

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 <G:\FAC\Encampments\Encampment clean ups> directory.

Site Name: James St.to Cherry St. **Date of Inspection:** 7-28-17
Site Address: James St.to Cherry St **Date of Clean-Up:** 8-1-17
Inspection By: J. Lohman **SERIS #** 409-07, 813-07,298-08
Referred By: SERIS **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
13	1	7	0	21

SITE CHARACTERISICS

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 checked="" type="checkbox"/> Yes	<input 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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Slide Zone	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Other:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

TOTAL COUNT:	6
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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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Weapons	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Alcohol	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Sharps	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

TOTAL COUNT:	12
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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

Full Encampment Clean Up
 Obstruction Removal
 Hazard Removal
 Litter Pick Only

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS

Uneven Terrain (Fall Protection Required)	<input type="checkbox"/> Yes	<input checked="" 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 type="checkbox"/> Yes	<input checked="" 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	3	Cascadia
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	1	
Number of Full Time Days On-site Approved	0	
Number of Partial Days On-site Approved	1	
Total Hours Approved	4	

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: 8-1-17 Time: 8:30am Location: James St. & Cherry St.

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 J. 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 Removed Tent	OWNER PRESENT Asked FC to Discard	NOT PRESENT Storable	NOT PRESENT Not Storable
6	2	3	0	1	0

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
16	0	0	2

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.

Exhibit A: Site Inspection

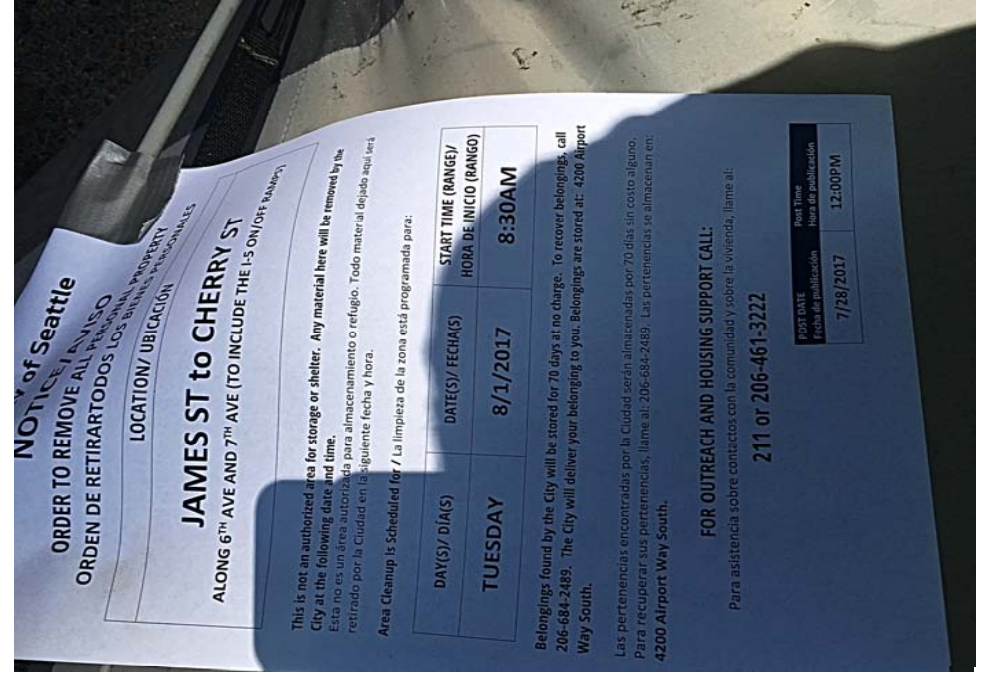
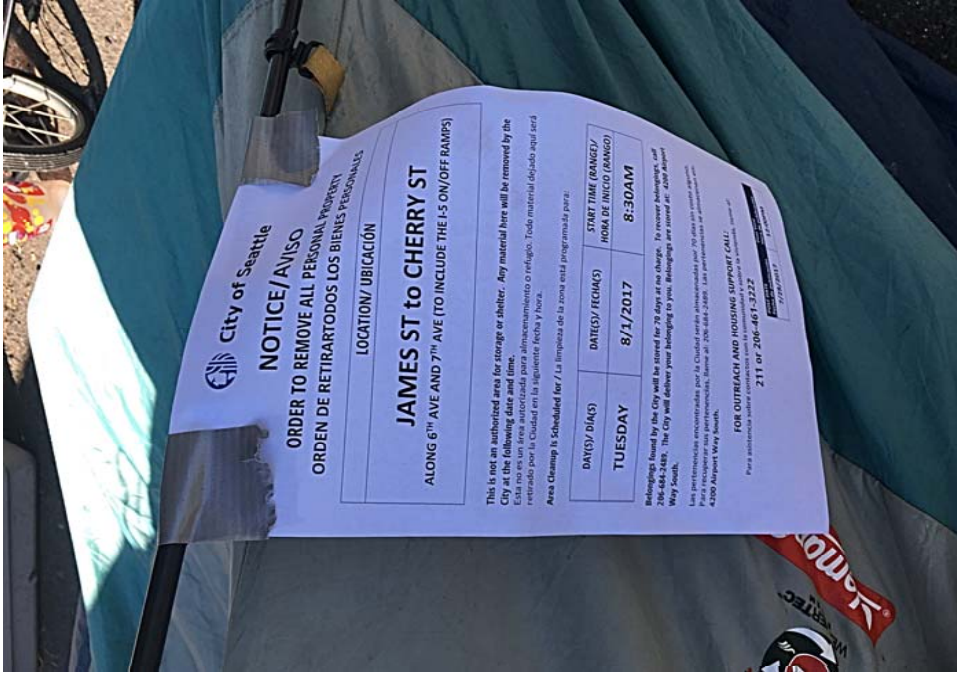
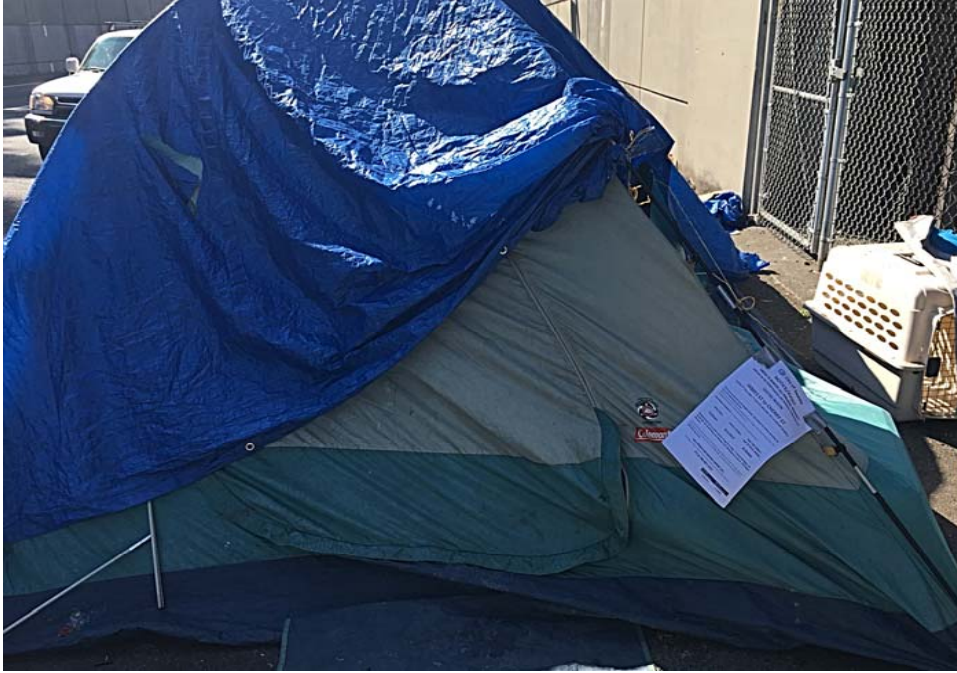


