

**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:** S Washington St to S Main St including 2<sup>nd</sup> Ave Ext S & 3<sup>rd</sup> Ave S     **Date of First Inspection:** 1/8/2018  
**Site Address:** S Washington St to S Main St including 2<sup>nd</sup> Ave Ext S & 3<sup>rd</sup> Ave S     **Date of Clean-Up:** 1/11/2018  
**Inspection By:** J. Lohman & C. Korpi     **SERIS #** 194-09, 2118-02, 939-03, 2300-03  
**Referred By:** SERIS & Community     **Photos to FAS?**     Yes     No

**SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1/8/2017	11	2	0	0	13

**SITE CHARACTERISTICS**

- 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

**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

<b>TOTAL COUNT:</b>	3
---------------------	---

<b>TOTAL COUNT:</b>	5
---------------------	---

**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

<b>NAVIGATION TEAM ASSESSMENT</b>		
<input checked="" type="checkbox"/> Full Encampment Clean Up	<input type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Hazard Removal
	<input type="checkbox"/> Tent on side walk	<input type="checkbox"/> Safety of Occupant
	<input type="checkbox"/> Blocking intended use of facility	<input type="checkbox"/> Safety of other near and around camp
		<input type="checkbox"/> Cleared by scheduled contractors- FAS
		<input type="checkbox"/> Remand to SPU
<b>PRE-JOB SITE ASSESSMENT &amp; INSTRUCTIONS</b>		<b>Specifications/Notes</b>
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	_____
<b>SPU ASSESSMENT &amp; INSTRUCTIONS</b>	<b>Date</b>	<b>Requirements:</b>
<input type="checkbox"/> Litter removed -area more than 20 feet from active camp		<input type="checkbox"/> Field Coordinator accessed
<input type="checkbox"/> Illegal Dumping -Encampment Related Trash		

## 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	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		
Number of Light Teams		
Number of Full Time Days On-site Approved		
Number of Partial Days On-site Approved		
Total Hours Approved		

#### STAGING LOCATION

Date: 1-11-18 Time: 10:30am Location: 2<sup>nd</sup> Ave Extension S. In front of UGM

## 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.

Date	Day of Week	Type	Location	Male Outreach	Female Outreach	Total Number of People Contacted	Males who took Shelter	Females who took Shelter	Total Taking Shelter
1/8/2018	Monday	Outreach	2nd Ave Ext S & S Washington	1	5	6	0	0	0
1/9/2018	Tuesday	Outreach	2nd Ave Ext S & S Washington	4	3	7	0	0	0
1/10/2018	Wednesday	Outreach	2nd Ave Ext S & S Washington	4	4	8	0	0	0
1/11/2018	Thursday	Clean	2nd Ave Ext S & S Washington	4	4	8	0	4	4

**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 (Date:) | <u>1-8-18</u> | <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 (Date:)         | <u>1-9-18</u> | <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
- General Photos of the Encampment
- Photos of Tent ID Numbers
- Individual Tent Contents
- Photos of Storage Bin Contents
- After Photos

**SITE OCCUPANCY DATA**

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1-11-18	6	2	0	0	8

**STORAGE SUMMARY**


Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Accepted Storage	0	ABANDONED TENT Content Storable	0

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed Tent	3	ABANDONED TENT Content Not Storable	5
OWNER PRESENT Removed tent but stored contents	0	ABANDONED TENT Storable	0
OWNER PRESENT Asked FC to Discard Tent	0	ABANDONED TENT Not Storable	0

**STORAGE TOTALS**

Number of Bins	Bikes	Large Luggage Items	Large Items
0	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.

