

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

Site: 1st Ave S & Denver Ave S (work zone) **Date of First Inspection:** 1/10/18
Site Address: 1st Ave S & Denver Ave S **Date of Clean-Up:** 1/17-18/18
Inspection By: Jeff Horan & Christina Korpi **SERIS #** _____
Referred By: SERIS & SDOT **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1/10/18	1	5	0	0	6

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: dug under roadway structure 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

TOTAL COUNT:	4
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TOTAL COUNT:	13
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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			
<input type="checkbox"/> Full Encampment Clean Up	<input checked="" type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Hazard Removal	<input type="checkbox"/> Litter Pick Only
	<input type="checkbox"/> Tent on side walk	<input checked="" type="checkbox"/> Safety of Occupant	<input type="checkbox"/> Remanded to Illegal Dumping
	<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"/> Cleared by scheduled contractors- SPU
PRE-JOB SITE ASSESSMENT & INSTRUCTIONS		Specifications/Notes	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____	

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 type="checkbox"/> Yes | <input checked="" 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	8	Cascadia
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	2	
Number of Full Time Days On-site Approved	8	
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	1	Parks Dept.- Packer support
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

STAGING LOCATION

Date: 1-17-18 Time: 0900 Location: Denver Ave S & 1st Ave S

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.

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
1/2/2018	Tuesday	Outreach	1st & Denver	10	5	15	0	0	0
1/3/2018	Wednesday	Outreach	1st & Denver	12	5	17	0	0	0
1/8/2018	Monday	Outreach	1st & Denver	5	3	8	0	0	0
1/10/2018	Wednesday	Outreach	1st & Denver	9	3	12	0	0	0
1/12/2018	Friday	Outreach	1st & Denver	3	3	6	0	0	0
1/16/2018	Tuesday	Outreach	1st & Denver	8	4	12	0	0	0
1/17/2018	Wednesday	Clean	1st & Denver	5	4	9	0	0	0
1/18/2018	Thursday	Clean	1st & Denver	2	3	5	0	1	1

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>1-10-18</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>1-10-18</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
- Photos of Tent ID Numbers
- Photos of Storage Bin Contents
- General Photos of the Encampment
- Individual Tent Contents
- After Photos

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1-17-18	4	1	0	0	5

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Accepted Storage	0	ABANDONED TENT Content Storable	1
OWNER PRESENT Removed Tent	0	ABANDONED TENT Content Not Storable	3

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed tent but stored contents	0	ABANDONED TENT Storable	0
OWNER PRESENT Asked FC to Discard Tent	1	ABANDONED TENT Not Storable	0

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
2	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.

MEMO: This area of was cleaned because it was next to the 1st Ave S bridge and the site was posing a concern to the structural integrity of the bridge. Seattle Department of Transportation came to the site on January 18th, 2018 at 11am to pump a mixture to help shore up the bridge and to fill the hole from the trees that were removed. The site was posted on 1/10/2018, the day of the clean it was brought to our attention that the days that were written on the posting notice were out of line with the days of the week. We came to the site with obstruction paperwork on the first day of the clean (1/17/2018).

