

SITE JOURNAL CONTENTS

- Completed Site Journal
- Exhibit A: Site Inspection Photos
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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: James & Cherry **Date of First Inspection:** 11-28-17
Site Address: James & cherry **Date of Clean-Up:** 12/7/2017
Inspection By: J. Lohman/C. Korpi **SERIS #** 132-17, 404-11
Referred By: City, Community, & SERIS **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
11-28-17	21	1	6	0	28

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

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

TOTAL COUNT: 11

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		
<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
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	_____
SPU ASSESSMENT & INSTRUCTIONS	Date	Requirements:
<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 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	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	1	Parks/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: 12-7-17 Time: 08:30am Location: 6th & Cherry/James

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
11/28/2017	Tuesday	Outreach	James to Cherry/7th to 6th	11	1	12	0	0	0
12/5/2017	Tuesday	Outreach	James to Cherry/7th to 6th	11	4	15	2	0	2
12/7/2017	Thursday	Clean	James to Cherry/7th to 6th	14	7	21	1	2	3

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 (Date:)	<u>11/30/2017</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>12/4/2017</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
12-07017	19	1	12	0	32

STORAGE SUMMARY


Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Accepted Storage	3	ABANDONED TENT Content Storable	2

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed Tent	6	ABANDONED TENT Content Not Storable	2
OWNER PRESENT Removed tent but stored contents	3	ABANDONED TENT Storable	0
OWNER PRESENT Asked FC to Discard Tent	1	ABANDONED TENT Not Storable	3

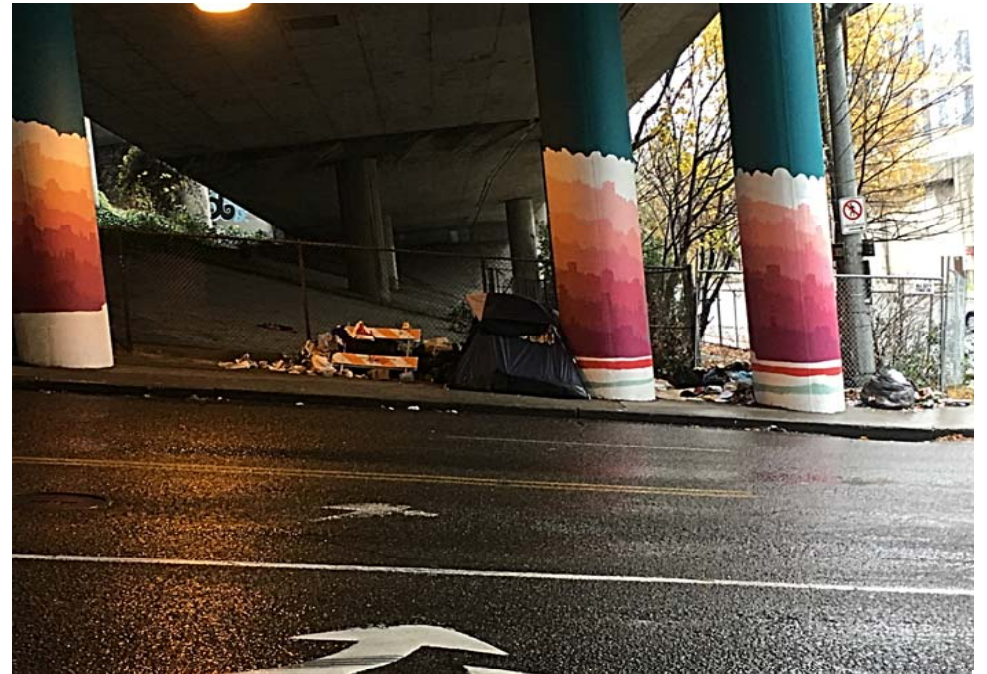
STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
12	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.