Exhibit A: Site Inspection

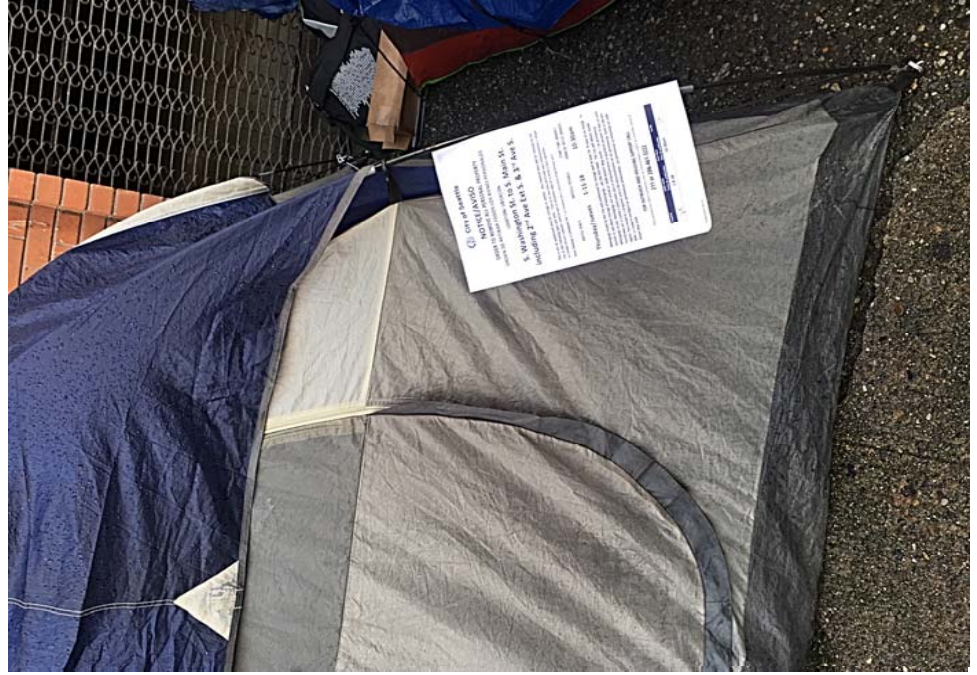
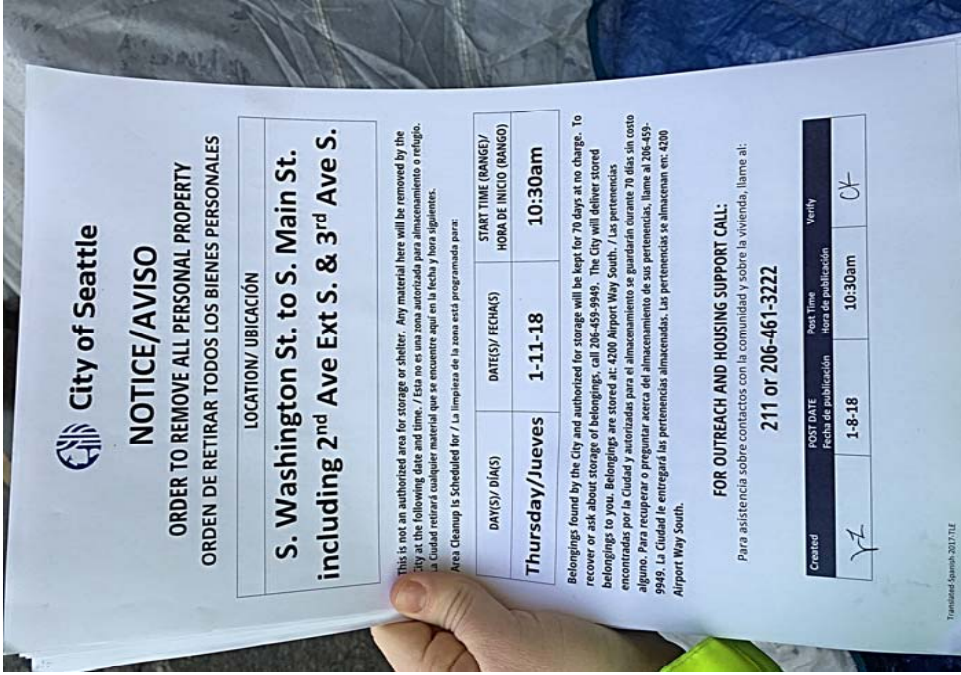