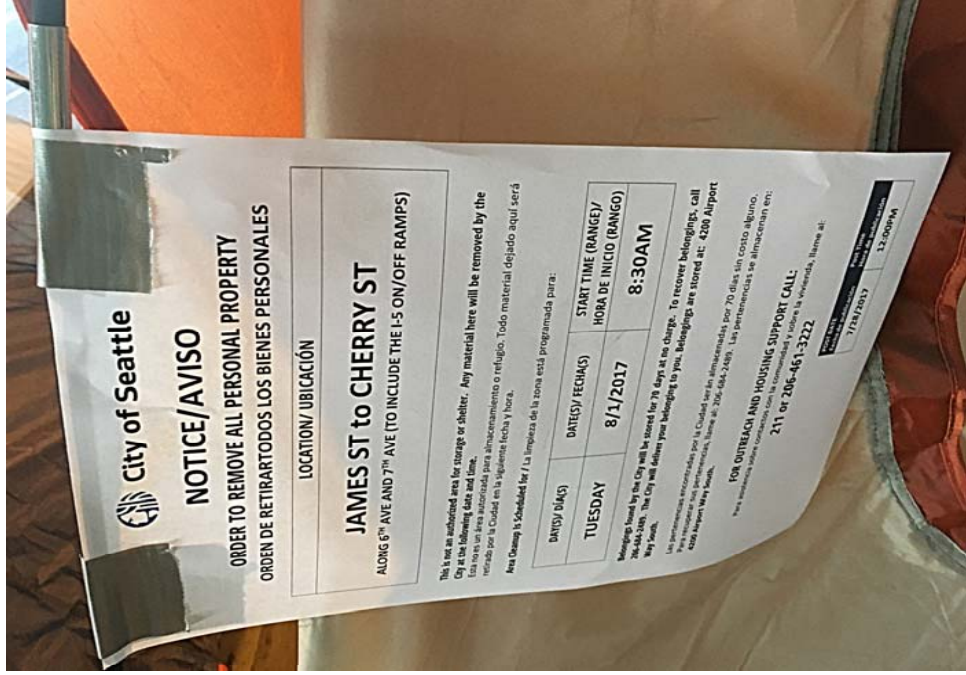
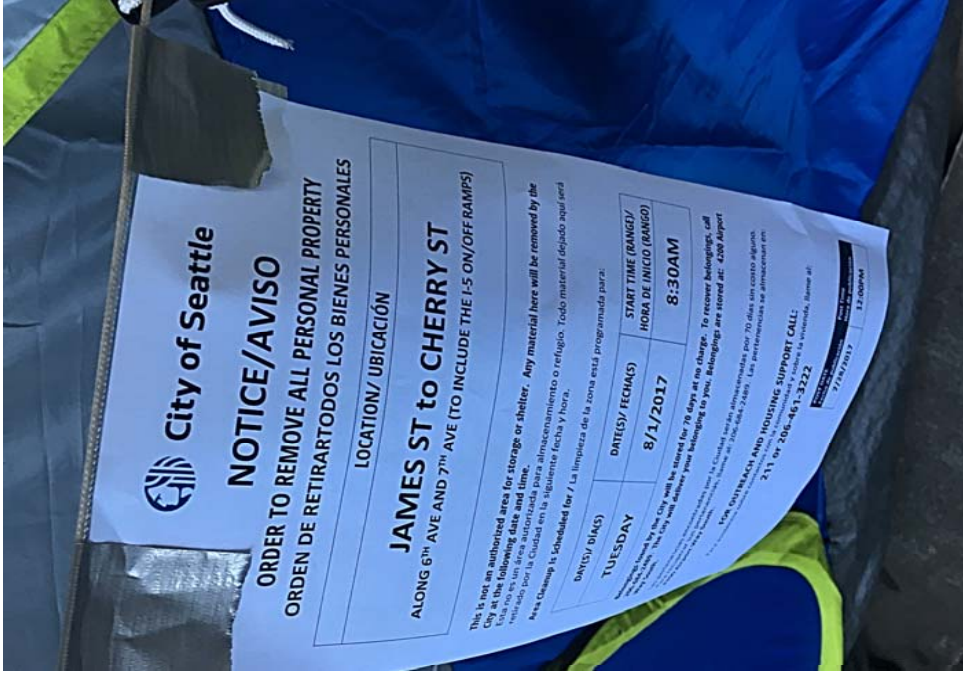






Exhibit B: Site Posting





NOTICE/AVISO

**ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

LOCATION/ UBICACIÓN

**JAMES ST to CHERRY ST
ALONG 6TH AVE AND 7TH AVE (TO INCLUDE THE I-5 ON/OFF RAMP(S))**

*This is not an authorized area for storage or shelter. Any material here will be removed by the City at the following date and time.
Esta no es un área autorizada para almacenamiento o refugio. Todo material dejado aquí será retirado por la Ciudad en la siguiente fecha y hora.*

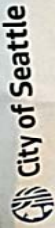
DATES/ FECHAS

DATES/ FECHAS	START TIME (RANGE)/ HORA DE INICIO (RANGO)
TUESDAY 8/1/2017	8:30AM

Belongings found by the City will be stored for 70 days at no charge. To recover belongings, call 211 or 206-461-3222.

