

**SITE JOURNAL CONTENTS**

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**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.

**Site Name:** Spokane Street Corridor - 6<sup>th</sup> Ave S to Alaskan Way      **Date of Inspection:** 06/13/17  
**Site Address:** Spokane Street Corridor - 6<sup>th</sup> Ave S to Alaskan Way      **Date of Clean-Up:** 7/13/2017  
**Inspection By:** K. Ewalt/G. Kim      **SERIS #** 779-04, 2614-01, 188-03, 390-06, 738-02,  
**Referred By:** SERIS, SPD, Business      **Photos to FAS?**  Yes  No

**SITE OCCUPANCY DATA**

Zone	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
Airport to 7 <sup>th</sup> Ave S	10	1	2	0	13
Zone 1: 5 <sup>th</sup> Ave S – 6 <sup>th</sup> Ave S	12	0	0	0	12
Zone 2: 5 <sup>th</sup> Ave S – 4 <sup>th</sup> Ave S	9	2	0	0	11
Zone 3: 4 <sup>th</sup> Ave S to 1 <sup>st</sup> Ave S	26	6	1	0	31
Zone 4: 1 <sup>st</sup> Ave S to Colorado + Under 1 <sup>st</sup> Ave S Off Ramp	33	9	1	0	38
<b>TOTALS</b>	<b>90</b>	<b>18</b>	<b>4</b>	<b>0</b>	<b>112</b>

**SITE CHARACTERISICS**

- Park  Yes  No
- Sidewalk  Yes  No
- Within 50ft of a water body or wetland  Yes  No
- Roadway  Yes  No
- Within 50ft of a Guardrail  Yes  No
- Heavy Traffic  Yes  No
- Near Industrial Zone  Yes  No
- Forested Area  Yes  No
- Play Area  Yes  No
- Rented Area  Yes  No
- Slope  Yes  No
- Slide Zone  Yes  No
- Fire  Yes  No
- Other:  Yes  No
- Other:  Yes  No
- Other:  Yes  No

**TOTAL COUNT:** 4

**HEALTH CONDITIONS**

- Disorganized  Yes  No
- Garbage/Bagged  Yes  No
- Garbage/Loose  Yes  No
- Garbage/Bulky Items  Yes  No
- Garbage/Metal  Yes  No
- Human Waste  Yes  No
- Rats/Mice  Yes  No
- Hazardous Materials  Yes  No
- Falling Tree or Limbs  Yes  No
- Chemical Waste  Yes  No
- Fires  Yes  No
- Criminal Activity  Yes  No
- Weapons  Yes  No
- Open Alcohol  Yes  No
- Sharps  Yes  No
- Property Damage  Yes  No

**TOTAL COUNT:** 14

**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
- General Photos of the Encampment
- Photos of Individual Tents
- Debris Fields
- Obstructions or Hazards
- Vehicles/RVs /License Plates

**NAVIGATION TEAM ASSESSMENT (Choose One Type)**

- Full Encampment Clean Up   
  Obstruction Removal   
  Hazard Removal   
  Litter Pick Only

**PRE-JOB SITE ASSESSMENT & INSTRUCTIONS**

- Uneven Terrain (Fall Protection Required)     Yes     No  
 Waste Hauling to Dump     Yes     No  
 Waste Hauling to Other Location     Yes     No

**Specifications/Notes**


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## B. RESOURCE PLANNING

**SITE CREW ASSESSMENT of FIELD CONDITIONS**
**JOB SITE INSTRUCTIONS**

- Fall Protection Required     Yes     No  
 Waste Hauling to Dump     Yes     No  
 Waste Hauling to Other Location     Yes     No  
 Vegetation Pruning     Yes     No  
 Biohazard Waste     Yes     No

**Specifications/Notes**


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**EXTERNAL CONTRACTORS**

	Total	Description
Number of Labor Crew Involved	4	Cascadia
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	1	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

**INTERNAL CLEAN UP TEAMS**

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

**STAGING LOCATION**

Date: 7/13/2017    Time: 8:30 am    Location: Spokane & Airport Way

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

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** Christina Korpi and Jeff Horan

### 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
21	0	14	4	3

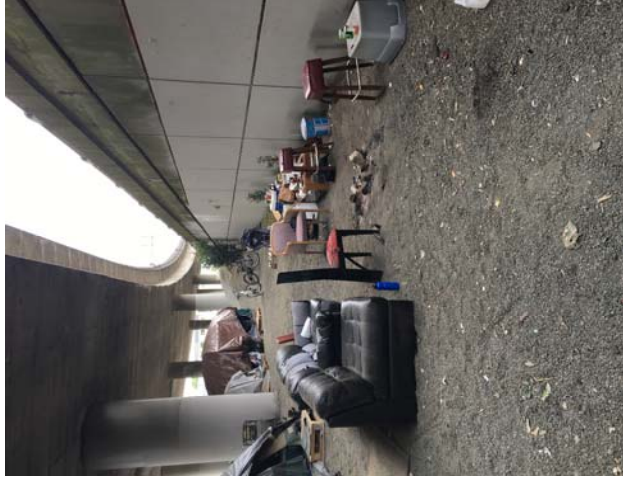
### STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
4	0	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.

