

**SITE JOURNAL CONTENTS**

- Completed Site Journal
- Exhibit A: Site Inspection Photos
- Exhibit B: Site Posting Photos
- Exhibit C: Outreach Report
- Exhibit D: Clean Up & Storage Photos
- Exhibit E: Storage Detail

**A. SITE INSPECTION**

To be filled out by the Field Coordinator prior to any Full Encampment Clean Up and as part of any Obstruction or Hazard Removal. Site Journals and photos should be saved in the appropriate folder in the Encampments directory on the G:Drive.

<b>Site Name:</b> <u>West Galer Street Fly-Over</u>	<b>Date of Inspection:</b> <u>04/19/17</u>
<b>Site Address:</b> <u>West Galer St &amp; 14<sup>th</sup> Ave W</u>	<b>Date of Clean-Up:</b> <u>04/27/17, 5/5/17, 5/8/17</u>
<b>Inspection By:</b> <u>Giyen Kim/Ken Ewalt</u>	<b>SERIS #</b> <u>570-05</u>
<b>Referred By:</b> <u>SERIS, Community</u>	<b>Photos to FAS?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SITE OCCUPANCY DATA**

Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1	2	0	1	3

**SITE CHARACTERISTICS**

- |  |   |  |
|--|---|--|
| Park                                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sidewalk                               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Within 50ft of a water body or wetland | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Roadway                                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Within 50ft of a Guardrail             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Heavy Traffic                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Near Industrial Zone                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Forested Area                          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Play Area                              | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Rented Area                            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Slope                                  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Slide Zone                             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Fire                                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Other: Dog                             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Other:                                 | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |
| Other:                                 | <input type="checkbox"/> Yes            | <input type="checkbox"/> No            |

<b>TOTAL COUNT:</b>	7
---------------------	---

**HEALTH CONDITIONS**

- |                       |   |  |
|-----------------------|---|--|
| Disorganized          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Bagged        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Loose         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Bulky Items   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Metal         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Human Waste           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Rats/Mice             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Hazardous Materials   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Falling Tree or Limbs | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Chemical Waste        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Fires                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Criminal Activity     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Weapons               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Open Alcohol          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sharps                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Property Damage       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

<b>TOTAL COUNT:</b>	12
---------------------	----

**EXHIBIT A: SITE INSPECTION PHOTOS**

During a site inspection, Field Coordinators should take photos of the following and store the photos in the appropriate G:Drive folder:

- |                                    |                              |                                |
|------------------------------------|------------------------------|--------------------------------|
| • Cross Street Signs               | • Photos of Individual Tents | • Obstructions or Hazards      |
| • General Photos of the Encampment | • Debris Fields              | • Vehicles/RVs /License Plates |

**NAVIGATION TEAM ASSESSMENT**

- |  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> Full Encampment Clean Up | <input type="checkbox"/> Obstruction Removal | <input type="checkbox"/> Hazard Removal | <input type="checkbox"/> Litter Pick Only |
|--|--|---|---|

**PRE-JOB SITE ASSESSMENT & INSTRUCTIONS**

- |   |   |                             |
|---|---|-----------------------------|
| Uneven Terrain (Fall Protection Required) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Waste Hauling to Dump                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Waste Hauling to Other Location           | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

**Specifications/Notes**


---



---

## B. RESOURCE PLANNING

### SITE CREW ASSESSMENT *of* FIELD CONDITIONS

#### JOB SITE INSTRUCTIONS

Fall Protection Required	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Waste Hauling to Dump	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Waste Hauling to Other Location	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Vegetation Pruning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Biohazard Waste	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

#### Specifications/Notes

---



---



---



---



---

#### EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew Involved	4	Cascadia
Number of Hazmat Crew Involved	4	Belfor
Number of Truck Drivers Approved	0	
Number of Full Time Days On-site Approved	2	
Number of Partial Days On-site Approved	0	
Total Hours Approved	16	

#### INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	0	
Number of Light Teams	2	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

#### STAGING LOCATION

Date: 04/27/17 Time: 8:30AM Location: 15<sup>th</sup> Ave W & W Wheeler

## C. PRE-CLEAN UP ACTIVITIES

### EXHIBIT B: SITE POSTING PHOTOS

- Regular Encampment Clean-up: 72 hour Notice
- Obstruction or Hazard Clean-up: Notice of Immediate Removal

- Cross Street Signs
- Postings on Individual Tents
- Documentation of the Actual Obstruction or Hazard
- General Photos of the Encampment
- Postings within the Vicinity

Field Coordinators should take photos and collect photos from the Navigation Officers and store them photos in the appropriate G:Drive folder:

### EXHIBIT C: OUTREACH REPORT

The Outreach Coordinator will provide a consolidated report for both pre-engagement and day-of activities of the outreach and Navigation team.