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

City of Seattle
211 or 206-461-3222
www.seattle.gov



NOTICE/AVISO

**ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

LOCATION/ UBICACIÓN

JAMES ST to CHERRY ST

ALONG 6TH AVE AND 7TH AVE (TO INCLUDE THE I-5 ON/OFF RAMP(S))

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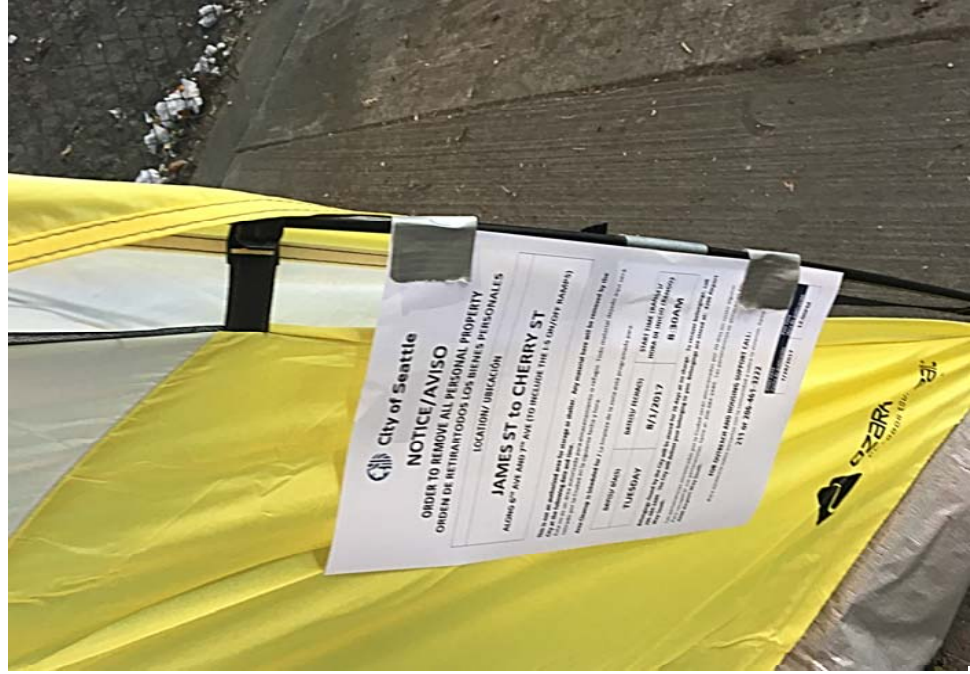
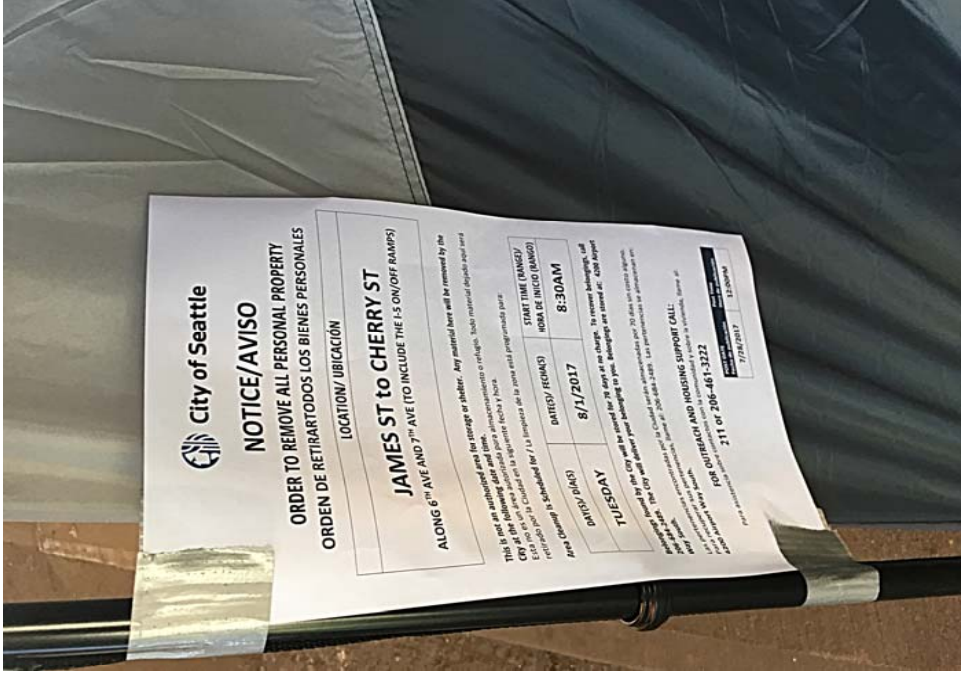
DATES/ FECHAS

DATES/ FECHAS	START TIME (RANGE)/ HORA DE INICIO (RANGO)
TUESDAY 8/1/2017	8:30AM

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LOCATION/UBICACIÓN

JAMES ST to CHERRY ST
LONG 6TH AVE AND 7TH AVE (TO INCLUDE THE I-5 ON/OFF RAMP)

not an authorized area for storage or shelter. Any material here will be removed by the City on the following date and time.
no es un área autorizada para almacenamiento o refugio. Todo material dejado aquí será removido por la Ciudad en la siguiente fecha y hora.

Cleanup is Scheduled for / La limpieza de la zona está programada para:

DAY(S)/DÍAS	DATE(S)/FECHA(S)	START TIME (RANGE)/HORA DE INICIO (RANGO)
TUESDAY	8/1/2017	8:30AM

Personal belongings found by the City will be stored for 70 days at no charge. To recover belongings, visit 4300 Airport Way South. The City will deliver your belongings to you. Belongings are stored at: 4300 Airport Way South.
Los bienes personales encontrados por la Ciudad serán almacenados por 70 días sin costo alguno. Para recuperar sus pertenencias, visite el 4300 Airport Way South. La Ciudad entregará sus pertenencias a usted. Los pertenencias se almacenarán en el 4300 Airport Way South.

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

Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al 211 o al 206-461-3222.

DATE/TIME: 8/1/2017 12:00PM

City of Seattle

NOTICE/AVISO

ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES

LOCATION/UBICACIÓN

JAMES ST to CHERRY ST
LONG 6TH AVE AND 7TH AVE (TO INCLUDE THE I-5 ON/OFF RAMP)

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Cleanup is Scheduled for / La limpieza de la zona está programada para:

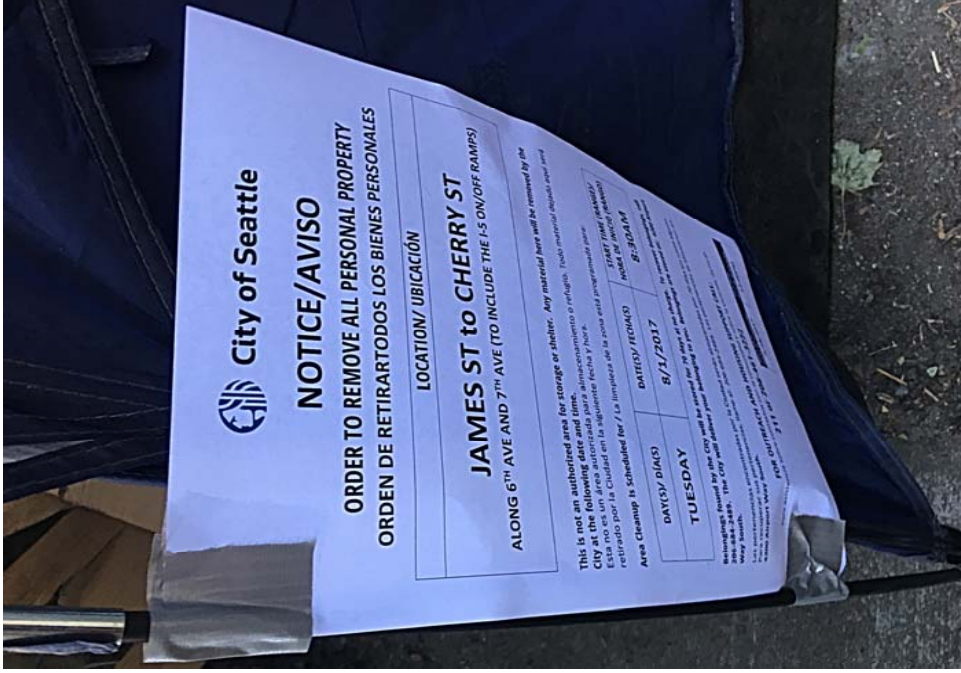
DAY(S)/DÍAS	DATE(S)/FECHA(S)	START TIME (RANGE)/HORA DE INICIO (RANGO)
TUESDAY	8/1/2017	8:30AM

