PLEJ
PARTNERSHIP FOR LARGE ELECTION JURISDICTIONS

FROM THE PLEJ RESOURCE LIBRARY VAULT
Visit www.taketheplej.org/resources for publicly available tools and resources.

PUBLICLY-AVAILABLE TOOL TO ESTIMATE STORAGE SPACE!

Whether you're planning ahead for an upcoming election, or looking to optimize storage space overall, this publicly available tool from PLEJ and the Engineering for Democracy Institute (EDI) at The University of Rhode Island allows you to input details about the ballots, documents, supplies, and equipment you expect to store to determine the required warehouse racking space.

The Warehouse Space Requirement Calculator has two tabs: ballot storage and equipment storage. Within each, you can enter situationally-specific information (down to the brand and type of equipment, the type of pallet you use, turnout expectations, and more) for both past and upcoming elections to yield an estimate of square footage and volume for your storage needs. It also estimates off-site storage costs as applicable. Rest assured, no information that you enter is saved or stored by PLEJ or EDI.

Consider using this tool to:

✅ Determine storage needs for required retention period (i.e. need 15 pallets if we don't have staff to consolidate voted ballots by voting method/precinct, vs 5 pallets if we consolidate)

✅ Determine if you have enough space for upcoming election (i.e. we have space for 32 pallets through Feb 2027; anticipate 75 new pallets in Nov 2026; need to move 43 pallets to off-site storage for 3 months, at a cost of $2,500)

✅ Gauge impact of reconfiguring warehouse racking systems (deeper shelving, more racks, different box sizes)

- **Video Tutorial (bit.ly/PLEJ-BSEV)**
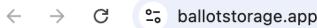- **How-To Instructions on the Reverse Side**

BALLOTSTORAGE.APP

SCAN ME! »

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USING THE WAREHOUSE STORAGE ESTIMATOR

Step 1: Go to ballotstorage.app

ballotstorage.app

Step 2: In the sidebar, enter the core information about your elections process.

Election Warehouse Space Estimator
▶ *Watch the Demo Video*

Number of past, current, and future elections to be in long-term storage: ⓘ

> 3

Enter the current number of registered voters: ⓘ

> 500000

Are ballots sorted into boxes by submission method for long-term storage? ⓘ
- ○ Yes
- ● No

Step 3: Enter the necessary information for each election and the ballots that will be stored.

🗑

Election Name ⓘ

> Election 1 ✏

Is this a past or upcoming election?
- ● Past
- ○ Upcoming

How many ballots were cast during this election? ⓘ

> 250000

Average Number of Ballot Cards: ⓘ

> 2

Step 4: Click to the "Equipment Storage" tab. Select equipment used from the dropdown menu.

Stored Equipment and Materials

Equipment Search: ⓘ

> Search equipment...

Dominion ImageCast X
ES&S AutoMARK

Step 5: Enter the necessary information about quantity and storage setup for each equipment type.

Selected Equipment

Note: Make sure to check equipment dimensions for accuracy. You can adjust the dimensions of each equipment based on your storage methods.

ES&S DS200 (with ballot box)
Size: 45 H × 31 W × 29 L 🗑

Height (inches) ⓘ	Width (inches) ⓘ	Length (inches) ⓘ
45	31	29

Quantity: 60 ☐ Stored on Pallets ☐ Stored on Shelves

Step 6: Calculate your storage requirements!
Tool will return storage estimate in sq ft, cu ft, # of pallets.

You can also look at ballot and equipment storage separately.
Use information to enhance your storage planning and optimization.

Storage Requirements ✕

	Total Storage	Ballot Storage	Equipment Storage
Ballot & Equipment	Area (Square Feet)		Volume (Cubic Feet)
Total	**5102.6**		**9401.9**

Note: Storage estimates should be used for informational purposes only. These may not accurately reflect actual storage requirements.

About PLEJ

PLEJ is a national, nonpartisan nonprofit providing a community of support to large election jurisdictions (those with 250K+ population or any of the four largest jurisdictions in the state or U.S. territory) and professional development opportunities to individuals working in the election administration space.

Wait-to-Vote Calculator
votetime.app

Allows election offices to plan ahead for in-person voting by estimating wait times based on ballot length, equipment allocations, and voters in line.

VBM Lead Time Calculator
vbmtime.app

Helps election offices plan the time to process mail ballots (arrival through verification, scanning, and tabulation, based on resources available).

Precinct Design Tool
votelayout.app

Allows election offices to create digital layouts of all assigned equipment, staff, etc at in-person voting locations by election type.