## D. DAY OF CLEAN-UP

For **regular encampment clean-ups**, all checklist items must be marked “Yes” at the start time of the event in order proceed with the clean-up. If for any reason the of the following questions are answered “No” – **the Field Coordinator must immediately halt the clean-up activities**. Hazard and Obstruction clean-ups are excluded from this.

**FIELD COORDINATOR** James Lohman

### CHECKLIST *for* ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Cleanup is occurring on date specified in notice	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Outreach was provided before the cleanup	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Outreach team is present at cleanup site	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Personnel are ready to identify and collect belongings	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
SPD or WSP officers are present to support cleanup	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Crew is present and ready to support cleanup	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

### EXHIBIT D: CLEAN-UP PHOTOS

Field Coordinators are responsible for ensuring that photos are taken to document the clean-up event and saved to the appropriate G:Drive folder. This includes pictures of site conditions, tents, storage and before/after photos.

- Cross Street Signs
- Photos of Tent ID Numbers
- Photos of Storage Bin Contents
- General Photos of the Encampment
- Individual Tent Contents
- After Photos

### STORAGE SUMMARY

TOTAL TENTS/STRUCTURES	OWNER PRESENT Accepted Storage	OWNER PRESENT Declined Storage	NOT PRESENT Storable	NOT PRESENT Not Storable
3	0	1	1	1

### STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
7	2	0	0

### EXHIBIT E: STORAGE INFO

Field Coordinators are responsible for ensuring that we log information about each tent/structure that is at the clean-up site. This includes regular, obstruction and hazard clean-ups.

## WEST GALER ST FLYOVER

04/27/17, 05/05/17, 05/08/17 - Regular Encampment Clean Up & Litter Pick

- Campers are under the flyover and above/next to the flyover in the grassy area as well (see arrow)



## **WEST GALER ST FLYOVER**

04/27/17, 05/05/17 & 05/08/17 - Regular Encampment Clean Up

### **05/08/17 Notes**

- This clean-up was conducted over two weeks – on 04/28/17 and 05/05/17. The first clean-up was with Belfor & a Seattle Parks & Recreation light team. The second clean-up was with a contractor only (Cascadia).
- We were unable to complete the clean-up on 04/27 because we were having difficulty moving one of the campers due to the large volume of personal belongings at the clean-up site and because of some mental health issues that we were working around. 72-hour notices were posted both times.
- On 05/08 we conducted a Litter Pick of Galer Flyover to clean up leftover debris at the site.