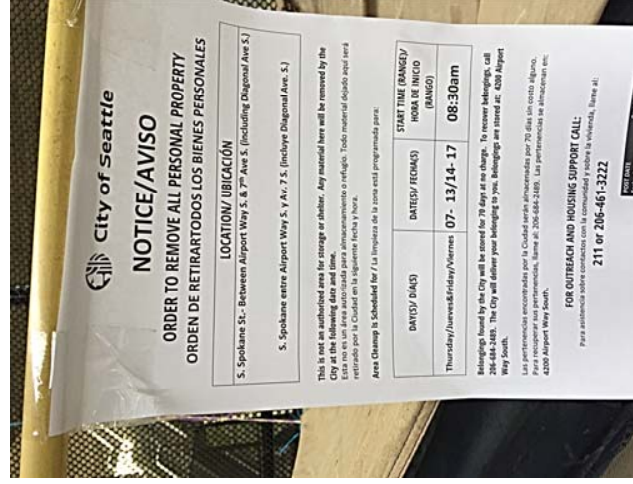
Exh A Site Inspection









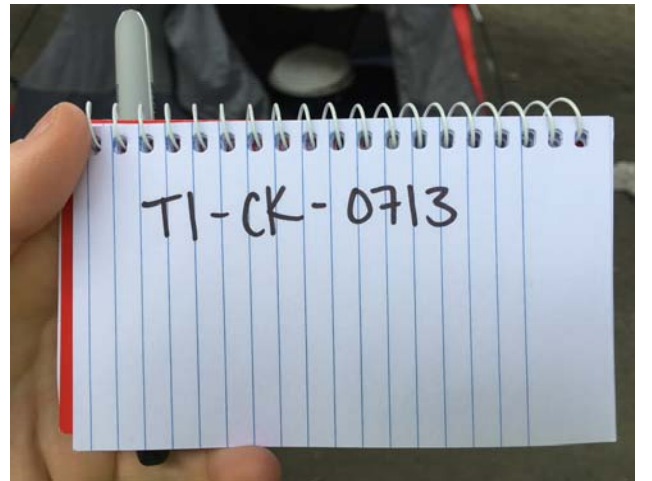


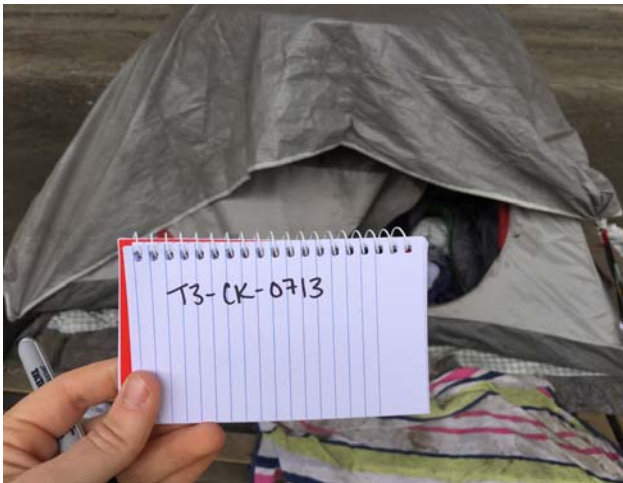
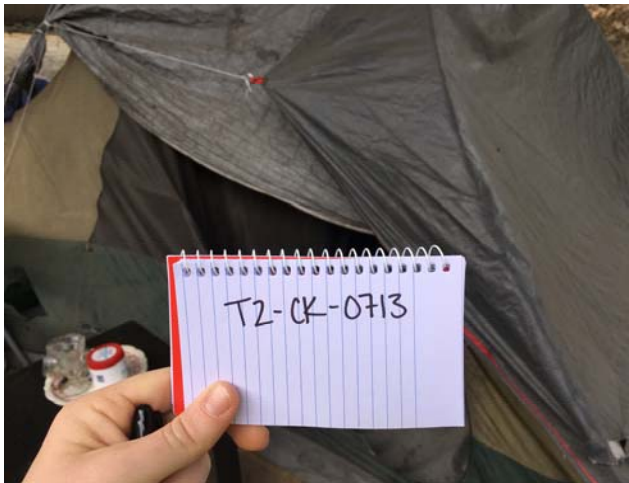