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211 or 206-461-3222

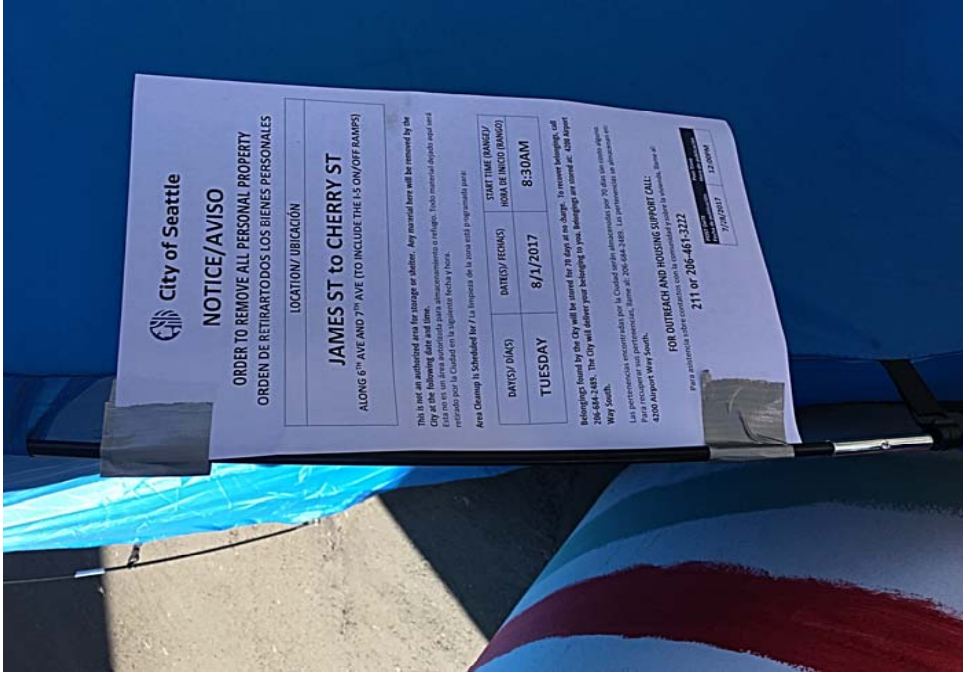
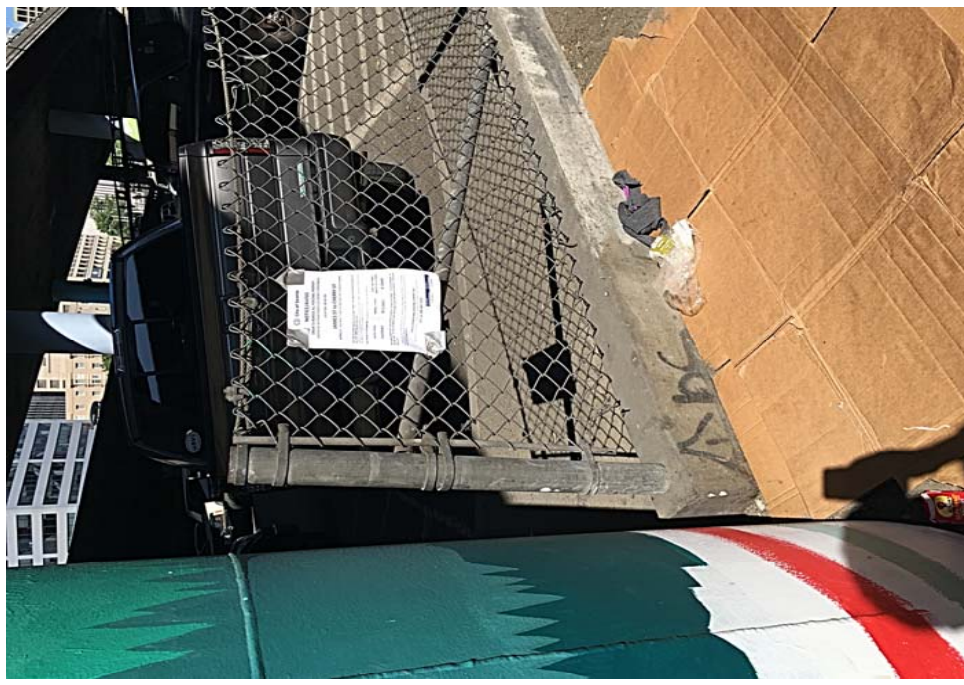
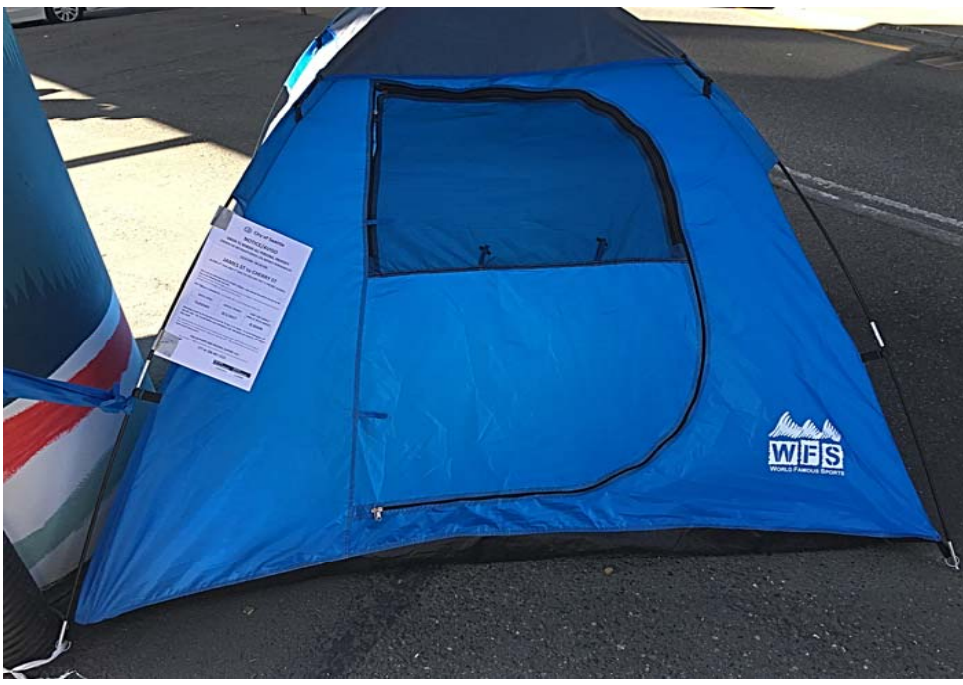
Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al 211 o al 206-461-3222.

