

ED #

General Location Information

Location Name Street Number Street Name Unit # City, Municipality or Town Postal Code

Additional Location Information

Room to be used Funding type (select **one**): Provincially-funded Privately-fundedSquare Footage # of electors/polls assigned HST #

Location Category and Type

School: Elementary-English Catholic Secondary-English Catholic Private Elementary/Secondary
 Elementary-English Public Secondary-English Public Other Educational Institutions
 Elementary-French Catholic Secondary-French Catholic
 Elementary-French Public Secondary-French Public

Post Secondary: University Vocational/Training Institution
 Community College Other Post Secondary Education Institution

Institutional Property: Hospital (private/public) Retirement Home Long-term care
 Continuum of care seniors Nursing Home Other Health care facility

Multi residential Property: Apartment/Condominium Student Housing Military base/camp/residence
 Community/Cooperative Townhouse Community Other multi-residential properties

Commercial Property Provincially-funded: Community/Recreation Centre Fire Hall
 Town Hall, City Hall Other Provincially-funded Institution
 Library/Literary Institution

Commercial Property Privately-funded: Recreation Centre/Facility Banquet Hall First Nation Community Centre/Town Hall
 Assembly Hall Golf Club Other Privately-funded Institution
 Sports Complex Hotel
 Convention/Conference Centre

Religious Buildings: Church, Cathedral, Chapel Mosque
 Synagogue Shrine
 Temple Other religious facilities

Location Poll Type and Voting Process

- Regular Poll: Paper Process Technology Process
Area Advance Poll: Paper Process Technology Process
Special Poll: Paper Process

Furniture Required

- Furniture to be provided by location: Furniture to be ordered by RO:
Tables #: _____ Table size: _____ Tables #: _____
Chairs #: _____ Chairs #: _____

Additional Location Details

- Are security guards required during voting hours? Yes No

If yes, provide details:

- Is any road construction scheduled in the area? Yes No

If yes, provide details:

Accessibility Information *(to be completed after inspection)*

Accessibility Score: _____

- Is location accessible?
(select only **one**) Yes No, do not use
 Yes, w/ remediations No, exemption approved by CEO
- Has Accessible Parking? Yes No # of accessible parking spots: _____
- Has Accessible Washrooms? Yes No

Property Management Contacts

Landlord Information

Landlord Name (organization/company)

Contact Name	Phone # (Main)	Phone # (Cell)
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Email	Fax #
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Street Number	Street Name	Unit #
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City, Municipality or Town	Postal Code
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Payee Information

Payee Name (organization/company name on the cheque)

Attention to (on cheque)

Contact name	Phone # (Main)	Phone # (Cell)
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Email	Fax #
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Street Number	Street Name	Unit #
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City, Municipality or Town	Postal Code
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Signing Authority Information

Name (to sign rental agreement)

Contact Name	Phone # (Main)	Phone # (Cell)
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Email	Fax #
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Street Number	Street Name	Unit #
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City, Municipality or Town	Postal Code
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Site Contact #1

Contact Name _____ Phone # (Main) _____ Phone # (Cell) _____

Email _____ Fax # _____

Street Number _____ Street Name _____ Unit # _____

City, Municipality or Town _____ Postal Code _____

Site Contact #2

Contact Name _____ Phone # (Main) _____ Phone # (Cell) _____

Email _____ Fax # _____

Street Number _____ Street Name _____ Unit # _____

City, Municipality or Town _____ Postal Code _____

Comments**Inspection Details: Date and Signature**

Inspection Completed Date: _____

Signature: _____

Data Entry Completed Date: _____

Signature: _____

Assessment Criterion	Points	Score	Min Req.
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Signage

1.1 Location, name, and address	<ul style="list-style-type: none"> • Good sign, clearly visible with contrasting colours = 5 pts • Poor sign, or temporary sign required = 3 pts • No signage and temporary signs cannot be used = 0 pts 		N/A
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Accessible Parking