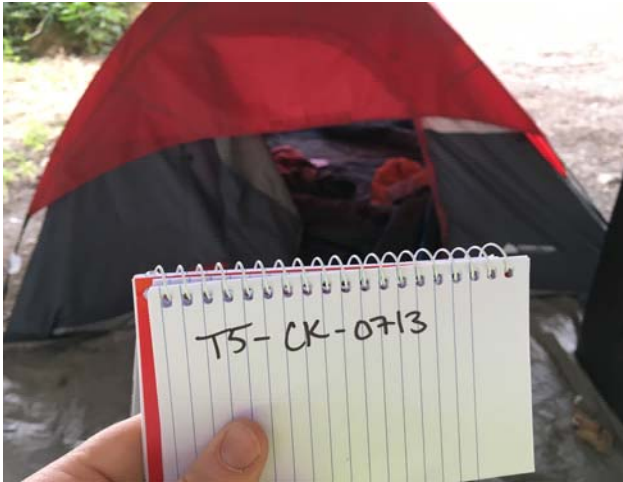
Exh D Clean Up & Storage Photos









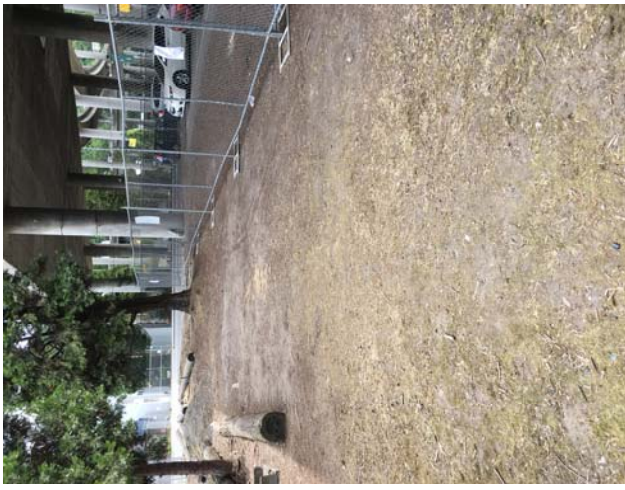


T5-CK-0713









**City of Seattle**

**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

UNIDAD (UNIT) / UNIDAD (UNIT): 3/13/17  
 LOCALIDAD (LOCATION) / LOCALIDAD (LOCATION): S. Spokane St. - Between Airport Way S. & Ave. S.

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

Belongings are to be removed from this area by the owner or other person responsible for the unit by **Friday, April 14, 2017, 12:00 PM**. If not removed by this date, the City will dispose of the items as waste.

**BELOINGINGS ARE IN STORAGE:**  
 YES / SI  NO / NO

**TO RECOVER BELONGINGS CALL:**  
 Lisa Peterson, Director of Administrative Services, 206-459-9549

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
 211 or 206-461-3222





Site Name: S. Spokane between Airport Way S. and 7<sup>th</sup> Ave S

 Date of Clean Up: 7/13/2017

 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
T1-CK-0713	<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 checked="" type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	0	0	0	0	Tent was the camp bathroom.
T2-CK-0713	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	0	0	0	0	Owner took the belongings that he wanted and stated to throw the rest away.
T3-CK-0713	<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 checked="" type="checkbox"/> Damaged	0	0	0	0	Tent was ripped, no storable items inside. Owner of tent next door stated that the owner had left several days ago and moved to Spokane, WA.
T4-CK-0713	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	1	0	0	0	Tent was not storable because it was ripped and had black spots. Tent had food waste, soiled clothing, mildew smell. I was able to store 4 purses and a CD case with CDs.
T5-CK-0713	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	1	0	0	0	Tent was not storable because it was ripped and covered in bird poop. I was able to store some clothing and other small misc. items.
T6-CK-0713	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	0	0	0	0	Tent was not storable because it was ripped. Camper left site and never returned, belongings inside were wet and smelled of urine.

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
T7-CK-0713	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	0	0	0	0	Tent was not storable because it was ripped. There were needles visible inside. No storable items.
T8-CK-0713	<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	1	0	0	0	Stored tent. Tent was pretty much empty except for a few small items of garbage.
T9-CK-0713	<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 checked="" type="checkbox"/> Damaged	1	0	0	0	Structure was made out of wood and not storable. Only storable items inside were a plaque and a flashlight.
	<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					
	<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					
	<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					
	<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					
	<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					
	<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					