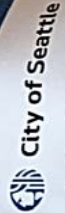
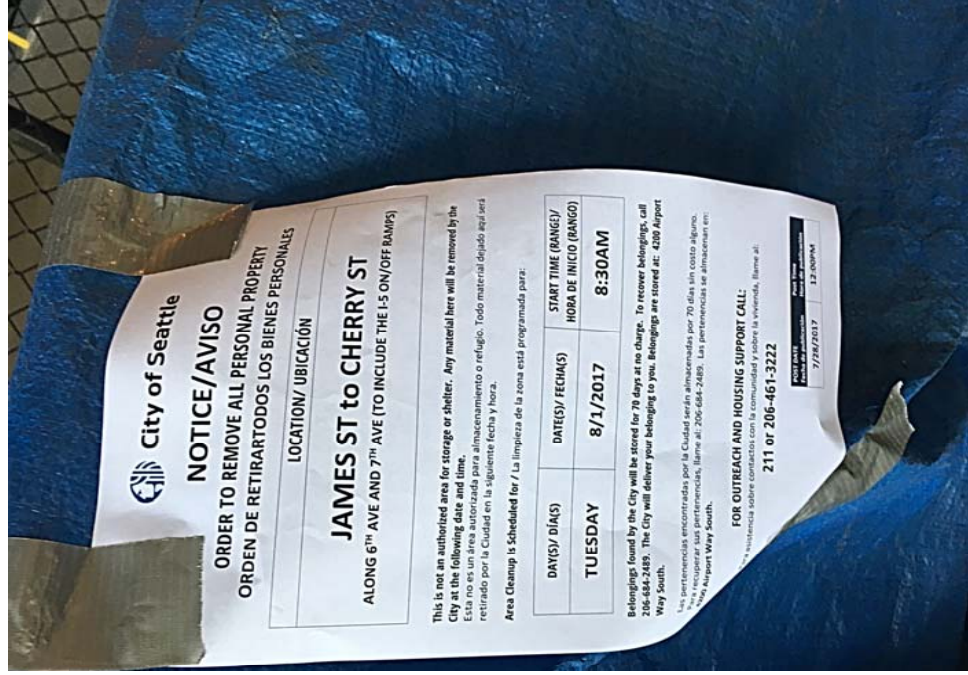
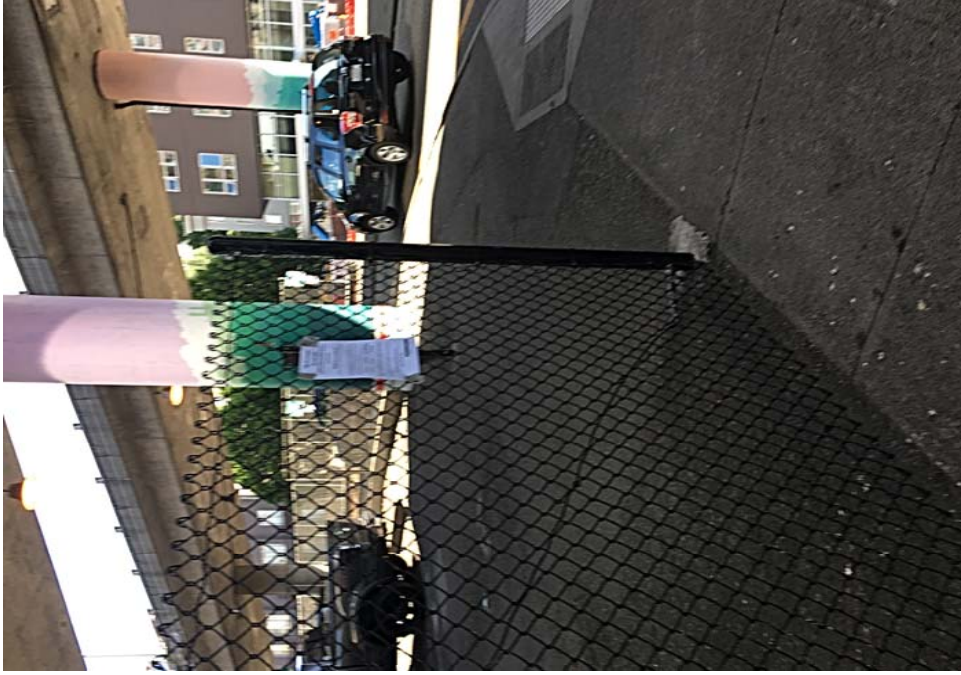
DATE/TIME: 8/1/2017 12:00PM











NOTICE / AVISO
ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES

LOCATION / UBICACIÓN
JAMES ST to CHERRY ST
ALONG 6TH AVE AND 7TH AVE (TO INCLUDE THE L.S ON/OFF RAMP)

This is not an authorized area for storage or shelter. Any material here will be removed by the City at the following date and time.
 Esta no es un área autorizada para almacenamiento o refugio. Todo material dejado aquí será retirado por la Ciudad en la siguiente fecha y hora.

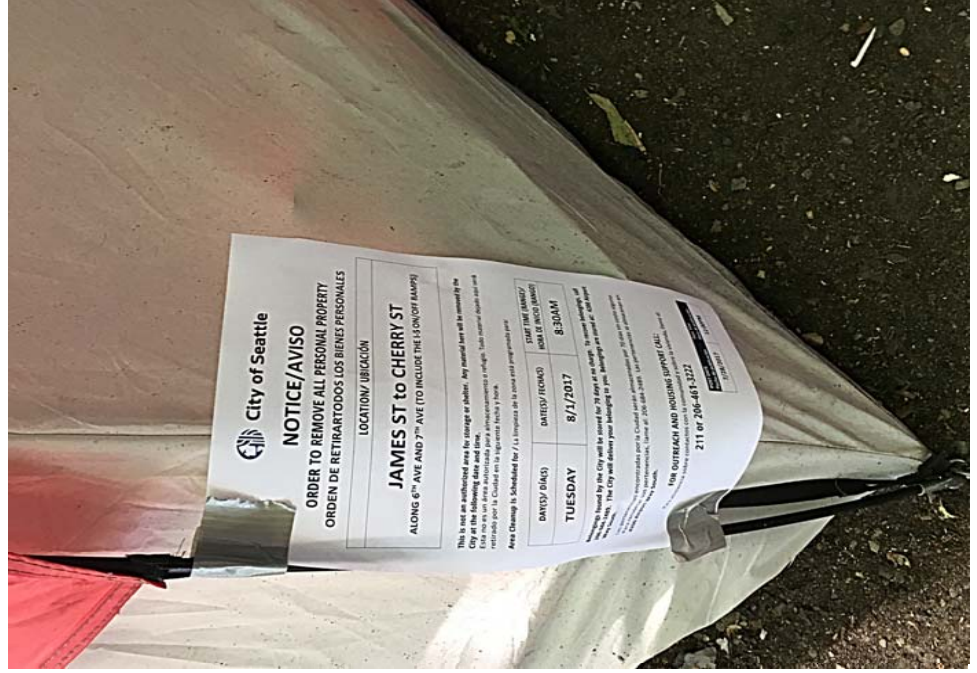
Area Cleanup is Scheduled for / La limpieza de la zona está programada para:

