

POLLING DISTRICT REVIEW 2010 Polling Station Visits Check List

Ward :	PD :
Visiting Officer :	Date of Visit :
<b>POLLING PLACE DETAILS</b>	
Place Name :	
Room to be used :	
Has this building previously been used as a Polling Place?	Y/N
Name of Road/Street for main access	
<b>LOCATION &amp; EXTERNAL CONSIDERATIONS</b>	
Is it easily accessible from the main road/street?	Y/N
Where/what are the nearest transport links, please give details	
Are there adequate parking facilities If 'no' is there any parking facilities close by that could be used on polling day, please give details	Y/N
How far would electors have to walk _____	
Is there any designated disabled parking space(s)	Y/N
Is the approach to the entrance from the roadside well lit?	Y/N
Any Additional Notes:	
<b>ACCESS NOTES</b>	
Is the main entrance accessible to disabled electors *are the doors wide enough for wheelchair users, how heavy are the doors for elderly/frail electors	Y/N
If 'no' is there an alternative entrance, is there a ramp is it perm/temp; give details	
What additional signage would be needed, please give details	
<b>POLLING PLACE AND INTERNAL CONSIDERATIONS</b>	
Are there any internal steps or barriers to electors	Y/N
Are there any corridors which may be difficult to negotiate for any staff/electors using wheelchairs or those who find walking difficult	Y/N
Is there adequate lighting within the polling place	Y/N
Additional Notes:	

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<b>THE POLLING STATION</b>	
Is there enough space for staff, equipment and electors	Y/N
Is there enough space in the polling place to hold more than one station	
Any Additional Notes:	
<b>FACILITIES</b>	
Are there toilets our staff can use on the day	Y/N
Are there disabled toilets for use on the day	Y/N
Is there facilities for staff to make tea/coffee etc	Y/N
Draw a plan of the room layout, include measurements and photographs	