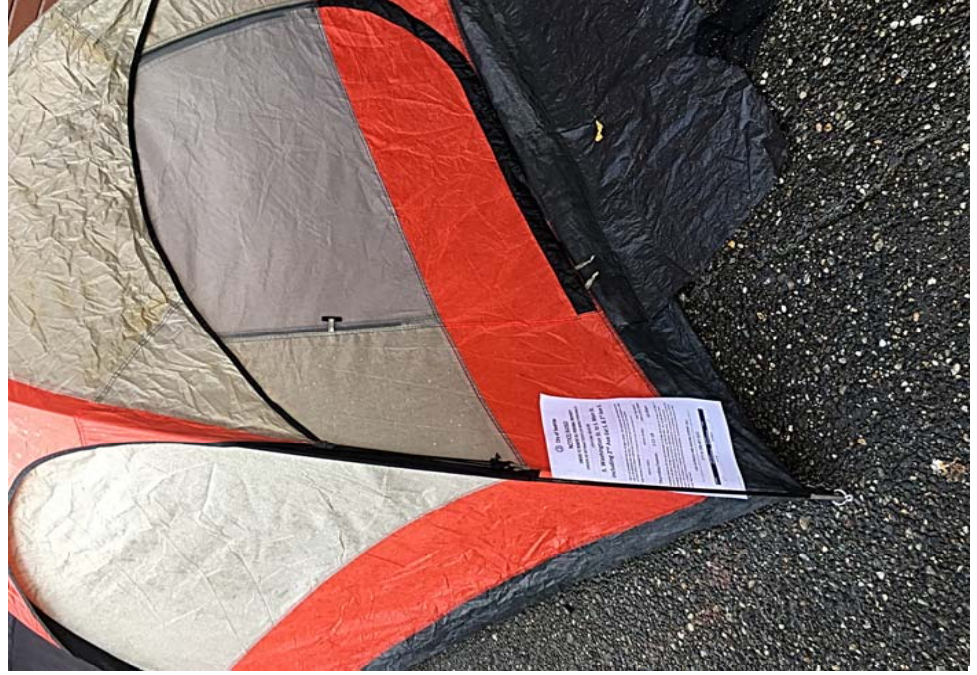
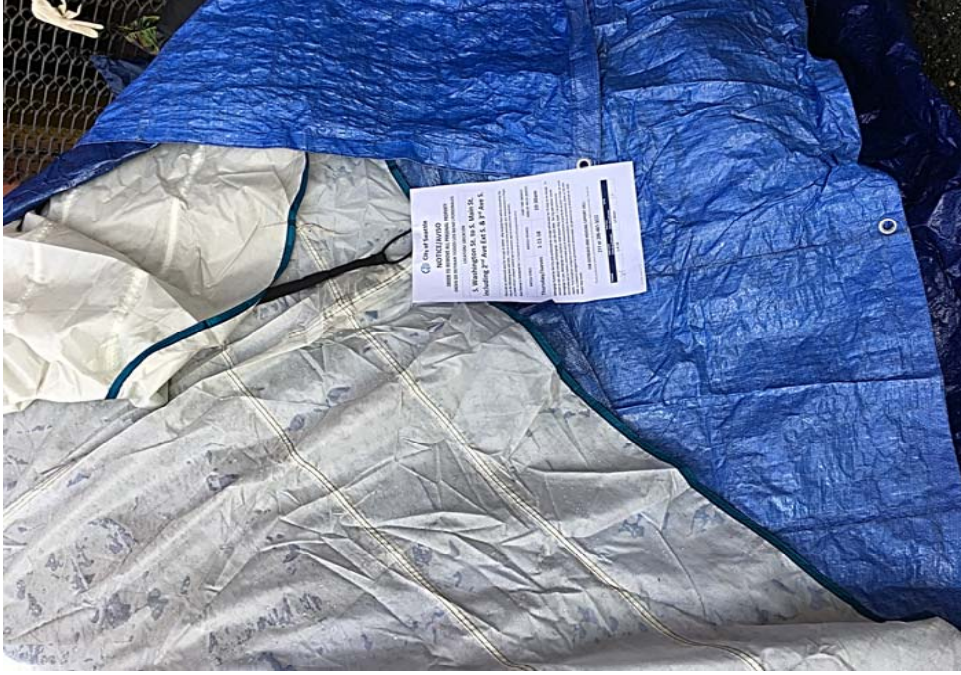