**EXHIBIT A - SITE INSPECTION**



**EXHIBIT B - 05/01/17 POSTING**

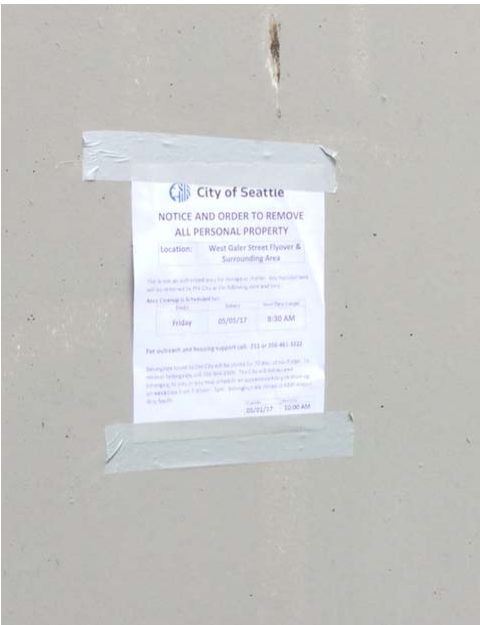
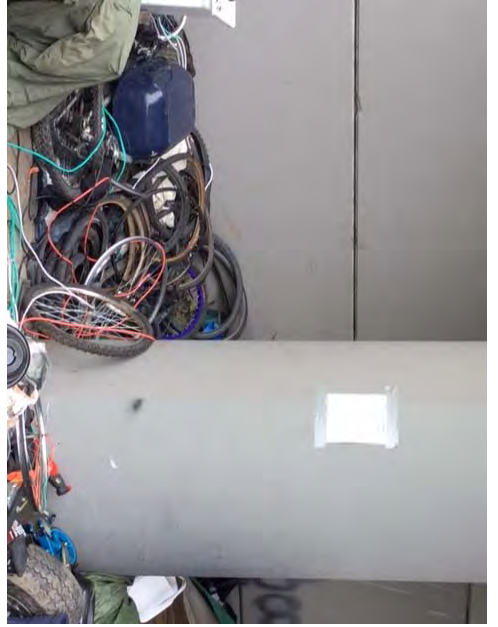
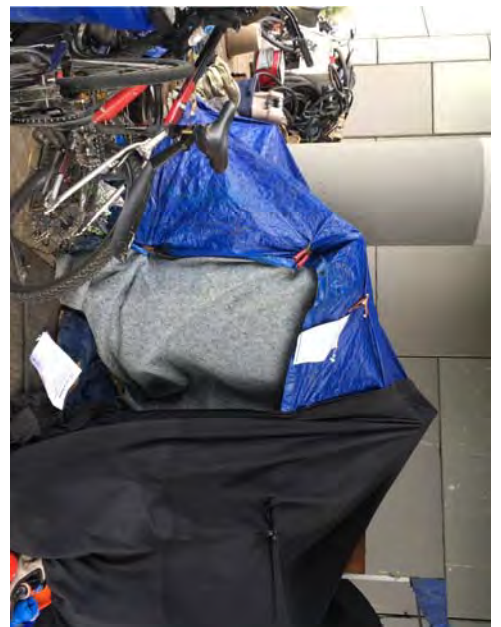
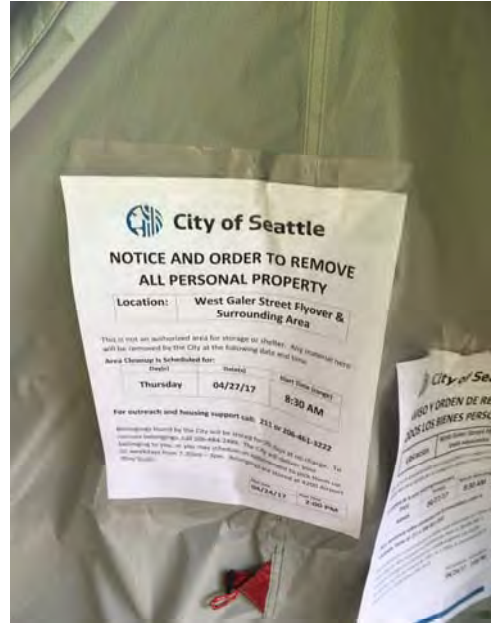
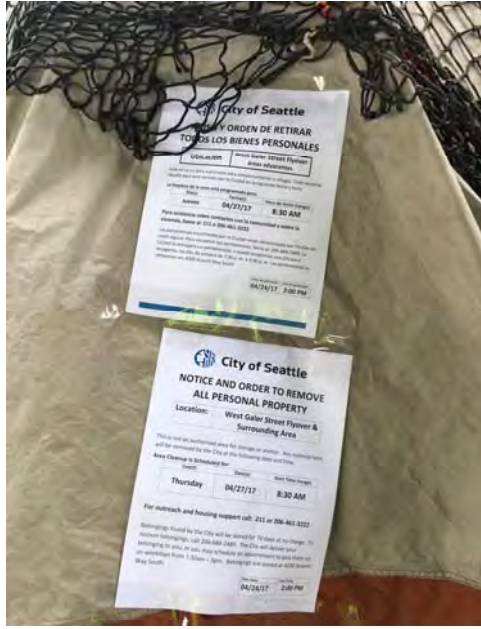
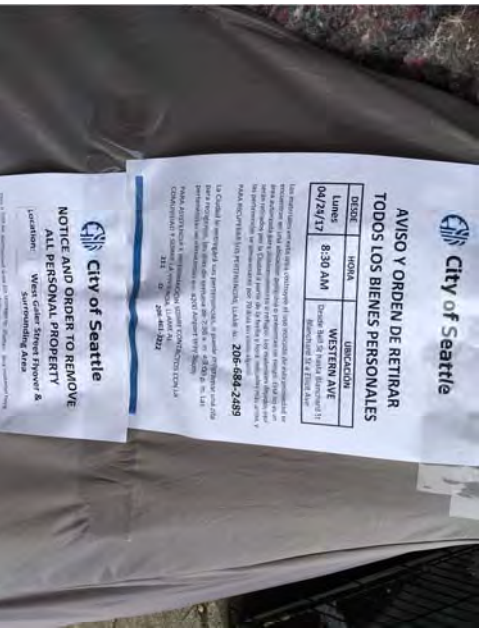


