach and re-arrange tapes.</p> <p>b. If any tapes are missing, ask for and check Envelope #2A.</p> <p><u>SOR – A (original):</u></p> <ul style="list-style-type: none"> ▪ Closing: Ballot Status Accounting Report ▪ Closing: Voting Results Report ▪ Opening: Configuration Report ▪ Opening: Ballot Status Accounting Report <p><u>SOR – B (copy):</u></p> <ul style="list-style-type: none"> ▪ Closing: Voting Results Report ▪ Closing: Write-In Report ▪ Opening: Zero Totals Report 		
<p>2. ERM Reports:</p> <p>a. Verify candidate votes on ERM report match DS200 voting results report(s). If available, you may use the Results Worksheet to help check vote totals.</p>		
<p>3. SORs:</p> <p>a. Verify all sections of SOR are completed. Make corrections in RED.</p> <p>b. In Part 3, if there are any hand-counted ballots, notify staff immediately.</p> <p>c. Verify Part 1 equals Part 3. If not, review numbers and make corrections or notes in red.</p> <p>d. In Part 4, if no explanation was attempted, <u>notify staff</u>.</p> <p>e. Verify Part 5 equals Part 6. If not, review numbers and make corrections or notes in red. (Are there any obvious mistakes in Part 6? Numbers in Part 7 may help to cross-check.)</p> <p>f. Verify all entries on SOR A (original) and SOR B (copy) are identical.</p>		

Review forms and signatures	Document returned?	Document completed?	Document fully signed?
4. Statement of Results A – all officers sign (except Collector Officers)			
5. Statement of Results B – all officers sign (except Collector Officers)			
6. SOR A tapes – 2 signatures on Zero Report & Voting Results Report		n/a	
7. SOR B tapes – 2 signatures on Zero Report & Voting Results Report		n/a	
8. Machine Certification Form – 2 signatures			
9. Election Officer Oath – all officers sign			
10. Compensation Sheet			n/a
11. Ballot Receipt			
12. Voter Count Worksheet			n/a
13. Chief's Notes			n/a

Explanation of any items checked as “Not Okay” or other issues