NOTICE OF PROPOSED PROJECT  
Main Street Project # 2020830  
Address: 123 3rd Ave. S.  
Applicant Contact: Joel Patterson-O'Hare Phone: 425-681-4718  
SEATTLE DEPARTMENT OF CONSTRUCTION AND INSPECTIONS IS CONDUCTING AN ENVIRONMENTAL REVIEW OF THE FOLLOWING PROJECT:  
PROJECT A 6-STORY APARTMENT BUILDING WITH 60 UNITS ABOVE ARTS FACILITY. STRUCTURE TO BE DEMOLISHED.  
Comments should be submitted in writing to the Seattle Department of Construction and Inspections, 3900 1st Avenue, Seattle, WA 98107, or email PRAC@seattle.gov. All comments will be reviewed and responded to by the Seattle Department of Construction and Inspections.

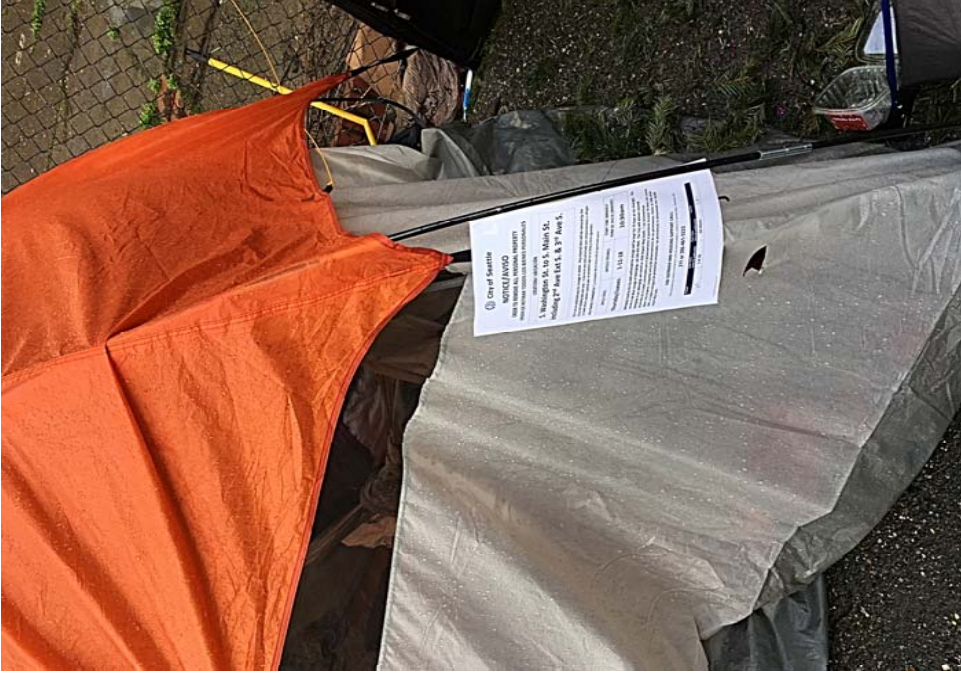




Exhibit B: Site Posting









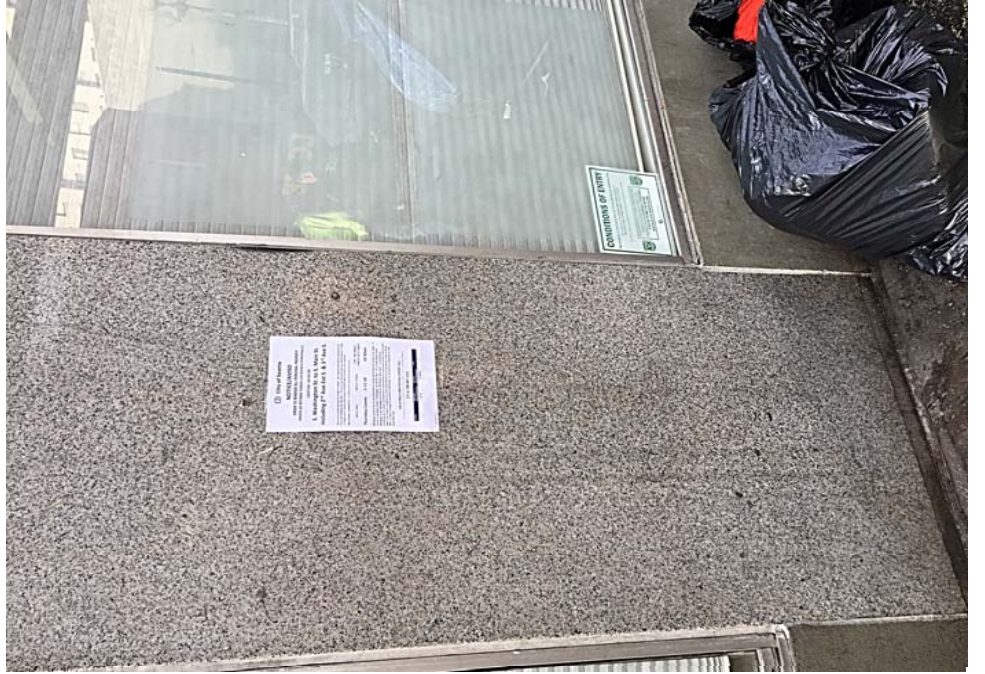
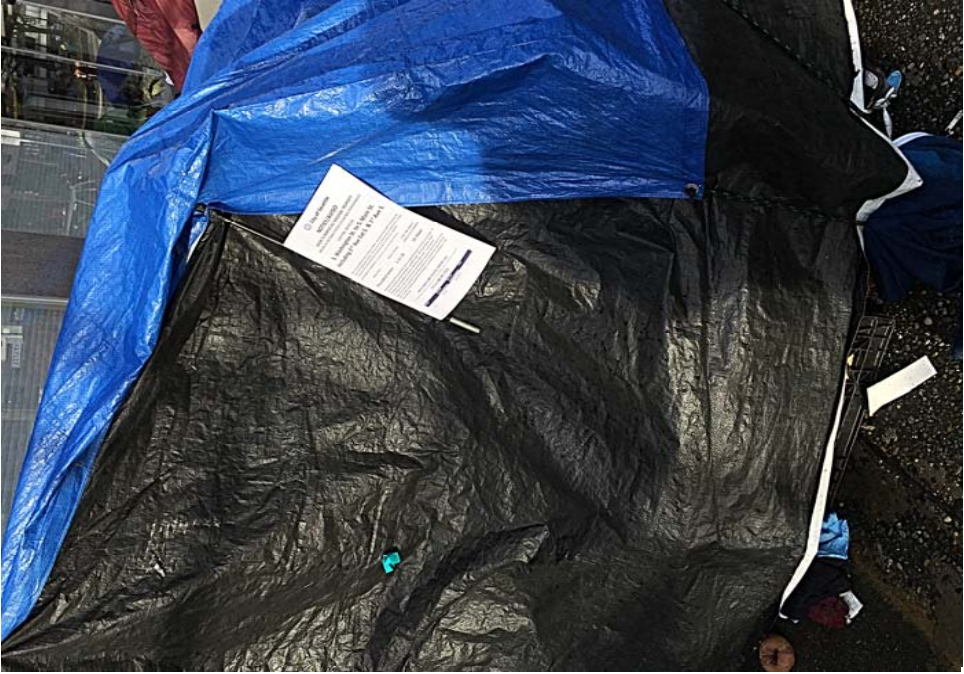