2.1: Number of accessible parking spots	<ul style="list-style-type: none"> • Correct number of accessible parking spaces (1 for 10, 2 for 20, 3 for 50, 4 for 75, 5 for 100, 6 for 200) = 20 pts • Can modify existing parking = 10 pts • Can't modify existing parking = 0 pts • No parking at location/parking not applicable = 11 pts 		10
2.2 - Size of accessible parking spots	<ul style="list-style-type: none"> • Parking spot has a width of 370cm (146") = 10 pts • Can modify existing parking = 5 pts • Can't modify existing parking = 0 pts • No parking at location/parking not applicable = 6 pts 		5
2.3 - Surface of parking spots	<ul style="list-style-type: none"> • Firm & level = 10 pts • Small cracks - not gravel = 5 pts • Compacted/hard dirt = 3 pts • Soft or gravel = 0 pts • No parking at location/parking not applicable = 0 pts 		N/A
2.4 - Lighting of parking lot	<ul style="list-style-type: none"> • Working lights, well-lit = 5 pts • Dimly lit = 3 pts • Temporary lighting can be used = 2 pts • No lighting = 0 pts 		N/A

Exterior Pathway To Building Entrance

3.1 - Width of Pathway	<ul style="list-style-type: none"> • Route is 110cm (43") or wider = 25 pts • Route is 92cm (36") or wider = 6 pts • Route is less than 92cm (36") = 0 pts • Can modify and/or have the route paved/fixed = 5 pts 		5
3.2 - Level of Pathway	<ul style="list-style-type: none"> • Route is smooth, continuous and free of obstructions = 25 pts • Can modify and/or have the route paved/fixed = 5 pts • Route is unstable with obstructions and cannot be modified = 0 pts 		5
3.3 - Slope of Pathway	<ul style="list-style-type: none"> • Sloped pathway not applicable at location = 25 pts • Sloped pathway is proper slope up to 1:20 (2.8°) = 25 pts • Sloped pathway required, but one does not exist = 0 pts • Temporary ramp can be installed = 5 pts 		5
3.4 - Ramp of Pathway	<ul style="list-style-type: none"> • Ramp not applicable at location = 25 pts • Ramp has slope > (2.9°) and < (4.8°), width of ramp > 90cm (35"), handrails height from ground between 86cm (34") and 96cm (38") = 20 pts • Ramp with improper sized handrails = 6 pts • Ramp with no handrails and slope less than 1:12 (4.8°) = 0 pts • Temporary ramp can be installed = 5 pts 		5

Assessment Criterion	Points	Score	Min Req.
Entrance To Building			
4.1 Lighting	<ul style="list-style-type: none"> • Working lights, well-lit = 5 pts • Dimly lit = 3 pts • Temporary lighting can be installed = 2 pts • No lighting = 0 pts 		N/A
4.2 Door Width	<ul style="list-style-type: none"> • Entry door width 89cm (35") or greater = 25 pts • Entry door width at least 85cm (33") = 6 pts • Entrance can be fixed (Centre post removed) = 5 pts • Entrance not accessible = 0 pts 		5
4.3 Door Threshold	<ul style="list-style-type: none"> • Entry threshold has no level changes over 1.2cm (1/2") = 25 pts • Entrance can be fixed/threshold installed = 5 pts • Entrance not accessible = 0 pts 		5
4.4 Door Power Assist	<ul style="list-style-type: none"> • Main entrance has a working power assist = 10 pts • Staff to assist/doors propped open = 2 pts • No power assist / power assist is broken = 0 pts • Power assist openers not required = 10 pts 		2
4.5 Door Hardware	<ul style="list-style-type: none"> • Door or Power Assist opener pass closed fist test = 10 pts • Staff to assist/doors propped open = 2 pts • Fail closed fist test = 0 pts 		2

