REGISTRAR OF VOTERS

Collecting Boxes from the IT Counting Room

PROCEDURE DOCUMENT – Version 1.0

Valencia, Salvador
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Collecting Boxes from the IT Counting Room

Purpose

The purpose of this procedure is to perform a secure transfer of tabulated ballots from the IT counting room to the large mezzanine in the Registrar of Voters warehouse and uses the dumbwaiter to complete the process. It has been designed to ensure a safe and smooth transition of ballots from one area to another.

Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed for the Ballot Storage team runners and any other personnel assigned to the task of bringing tabulated ballots from the IT counting room to the large mezzanine. No less than two personnel may perform this procedure. This procedure covers all known scenarios.

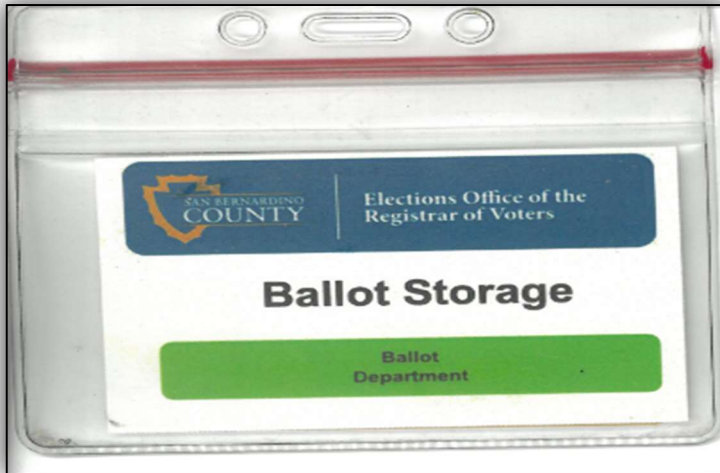## Personnel, Supplies and Equipment Needed

- Two team members
- Light blue vest
- Ballot Storage door badge
- Metal Carts
- Baker racks
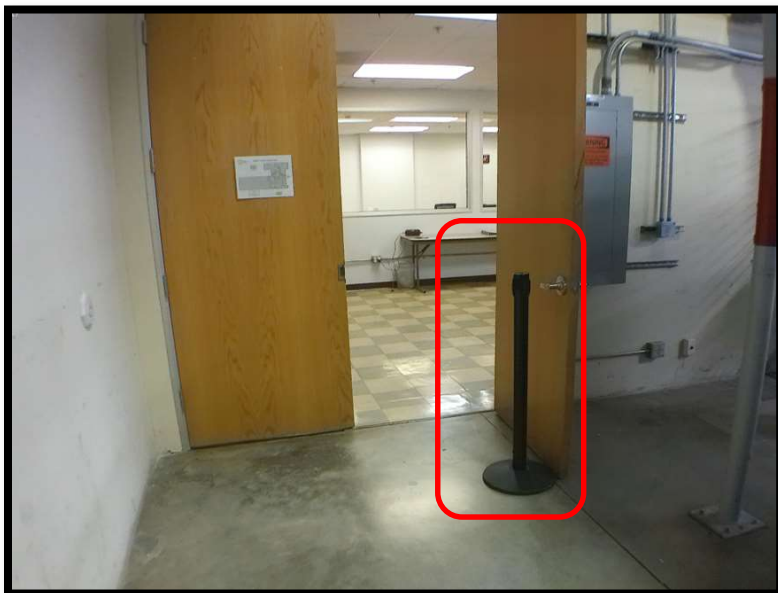- Dumbwaiter

Collecting Ballot Boxes

The boxes of tabulated ballots are securely staged on a bakers' rack in the IT counting room.

<div style="border: 2px solid red; color: red; text-align: center; font-weight: bold;">

We MUST have two team members to collect the boxes for Security and Chain of Custody.

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1. In the ███████████████████████████████████, collect the security badge for the IT counting room.

2. Go downstairs to the IT counting room door. Use the badge to open the door. Prop the door with a stanchion.
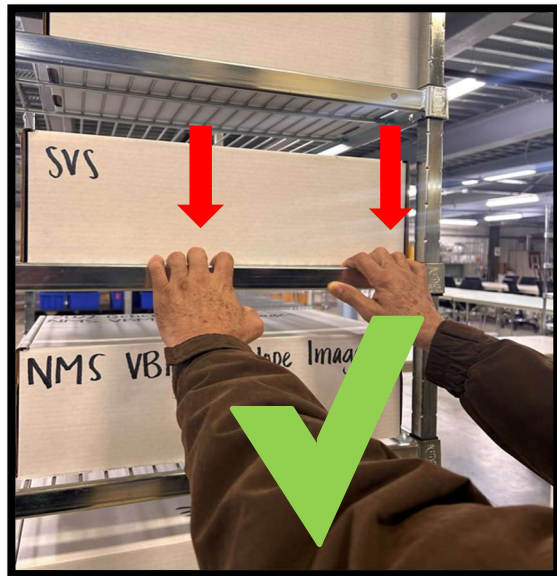
3.   Take the next available full bakers' rack from the counting room.

Note: A full baker rack usually has 21 boxes, but this may vary depending on different types of ballots (such as Polls).

4.   When moving the bakers' racks, place your fingers on the inside of the racks instead of grabbing the poles (see below). This will prevent your fingers from being crushed when exiting the door.

5. Bring the baker's rack out of the IT counting room to the dumbwaiter. Maneuver carefully to avoid damaging the door.

6. Close the door from the IT department when you exit the room. This door must **NEVER** be left open under any circumstances.

Loading the Dumbwaiter

The boxes of ballots must be transferred upstairs for storage using the dumbwaiter near the front of the mezzanine (the area closest to the double doors leading into the office). This requires some heavy lifting of boxes and proper organization to make certain that all boxes fit.

1. Open the dumbwaiter door and keep it propped open.

Note: If necessary, Press the down button on the side of dumbwaiter to bring it downstairs.

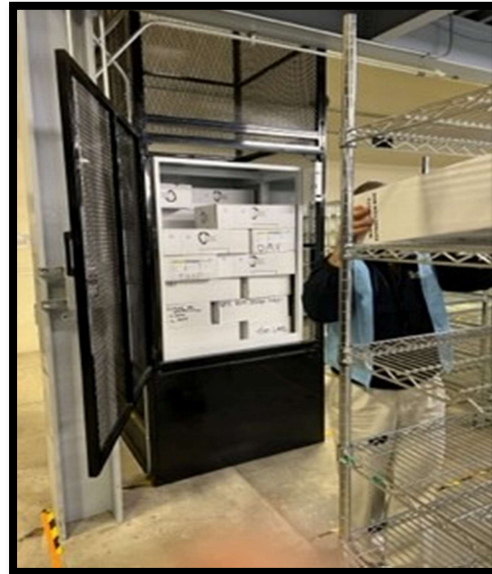2. Below shows the buttons and their functions

Top button → Going Up

Bottom button → Going down

STOP button → press it in case of Emergency

3. Fill the dumbwaiter with all the boxes from the baker's rack.

Note: Maximum capacity of dumbwaiter is 500 pounds; use caution as you are loading to prevent possible overloading. If the boxes seem overly heavy, split the delivery into two trips.

4. Stack boxes in pinwheel formation. Continue to layer boxes in the same formation.

5. Close the dumbwaiter door and press the top button to send the dumbwaiter upstairs.

6. Go upstairs and place the door badge back into its basket located next to the printer

Unloading

1. Bring empty metal carts over to the dumbwaiter.

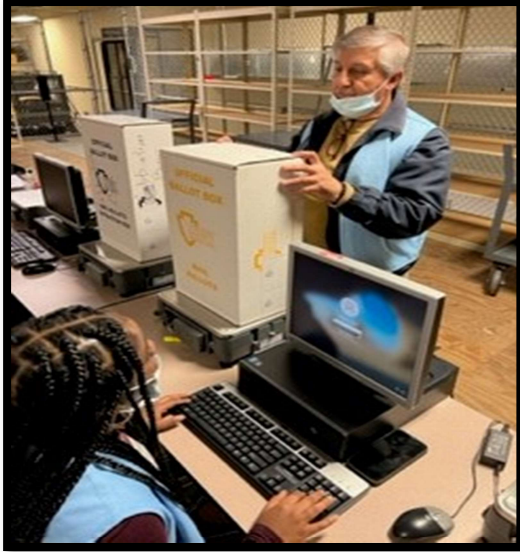2. Pull handle to open the dumbwaiter door and prop open with stand.

3. Unload the boxes from the dumbwaiter, and start stacking them on the empty metal cart with the labels facing you.

4. Stack boxes on the metal card EXACTLY like shown. Boxes can be stacked 3 to 4 rows high

5. Once you have removed all boxes, close the dumbwaiter door and send it back downstairs by pressing the bottom button.

6. Bring the cart to the computer area to log information in the data system.

Authorization

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