DAY(S) / DÍAS	DATE(S) / FECHAS	START TIME (RANGE) / HORA DE INICIO (RANGO)
TUESDAY	8/1/2017	8:30AM

Belongings found by the City will be stored for 70 days at no charge. To recover belongings, call 206-464-2489. The City will deliver your belonging to you. Belongings are stored at: 4200 Airport Way South.
 Los pertenencias encontradas por la Ciudad serán almacenadas por 70 días sin costo alguno. Para recuperar sus pertenencias, llame al: 206-464-2489. Las pertenencias se almacenarán en: 4200 Airport Way South.

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

7/26/2017 12:00PM

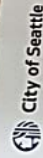


OF ENTRY

our patrons and customers only. Municipal Code and are prohibited, without permission of owner.

USE CONDITIONS MAY OR TO ARREST AND MINIMAL TRESPASS RCW 9A.52.080

City of Seattle



**NOTICE/AVISO
ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

LOCATION/UBICACIÓN

**JAMES ST to CHERRY ST
ALONG 6th AVE AND 7th AVE (TO INCLUDE THE 15' ON-CUT STRIPS)**

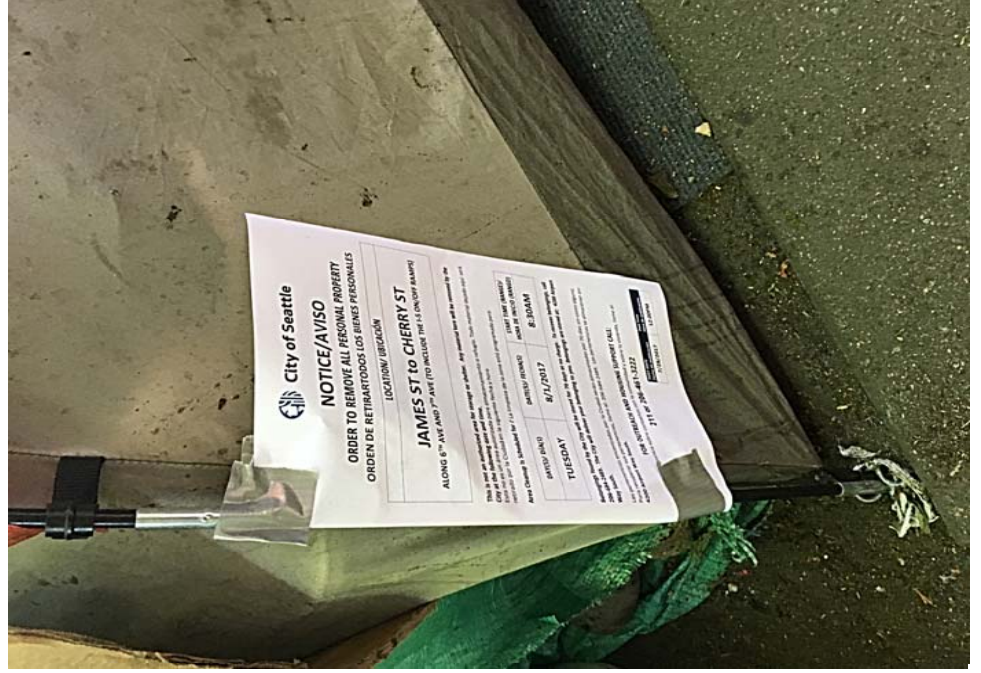
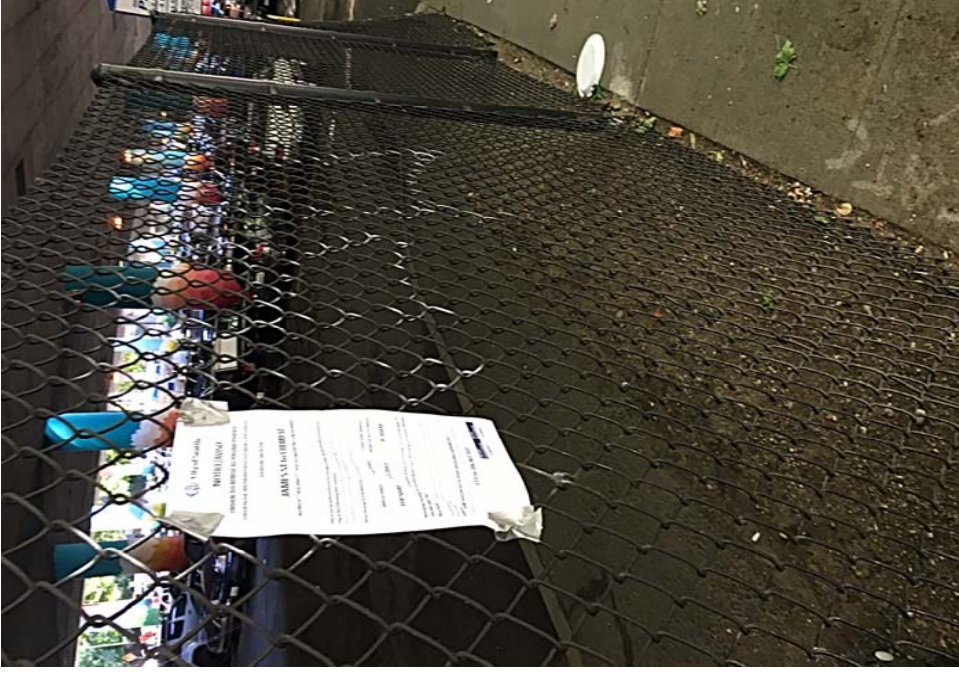
This is not an unattended area. Storage or shelter. Any materials will be removed by the City at the following date and time. This notice is posted on the property and on the City website. The City will remove your belongings if you do not remove them by the date and time specified. The City will remove your belongings if you do not remove them by the date and time specified. The City will remove your belongings if you do not remove them by the date and time specified.

DATE/TIME (AM/PM)	DATE/TIME (AM/PM)	DATE/TIME (AM/PM)
TUESDAY	8/7/2017	8:30AM

Area Cleanup is Scheduled for 7 A.M. to 10 A.M. on Tuesday, August 7, 2017. The City will remove your belongings if you do not remove them by the date and time specified. The City will remove your belongings if you do not remove them by the date and time specified. The City will remove your belongings if you do not remove them by the date and time specified.

For more information, please call the City of Seattle at 206-461-3222. For more information, please call the City of Seattle at 206-461-3222. For more information, please call the City of Seattle at 206-461-3222.

