

# CANVASS CHECKLIST (election day precincts)

Precinct: **EMERGENCY #1:**

Fairfax County – Party Primaries – Jun 18, 2024

Canvass Team  
(full names):

Review election results	OK	Not OK
<p><b>1. DS200 Tapes:</b></p> <p>a. Verify all tapes returned from each 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 (court’s copy):</u></p> <ul style="list-style-type: none"> <li>▪ Closing: <b>Ballot Status Accounting Report</b></li> <li>▪ Closing: <b>Voting Results Report</b></li> <li>▪ Opening: <b>Configuration Report</b></li> <li>▪ Opening: <b>Ballot Status Accounting Report</b></li> <li>▪ Opening: <b>Zero Totals Report</b></li> </ul> <p><u>SOR – B (registrar’s copy):</u></p> <ul style="list-style-type: none"> <li>▪ Closing: <b>Voting Results Report</b></li> <li>▪ Closing: <b>Write-In Report</b></li> <li>▪ Opening: <b>Zero Totals Report</b></li> </ul>		
<p><b>2. ERM Reports:</b></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><b>3. SORs:</b></p> <p>a. Verify all sections of SOR are completed. <b>Make corrections in RED.</b></p> <p>b. In Part 3, if there are any hand-counted ballots, <u>notify staff immediately</u>.</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 and SOR B are identical.</p>		

Review forms and signatures				
4. <b>Statement of Results A</b> – all EOs sign (except Collector Officers)	<input type="checkbox"/> Complete	<input type="checkbox"/> Signatures missing	<input type="checkbox"/> Blank	<input type="checkbox"/> Document missing
5. <b>Statement of Results B</b> – all EOs sign (except Collector Officers)	<input type="checkbox"/> Complete	<input type="checkbox"/> Signatures missing	<input type="checkbox"/> Blank	<input type="checkbox"/> Document missing
6. <b>SOR A tapes</b> – 2 EOs sign Zero Report & Voting Results Report	<input type="checkbox"/> Complete	<input type="checkbox"/> Signatures missing		<input type="checkbox"/> Document missing
7. <b>SOR B tapes</b> – 2 EOs sign Zero Report & Voting Results Report	<input type="checkbox"/> Complete	<input type="checkbox"/> Signatures missing		<input type="checkbox"/> Document missing
8. <b>Election Officer Oath</b> – all EOs sign	<input type="checkbox"/> Complete	<input type="checkbox"/> Signatures missing	<input type="checkbox"/> Blank	<input type="checkbox"/> Document missing
9. <b>Ballot Receipt</b>	<input type="checkbox"/> Complete	<input type="checkbox"/> Signatures missing	<input type="checkbox"/> Blank	<input type="checkbox"/> Document missing
10. <b>Compensation Sheet</b>	<input type="checkbox"/> Complete		<input type="checkbox"/> Blank	<input type="checkbox"/> Document missing
11. <b>Voter Count Worksheet</b>	<input type="checkbox"/> Complete		<input type="checkbox"/> Blank	<input type="checkbox"/> Document missing
12. <b>Closing Numbers Worksheet</b>	<input type="checkbox"/> Complete		<input type="checkbox"/> Blank	<input type="checkbox"/> Document missing
13. <b>Chief’s Notes</b>	<input type="checkbox"/> Complete		<input type="checkbox"/> Blank	<input type="checkbox"/> Document missing

**Explanation of any issues**