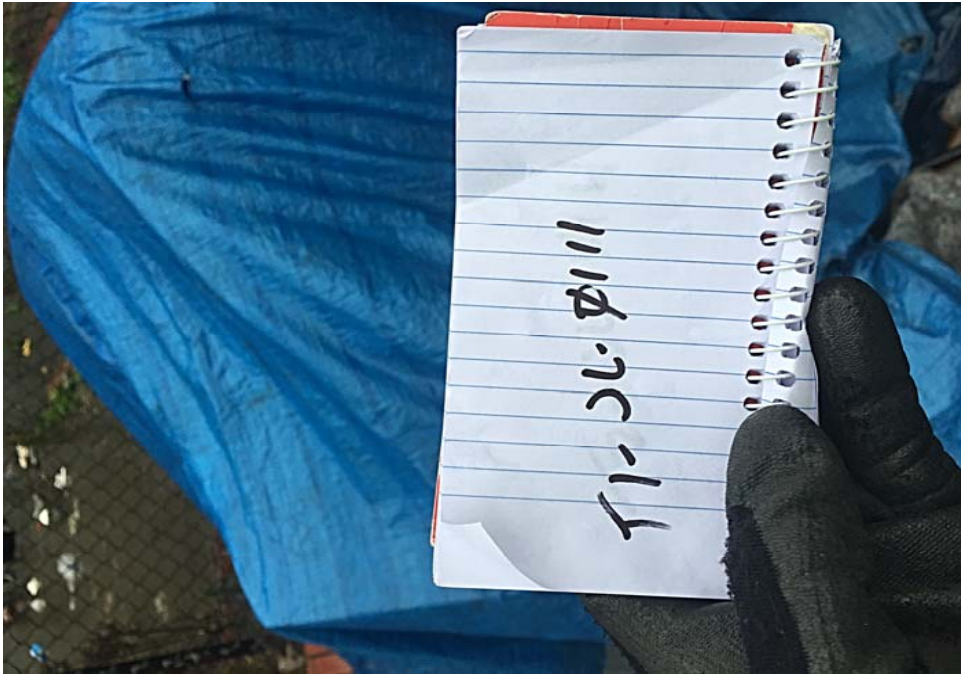


Exhibit D: Site Clean up

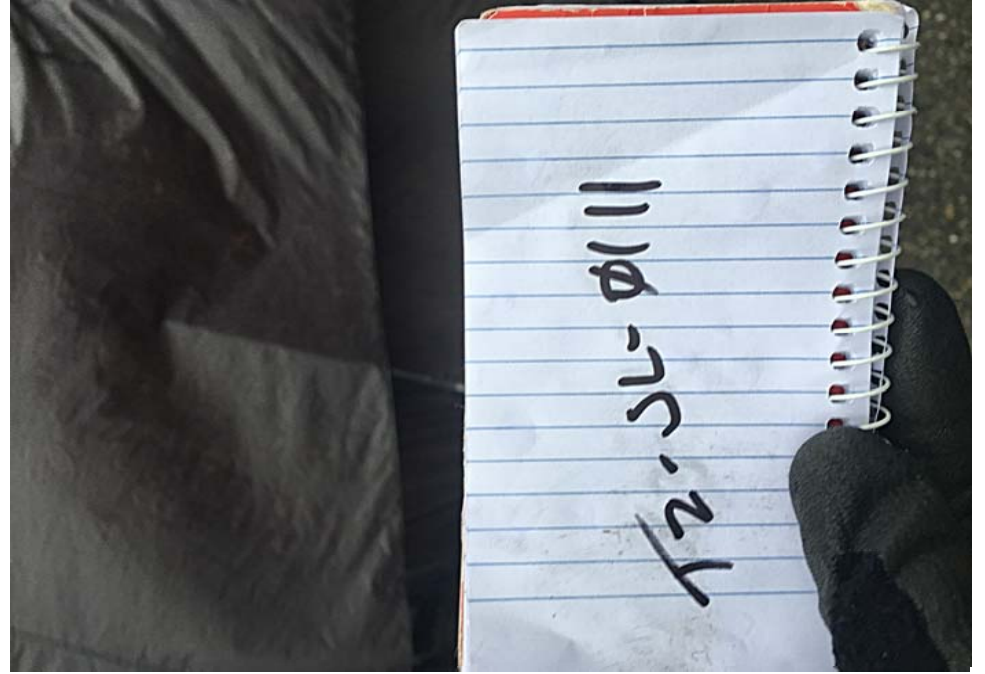




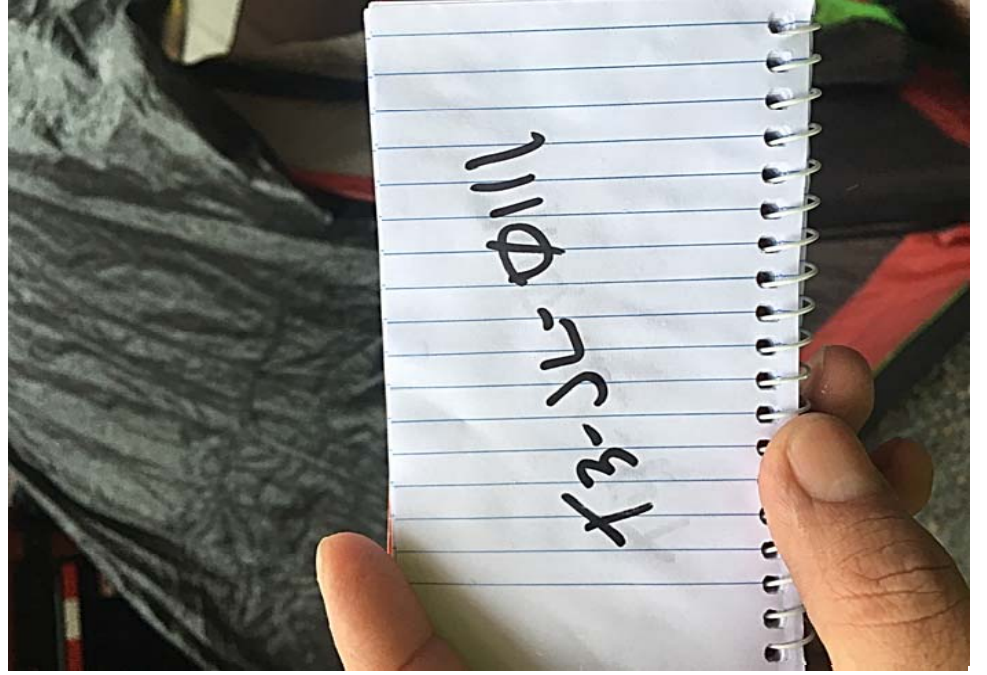




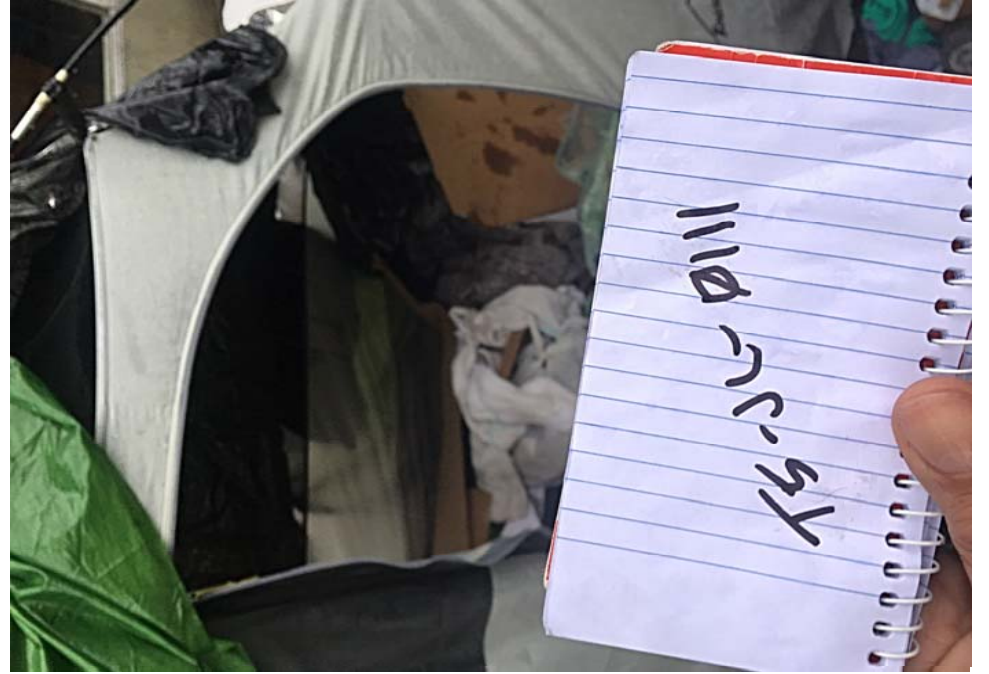




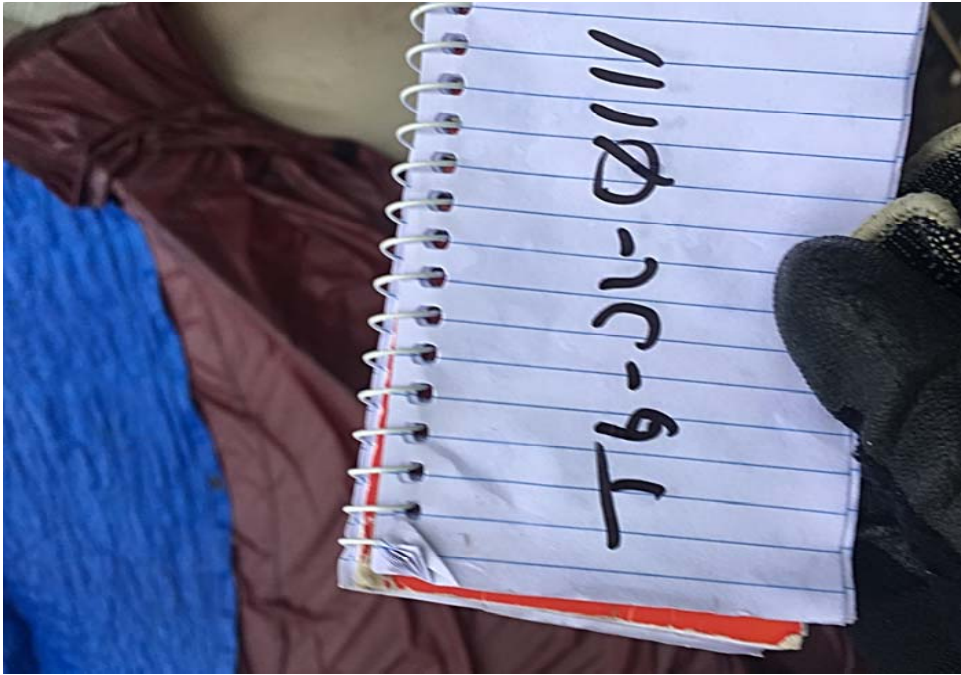














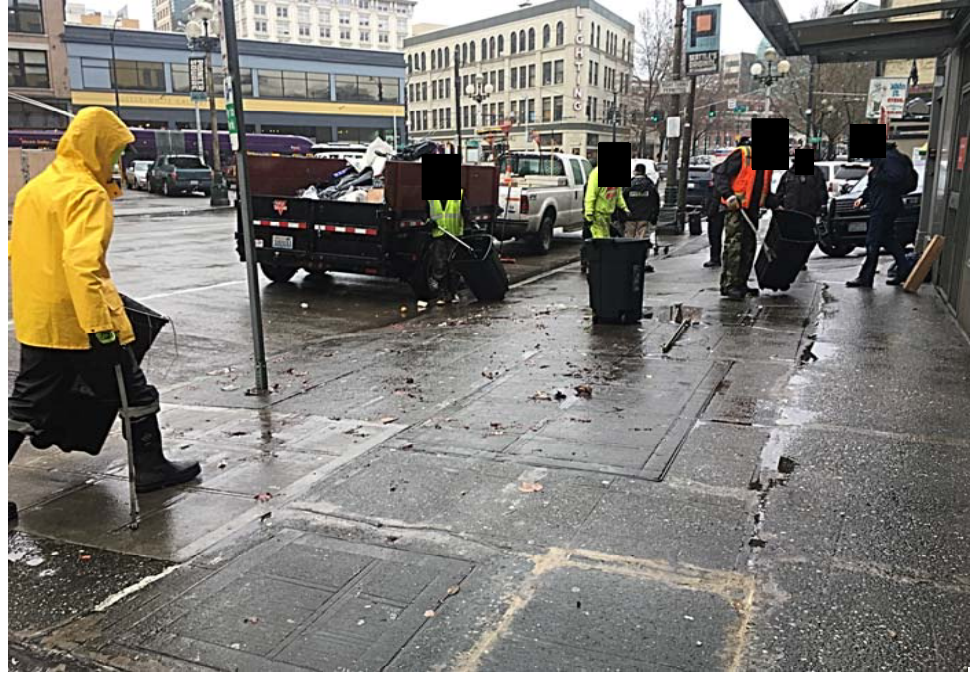
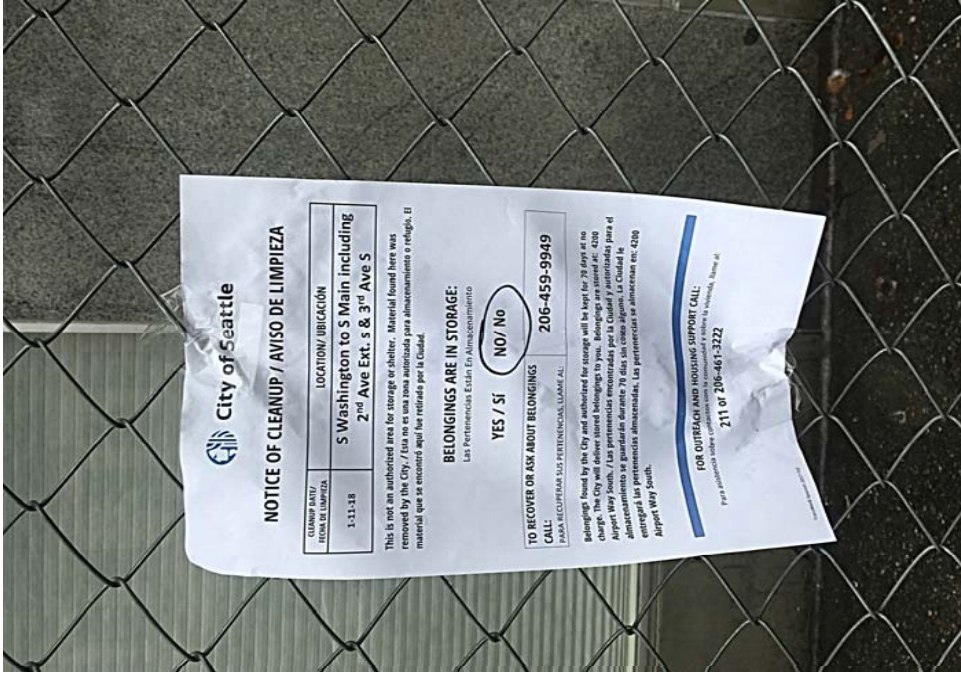












Site Name: S. Washington to S Main including 2<sup>nd</sup> Ave Ext. & 3<sup>rd</sup> Ave s

 Date of Clean Up: 1-11-18

 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-0111	<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	Nothing storable-tent ripped and empty
T2-JL-0111	<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	Nothing storable-tent ripped, all contents wet, syringes inside, garbage
T3-JL-0111	<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	Nothing storable-tent ripped, all content wet
T4-JL-0111	<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	Nothing storable-tent ripped, garbage inside
T5-JL-0111	<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	Nothing storable-tent ripped, all contents wet, syringes and garbage inside
T6-JL-0111	<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					FC took photos of tent and prepared to inventory and then owner (mid 20's BM [REDACTED]) returned and took tent and property