206-461-3222



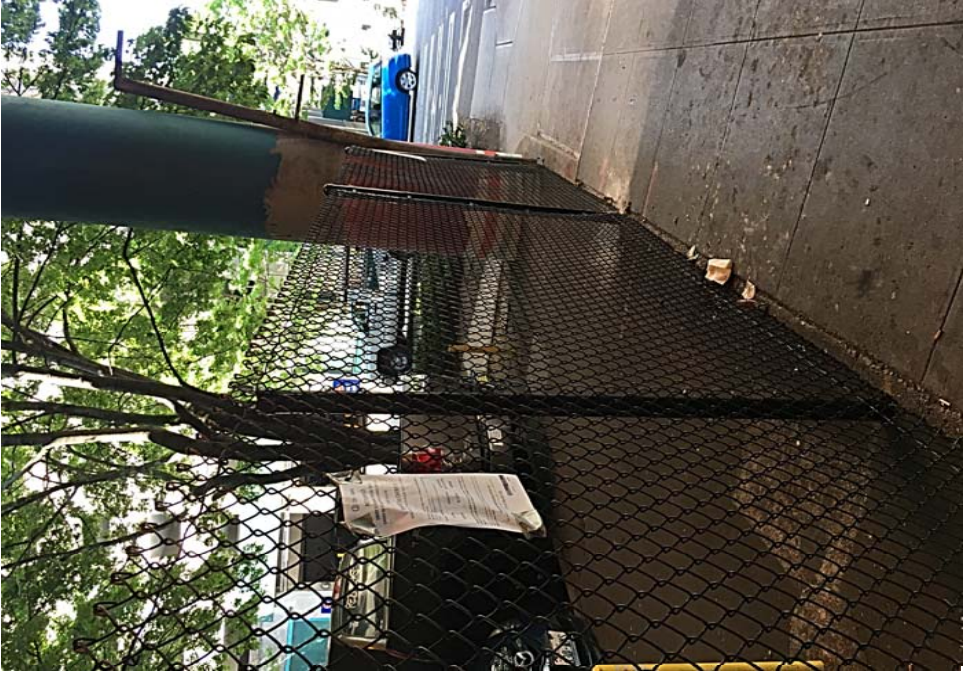
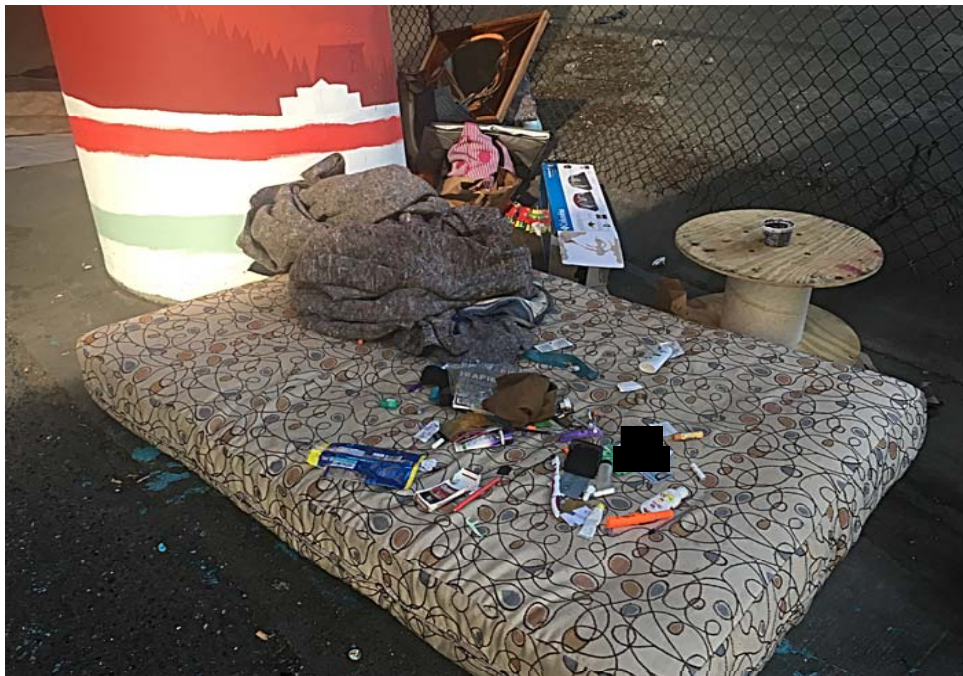