EXHIBIT B - 04/27/17 POSTING







**City of Seattle**  
**AVISO Y ORDEN DE RETIRAR**  
**TODOS LOS BIENES PERSONALES**

ORDEN	UBICACION
04/24/17	WESTERN AVE
8:30 AM	Western Ave & 1st Ave

NOTICE AND ORDER TO REMOVE ALL PERSONAL PROPERTY  
 Location: WEST GARDEN STREET ELYSE & SURROUNDING AREA  
 Date: 04/24/17  
 Time: 8:30 AM

**City of Seattle**  
**NOTICE AND ORDER TO REMOVE**  
**ALL PERSONAL PROPERTY**  
 Location: West Garden Street Elyse & Surrounding Area  
 Date: 04/27/17  
 Time: 8:30 AM

For outreach and housing support call: 215 or 206-465-0222

City of Seattle  
 AVISO Y ORDEN DE RETIRAR  
 TODOS LOS BIENES PERSONALES

Ubicación: West Garden Street Elyse & Surrounding Area

**EXHIBIT D - 04/27/17 CLEAN UP**



**City of Seattle**  
**NOTICE OF CLEANUP**

CLEANUP DATE	LOCATION
04/27/17	West Galer St. Fly-Over

This is not an authorized area for storage or shelter. Material found here was removed by the City.

**BELONGINGS ARE IN STORAGE:  Yes /  NO**

TO RECOVER BELONGINGS CALL: **206-684-2489**

Belongings will be stored for 70 days at no charge. The City will deliver your belonging to you, or you may schedule an appointment to pick them up on weekdays from 7:30am – 3pm. Belongings are stored at: 4200 Airport Way South.

FOR OUTREACH AND HOUSING SUPPORT OR INFORMATION CALL 211 OR 206-461-3222.

**City of Seattle**

**AVISO DE LIMPIEZA**

FECHA DE LIMPIEZA	UBICACIÓN
04/27/17	West Galer St. Fly-Over

Esta no es un área autorizada para almacenamiento o refugio. El material encontrado aquí será retirado por la Ciudad.

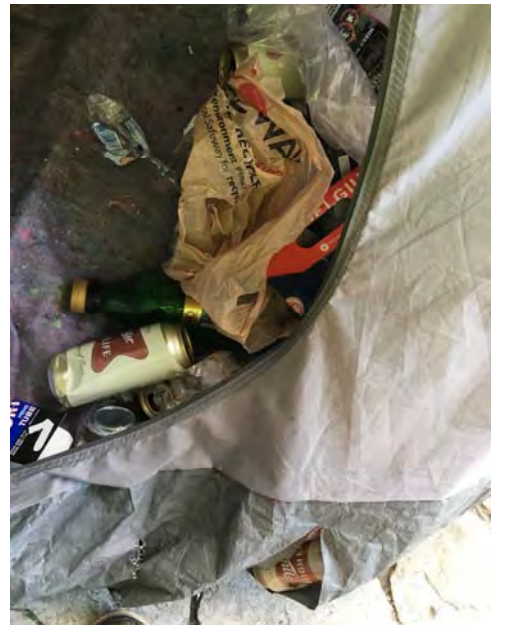
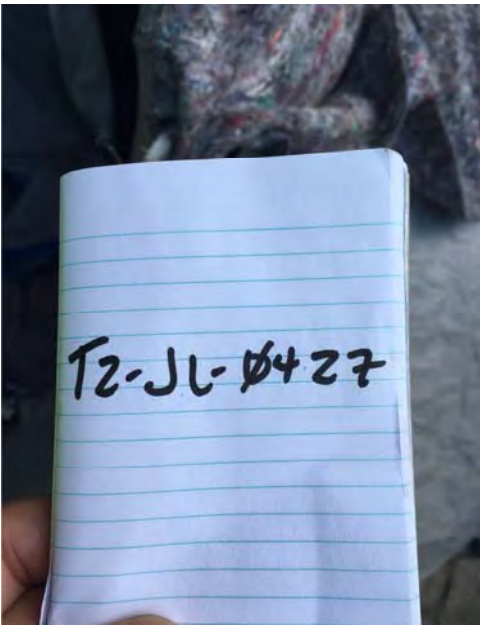
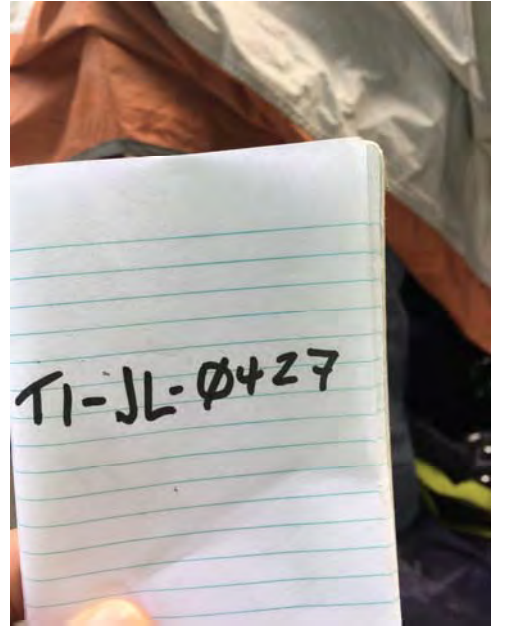
**LAS PERTENENCIAS ESTÁN EN ALMACENAMIENTO  SI /  NO**