Exhibit B: Site Posting

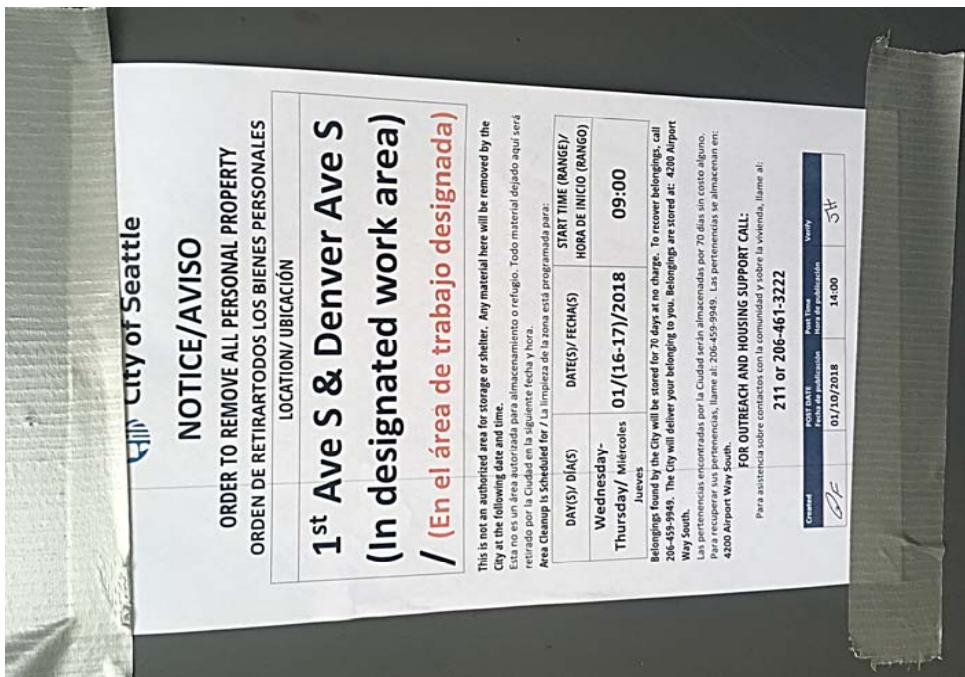






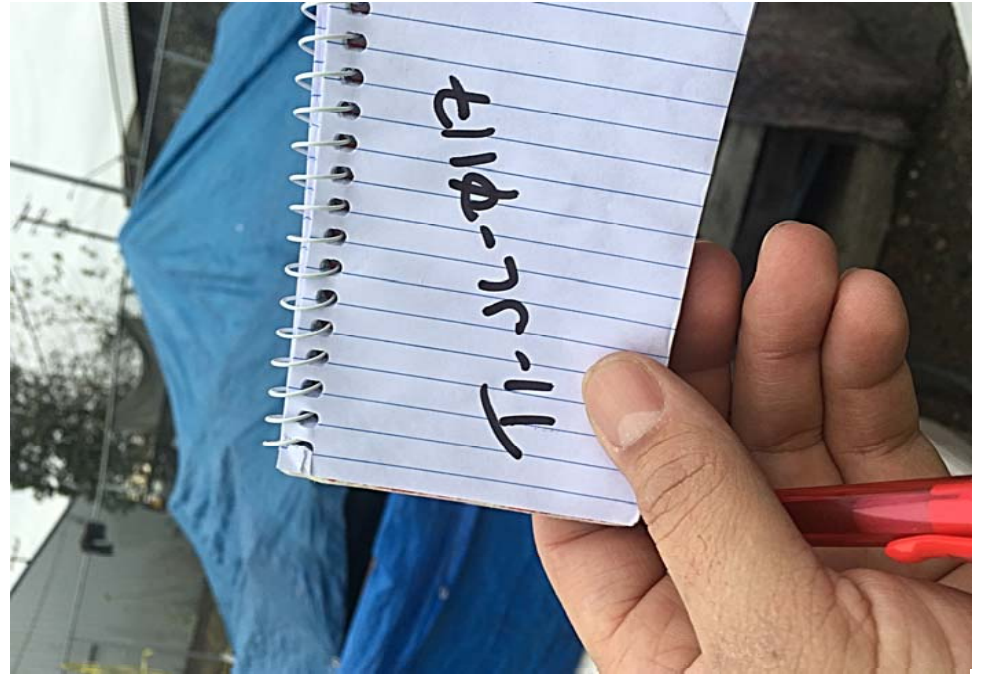


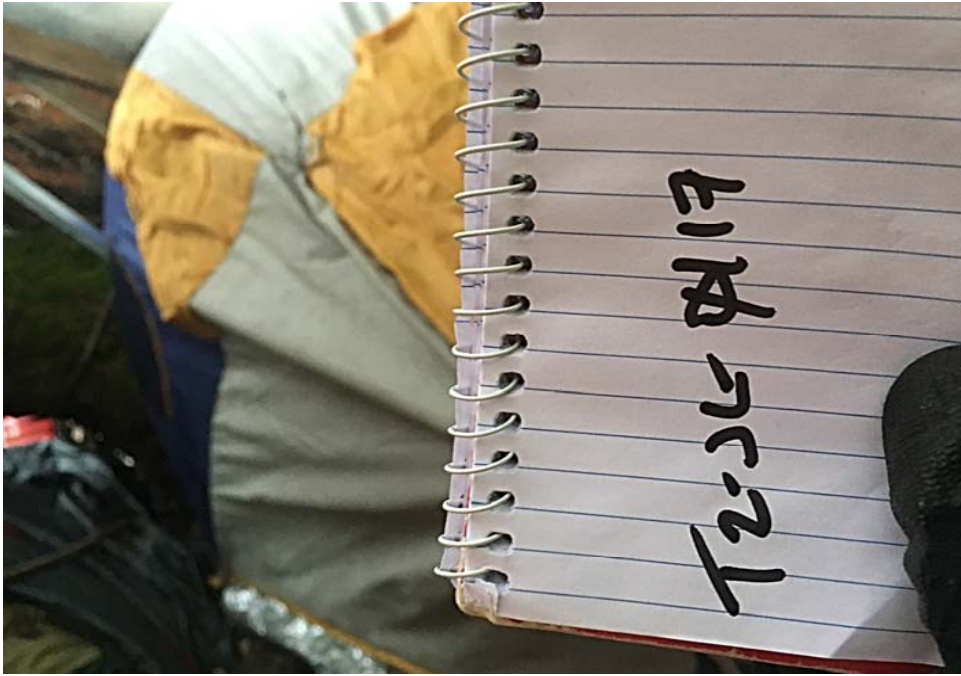


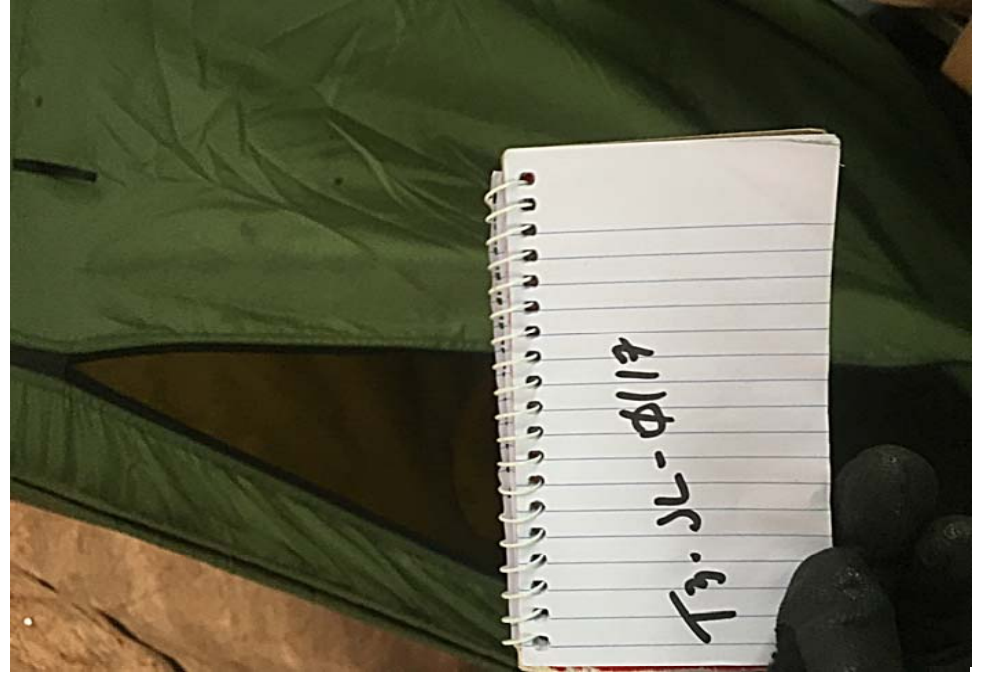
Exhibit D: Site Clean up

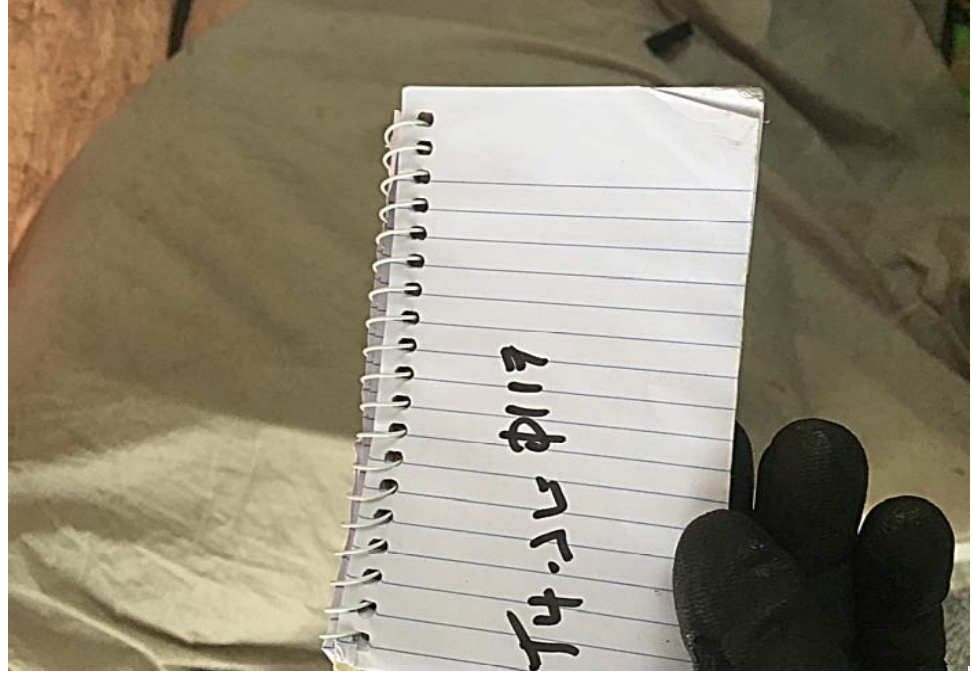




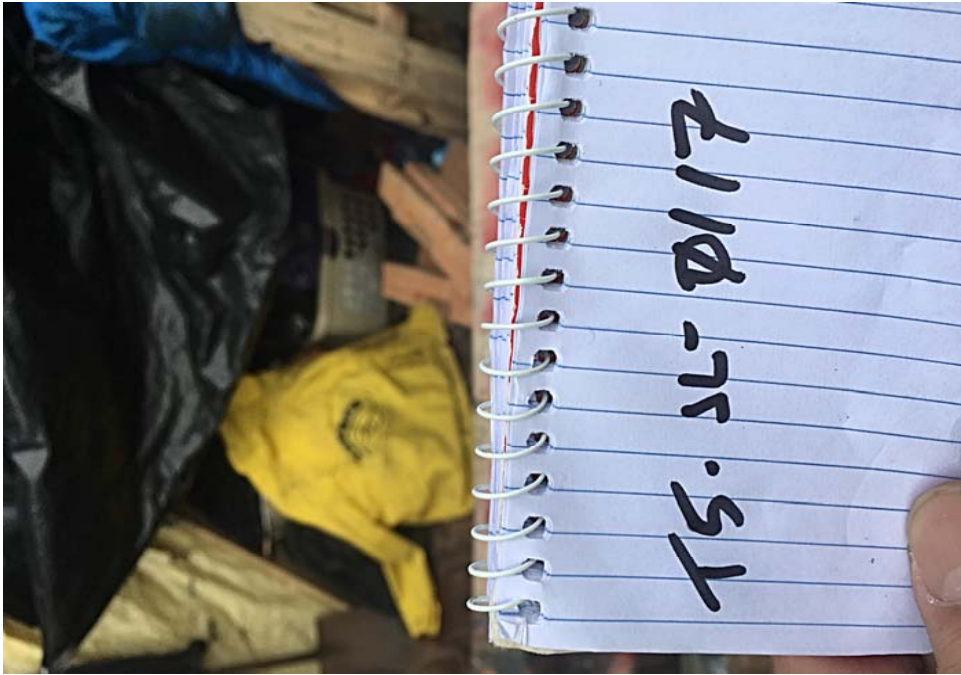
































City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
1-17-18	1 st Ave S & Denver Ave S

This is not an authorized area for storage or shelter. Material found here was removed by the City.
Esta no es un área autorizada para almacenamiento o refugio. El material encontrado aquí será retirado por la Ciudad.

BELONGINGS ARE IN STORAGE:
Las Pertenencias Están En Almacenamiento

YES / SI **NO / No**

TO RECOVER BELONGINGS CALL: **206-459-9949**
PARA RECUPERAR SUS PERTENENCIAS, LLAME AL:

Belongings found by the City 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.

Las pertenencias encontradas por la Ciudad serán almacenadas 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.

FOR OUTREACH AND HOUSING SUPPORT CALL:
para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al:
211 or 206-461-3222











Site Name: 1st Ave S & Denver Ave S (Work Zone)

 Date of Clean Up: 1-17-18

 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-0117	<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- [REDACTED] stated all left behind was garbage
T2-JL-0117	<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 checked="" type="checkbox"/> Damaged	0	0	0	0	Nothing storable-tent ripped, wet and moldy clothing and bedding, urine bottles
T3-JL-0117	<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 type="checkbox"/> Damaged	0	0	0	0	Nothing storable-tent was used as bathroom
T4-JL-0117	<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 and wet and moldy bedding
T5-JL-0117	<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	2	0	0	0	Stored-purple bag w/cloths x2, yellow bag w/clothes, clear bag w/clothes, green bag w/shoes
	<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					