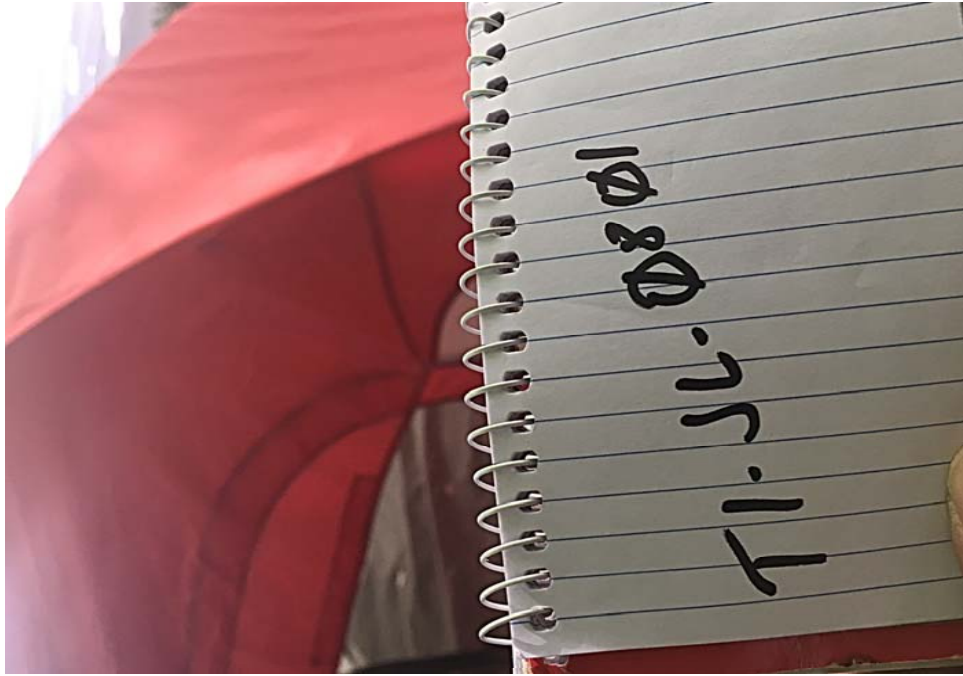
Exhibit D: Site Clean up

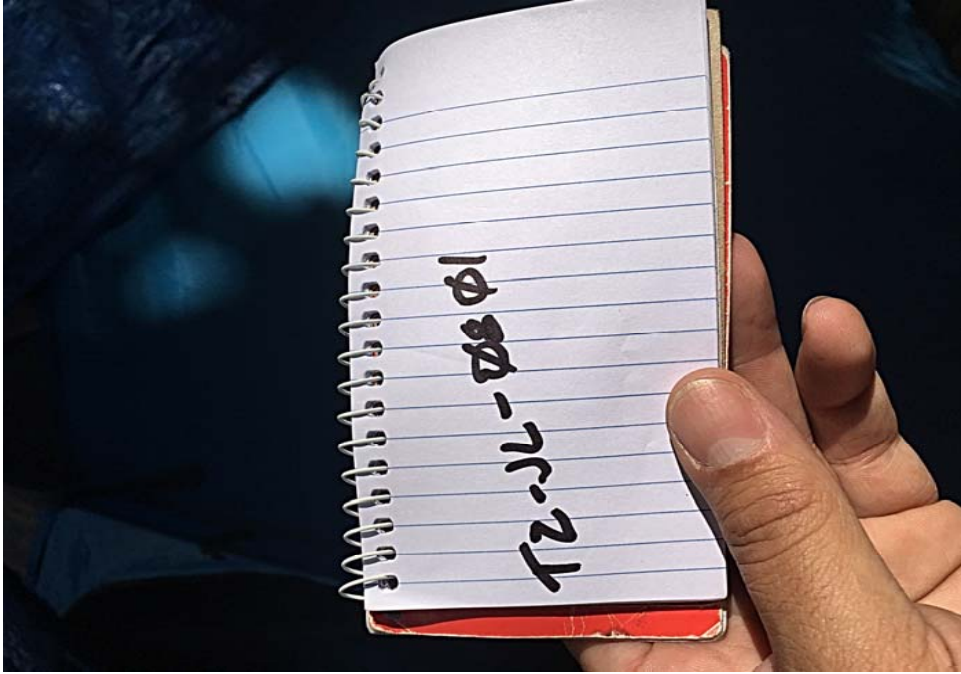






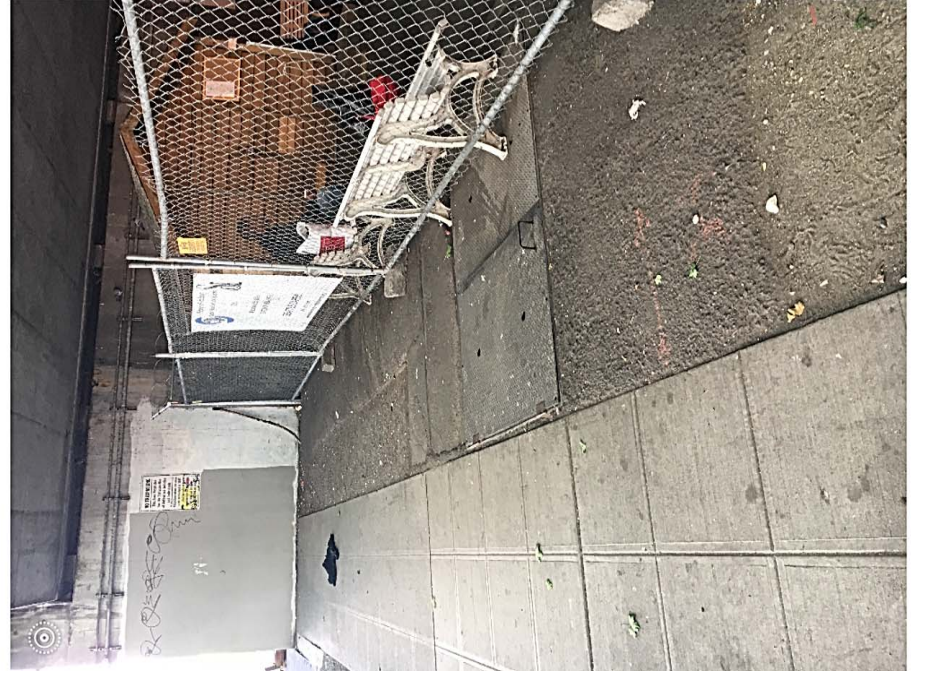




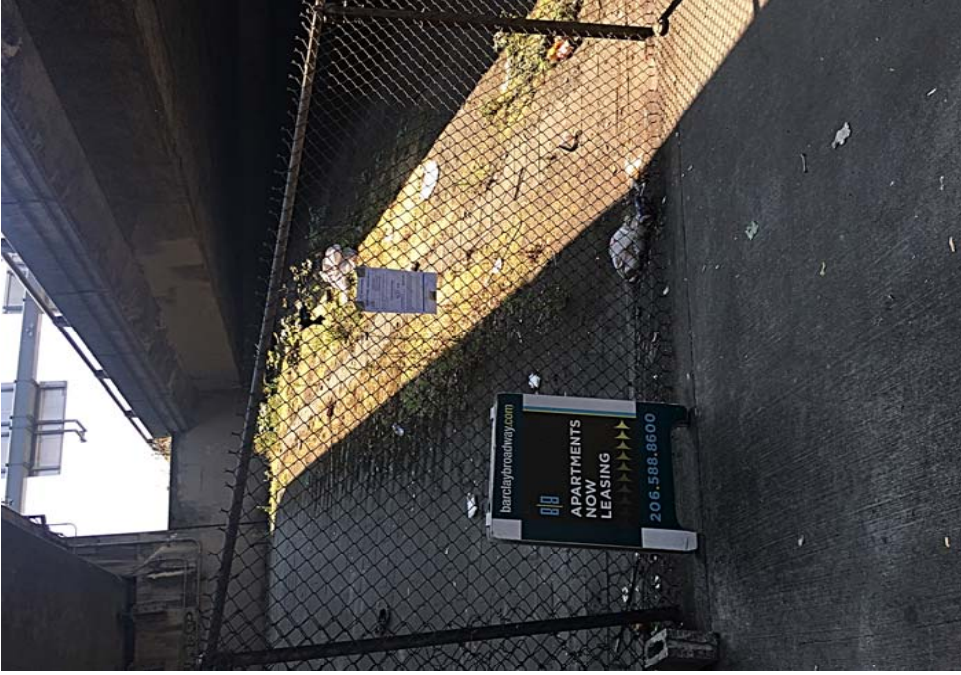
















Site Name: James St. to cherry St.

 Date of Clean Up: 08-01-17

 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
T1-JL-0801 [REDACTED]	<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	1	0	0	0	Owner self stored-blue sleeping bag, gray tarp, blue mat, blk tent bag
T2-JL-0801	<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	1	0	0	0	Stored property inside tent-bag of shoes, green sleeping bag, yellow mat,bag w/clothes- the tent was in good shape but there was a STRONG smell urine inside. Officer DeVore was present to confirm
[REDACTED]	<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	6	0	0	2	Self stored-blankets, blue cooler,2 gray folding chairs, green suit case, brown suit case 2 brooms
Abandoned @corner of 7 th & Cherry St	<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	Green bag w/misc items, bow w/drinking glasses
Abandoned on Cherry St. close to 7th	<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	Clear bag w/2 pillows, lamp, bag of clothes

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 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	6	0	0	1	Self stored-tent, bedding, sleeping bag, shoes, misc items large closet type structure w/cover gave his Phone# ██████████
	<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					
	<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					

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					