Interior Path to Voting Room

5.1 Lighting and Surface	<ul style="list-style-type: none"> • Well lit, stable, firm, slip resistant, glare-free and mats do not present slip hazards = 10 pts • Staff present to assist = 5 pts • Interior surface glare issues can be fixed temporary lighting = 1 pt • Surface is unstable and/or unable to be fixed = 0 pts 		N/A
5.2 Overhanging/protruding objects	<ul style="list-style-type: none"> • Head space - 210cm (83"), no protrusions = 10 pts • Head space - 198cm (78"), no protrusions = 5pts • Protruding objects marked/staff to assist = 2 pts • Hazardous protrusions, no staff workaround = 0 pts 		N/A
5.3 Slope of Hallway (if any)	<ul style="list-style-type: none"> • No slope in hallway leading to voting location = 25 pts • Sloped hallway to voting location is proper slope up to 1:20 (2.8°) = 25 pts • Sloped hallway required, but one does not exist = 0 pts • Temporary ramp can be installed = 5 pts 		5
5.4 Ramp in Hallway (if any)	<ul style="list-style-type: none"> • No ramp in hallway leading to voting location = 25 pts • Ramp has slope > (2.9°) and < (4.8°), width of ramp > 90cm (35"), handrails height from ground between 86cm (34") and 96cm (38") = 20 pts • Ramp with improper sized handrails = 6 pts • Ramp with no handrails and slope less than 1:12 (4.8°) = 0 pts • Temporary ramp can be installed = 5 pts 		5

NOTE: To be accessible, all criteria must meet or exceed the minimum points.

Assessment Criterion	Points	Score	Min Req.
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Voting Room is on Ground Floor or Elevator Available

6.1 Ground floor or elevator	<ul style="list-style-type: none"> • Location is on ground floor and elevator not applicable = 15 pts • Location not on ground floor, elevator meets criteria (signage, door width 91.5cm (36”), door closes 8 seconds, button-raised or braille, emergency alarm) and within a distance of 2500cm (27 yards) to main accessible entrance = 10 pts • Location not on ground floor, elevator meets criteria (signage, door width 91.5cm (36”), door closes 8 seconds, button-raised or braille, emergency alarm) but distant, in between 2500cm (27 yards) and 5000cm (54 yards) to main accessible entrance = 6 pts • Staff required to operate elevator/key access = 5 pts • No elevator (but needed), or fails criteria = 0 pts 		5
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Accessible Washroom for Staff

7.1 Accessible washroom available?	<ul style="list-style-type: none"> • Accessible washroom available & meets requirements as below = 25 pts • No accessible washroom = 0 pts 		N/A
7.2 Door width	<ul style="list-style-type: none"> • Entry door width 86cm (34”) or greater = 10 pts • Entry door width at least 81cm (32”) = 5 pts • Entry door is below 81cm (32”) = 0 pts 		N/A
7.3 Stall size	<ul style="list-style-type: none"> • Washroom stall has a minimum clear turning radius of 150 cm = 10 pts 		N/A
7.4 Accessories	<ul style="list-style-type: none"> • Washroom meets minimal seat height 40cm (15”) to 46cm (18”) and has a grab-bar = 10 pts • Washroom meets minimal seat height but no grab bar = 5 pts • Washroom does not meet accessibility standards = 0 pts 		N/A

NOTE: To be accessible, all criteria must meet or exceed the minimum points.

# required	Remediation Products required at the location
	1” Threshold Ramp
	1 ½” Threshold Ramp
	2” Threshold Ramp
	3’ Suitcase Ramp (suitable for 3” height)
	4’ Suitcase Ramp (suitable for 4” height)
	5’ Suitcase Ramp (suitable for 5” height)
	6’ Suitcase Ramp (suitable for 6” height)
	Custom Modular Aluminum Ramp (Note: F0202 required)
	12” PVC Orange Cone
	Accessible Stand Up Sign
	Access Route Barricade Tape
	Orange Mesh Vests
	Information Assistant

Voting Location Name _____


Voting Location Address _____

Sketch a Map of the location, indicating accessible pathway from parking lot to voting room (Room to be Used).

Note any accessibility obstructions, and where remediation is required on the map.