PARA RECUPERAR SUS PERTENENCIAS, LLAME AL **206-684-2489**

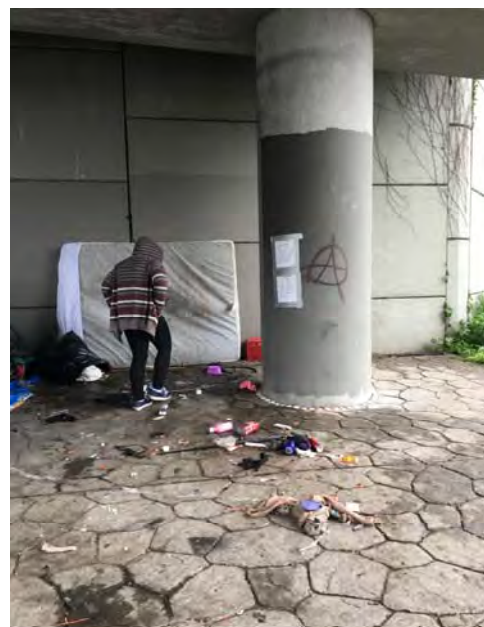
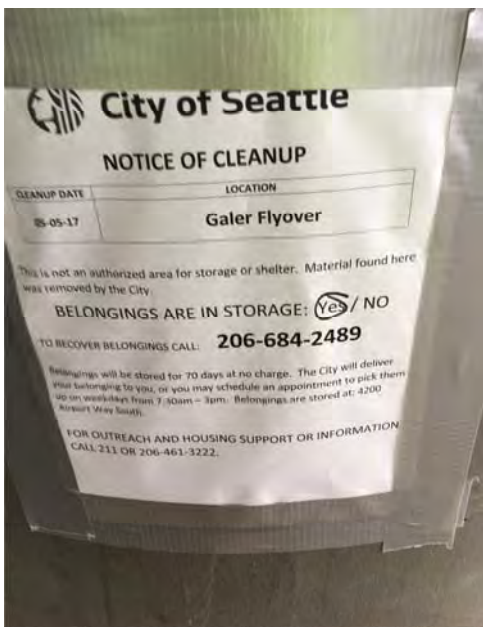
Pertenencias se almacenarán por 70 días sin costo alguno. La Ciudad le entregará sus pertenencias, o puede programar una cita para recogerlas, los días de semana de 7:30 a. m. a 3:00 p. m. Las pertenencias se almacenan en: 4200 Airport Way South.

PARA ASISTENCIA E INFORMACIÓN SOBRE CONTACTOS CON LA COMUNIDAD Y SOBRE LA VIVIENDA, LLAME AL: 211 O 206-461-3222













Site Name: West Galer St. Fly-Over

 Date of Clean Up: 04/27/17 & 05/05/17

 Field Coordinators are responsible for completing this form as part of the *Site Journal*. You should log the following –

- Tent owners who present and accept storage
- Tent owners who are present and indicate that they want their tent/belongings disposed of
- Abandoned tents or items found in debris that we are storing
- Abandoned tents that we are disposing of

Each tent/structure should occupy one line so we can document if storage was offered, accepted or to explain why we disposed or stored items. After this form is complete, you will use the totals from this form to fill out the Storage Summary and Totals information.

**Tent Naming Convention:** T#-Initials-MonthDay

**Example:** T1-JH-0428

Owner Name or Tent/Structure #	Owner Present?	Storage?	Not Storable? <i>Check All That Apply</i>	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
Items found on Site	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair	3	1	0	0	Small black/gray case w/ "phantom" drive, blue framed backpack, brown bag, ornate curved knife, black sparkly bike
██████████	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair	4	1	0	0	1 bag w/ "razor" scooter, 1 bag w/pink bunny, 1 bag w/ all clothes, 1 bag w/big pink bag of misc.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					



Owner Name <i>or</i> Tent/Structure #	Owner Present?	Storage?	Not Storable? <i>Check All That Apply</i>	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair					