CANVASS CHECKLIST (election day precincts)

Precinct: 100 SAMPLE (Nov 2025) — **Fairfax County – General Election – Nov 4, 2025**

Canvass Team (full names):		

INSTRUCTIONS: Follow steps below. If all items are OK, check first box. If any issues, check second box and explain below. Raise **RED** sign for any questions. Raise **GREEN** sign when complete (including back).

Review election results	**Status**
1. **Scanner Tapes:** a. Verify all tapes returned from <u>both</u> scanners. If needed, detach and re-arrange tapes. b. If any tapes are missing, open Envelope #2A. Detach and re-arrange tapes properly among SOR A, SOR B, and Printed Return Sheet. Close and seal Envelope #2A. c. Verify times on tapes are correct (opening tapes should be printed before 6:00 AM; closing tapes should be printed after 7:00 PM). **SOR – A (court's copy):** **Closing tapes:** **Scanner #1:** ☐ Ballot Status Accounting Report ☐ Voting Results Report *(# signatures: ___)* **Scanner #2:** ☐ Ballot Status Accounting Report ☐ Voting Results Report *(# signatures: ___)* **Opening tapes:** **Scanner #1:** ☐ Configuration Report ☐ Ballot Status Accounting Report ☐ Zero Totals Report *(# signatures: ___)* **Scanner #2:** ☐ Configuration Report ☐ Ballot Status Accounting Report ☐ Zero Totals Report *(# signatures: ___)* **SOR – B (registrar's copy):** **Closing tapes:** **Scanner #1:** ☐ Voting Results Report *(# signatures: ___)* ☐ Write-In Report **Scanner #2:** ☐ Voting Results Report *(# signatures: ___)* ☐ Write-In Report **Opening tapes:** **Scanner #1:** ☐ Zero Totals Report *(# signatures: ___)* **Scanner #2:** ☐ Zero Totals Report *(# signatures: ___)*	☐ OK ☐ Issue
2. **ERM Reports**: a. Verify candidate votes on ERM report match ballot scanner voting results report(s). (You may use the Results Worksheet to help check vote totals.)	☐ OK ☐ Issue
3. **SORs**: a. Verify there are no blank fields. **Make all corrections in RED.** b. If there are any hand-counted ballots (Part 3), **notify staff immediately**. c. Verify Part 1 equals Part 3. If not, review numbers and make corrections or notes in red. If there is still a discrepancy, confirm an explanation was attempted in Part 4. d. Verify Part 6 is tabulated correctly. Reference Closing Numbers Worksheet as needed. e. Verify Part 5 equals Part 6. If not, review numbers and make corrections or notes in red. If there is still a discrepancy, confirm an explanation was attempted in in Part 7. f. Verify all entries on SOR A and SOR B are identical.	☐ OK ☐ Issue
Did you retrieve any tapes from Envelope #2A?	☐ No ☐ Yes

Explanation of any issues

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Precinct: 100 SAMPLE (Nov 2025) **Fairfax County – General Election – Nov 4, 2025**

INSTRUCTIONS: Check one box among first four (complete, incomplete, blank, missing) for each item **as it was returned**. If any documents are missing signatures, also check last box (missing signatures) and place in Missing Signatures Envelope (mark front of envelope). Return all other materials in Envelope #2.

Review presence of forms and signatures					
1. **Statement of Results A** – all EOs sign (except Collector Officers)	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
2. **Statement of Results B** – all EOs sign (except Collector Officers)	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
3. **SOR A tapes** – 2 EOs sign Zero Report & Voting Results Report	☐ Complete	☐ Incomplete (some tapes missing)		☐ Missing (all tapes missing)	☐ Missing signatures
4. **SOR B tapes** – 2 EOs sign Zero Report & Voting Results Report	☐ Complete	☐ Incomplete (some tapes missing)		☐ Missing (all tapes missing)	☐ Missing signatures
5. **Election Officer Oath** – all EOs sign	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
6. **Page Oath & Evaluation Form** – Chief signs top, each HS page signs	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
7. **Ballot Receipt**	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	☐ Missing signatures
8. **Voter Count Worksheet**	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	
9. **Closing Numbers Worksheet**	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	
10. **Results Worksheet**	☐ Complete	☐ Incomplete	☐ Blank	☐ Missing	
11. **Chief's Notes**	☐ Complete		☐ Blank	☐ Missing	

Explanation of any issues