Please ensure it is accurate and as clear as possible, as this diagram will be used by SDROs to review the location before polling day and/or start of area advance polls (if applicable)

To be completed **ONLY** if location will be using technology

Assessment Criterion	Response					
Electrical						
<p>1.1 How many three pronged (grounded) electrical outlets are present in the poll room to be used, for each wall? <i>Indicate on the poll layout</i></p>	<p>Three pronged (grounded):</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p> <div data-bbox="1013 453 1117 625" style="text-align: center;">  </div>					
<p>1.2 For three-pronged (grounded) outlets recorded above, how many are functional (F) and non-functional (NF), for each wall? <i>Indicate on the poll layout</i></p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Functional</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Non-functional (NF):</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p> </td> </tr> </table>			<p>Functional</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>	<p>Non-functional (NF):</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>	
<p>Functional</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>	<p>Non-functional (NF):</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>					
<p>1.3 How many electrical outlets have physical issues for each wall, such as:</p> <ul style="list-style-type: none"> • Blackened • Loose • Missing cover plates <p><i>Indicate on the poll layout</i></p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>Blackened:</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p> </td> <td style="width: 33%; vertical-align: top;"> <p>Loose:</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p> </td> <td style="width: 33%; vertical-align: top;"> <p>Missing Cover Plates:</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p> </td> </tr> </table>			<p>Blackened:</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>	<p>Loose:</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>	<p>Missing Cover Plates:</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>
<p>Blackened:</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>	<p>Loose:</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>	<p>Missing Cover Plates:</p> <p>Wall #1 _____ Wall #2 _____ Wall #3 _____ Wall #4 _____</p>				
<p>1.4 Are there any known electrical issues in the location?</p> <p>If so, please provide detailed description of issue(s).</p>						

NOTE- To meet technology standards, all criteria must be reviewed by EOHQ.

Assessment Criterion	Response
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Connectivity

2.1
Does the administrator have an issue with use of a mobile wireless internet device (modem) in the voting location?

2.2
Record the number of bars showing and the signal type
Indicate on the poll layout.
Skip Section 2.3, if greater than 2 bars and move to Set-up Date/Time Availability.

2.3
If signal strength is two bars or less, find the wall with the strongest signal, run the Speed test and record:

- Ping Speed
- Download
- Upload speeds

Indicate on the poll layout

Number of Bars _____

Signal Type _____

Wall # _____

Ping Speed _____

Download Speed _____

Upload Speed _____

Set-up Date/Time Availability

3.1
For locations with technology, equipment must be set up the day before polls open for voting (Advance polls and Polling day) between 5pm to 8pm

Indicate if landlord agrees with time listed above, if not, indicate an alternate day/time for technology set-up.

<i>Set-up available day prior between 5-8pm:</i>	<i>If not, state date/time for setup below:</i>	
Advance Poll _____ (if applicable)	Alternate _____ (if applicable)	
Polling Day _____ (if applicable)	Alternate _____ (if applicable)	

3.2
The technology equipment will be set-up and stored in the location overnight and RO will need to arrange for specific security measures. Please indicate at least one of the following

Location has secured storage to lockup equipment: Y N

Location has on-site security guards to guard equipment: Y N

Outside security will be hired by RO to guard equipment: Y N

Comments

NOTE- To meet technology standards, all criteria must be reviewed by EOHQ.

Voting Location Name _____

Voting Location Address _____

Sketch the layout of the voting room (Room to be Used), including the doors, windows. Indicate two doors for entrance and exit (if applicable).

Indicate for each wall: # of electrical outlets (three pronged/two-pronged, functional/non-functional, physical issues), signal strength (if applicable).

Please ensure it is accurate and as clear as possible, as this diagram will be used by the SDRO to determine placement of voting equipment.

Voting Location Name _____

Voting Location Address _____

Physical Environment	Specific Assessment	Yes	No	N/A
Outside Building and Parking Lot	Designated public entry doors			
	Clear sightlines			
	Motion / movement detectors			
Entry Control and Security System	Closed-circuit video system			
	Alarm (silent or sounding)			
	Locked doors			
Interior Design, Hidden Areas and Lighting	Restricted public access			
	Clear sightlines			
	Locked doors			
	Mirrors (where required)			
	Angled corners			
Exits	Exit signs			
	No obstructions			
Washrooms	Clear sightlines			
	Restricted public access			
	Communication devices or alarms			
	Locks that can be accessed by security			
Workplace Building / Neighbourhood	Cameras			
	Secured grounds			
Designated Safe Area	Safe area exists			
	Clear entry			
	Locks that can be accessed by security			
	Communication devices or alarms			
Are individual security devices / personnel necessary to protect workers?				

Comments