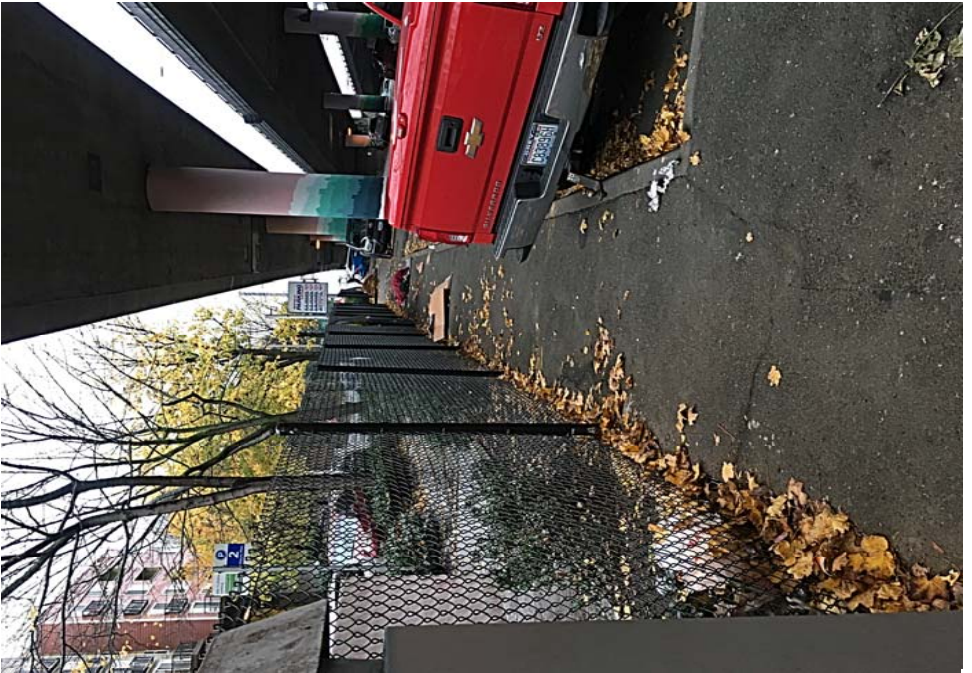
Exhibit A: Site Inspection











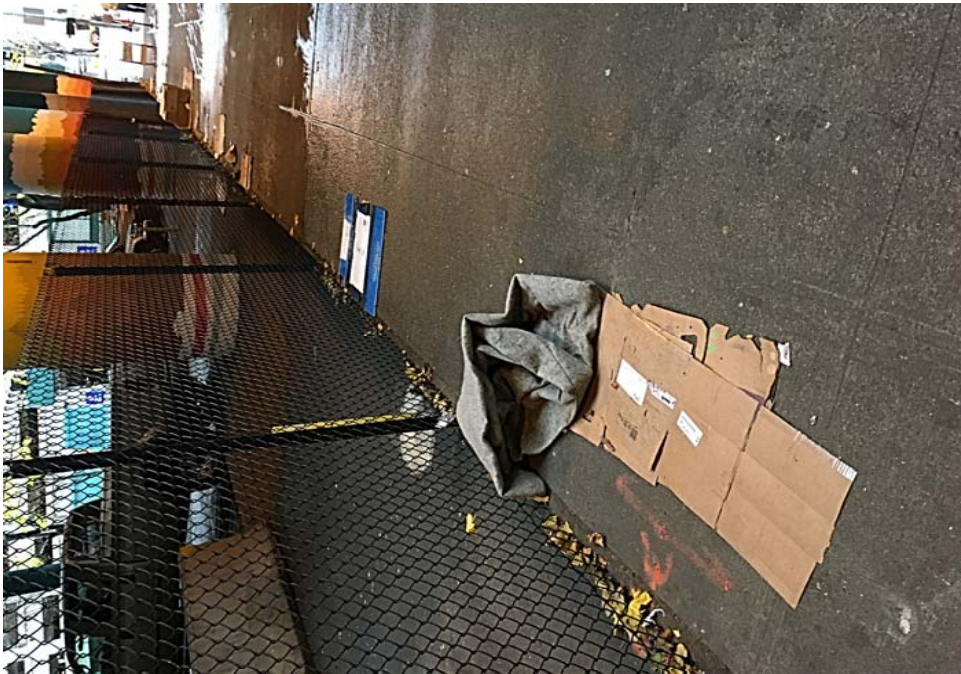
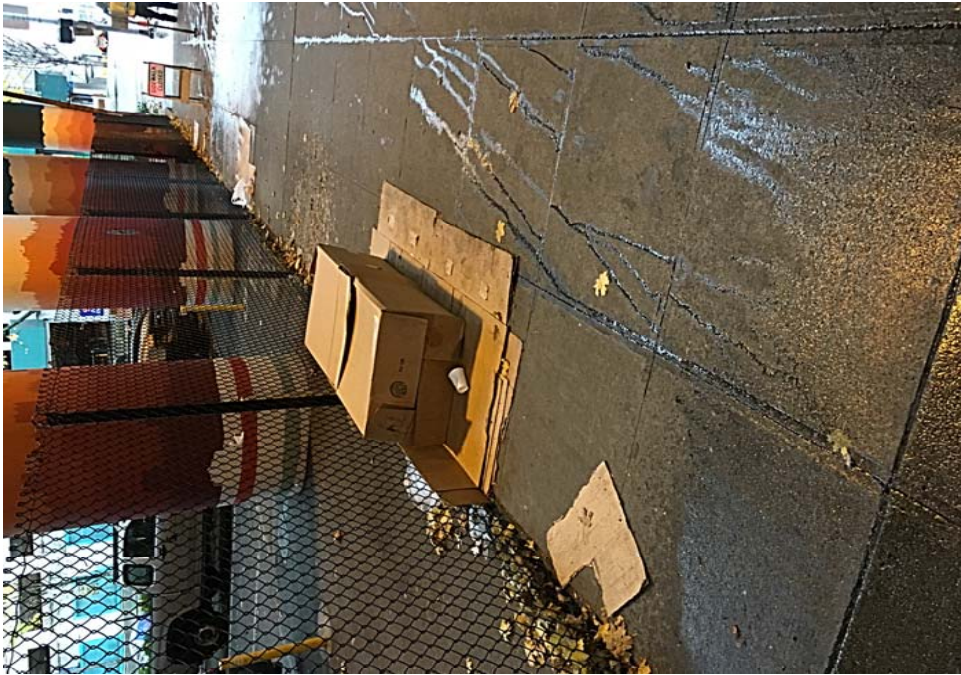


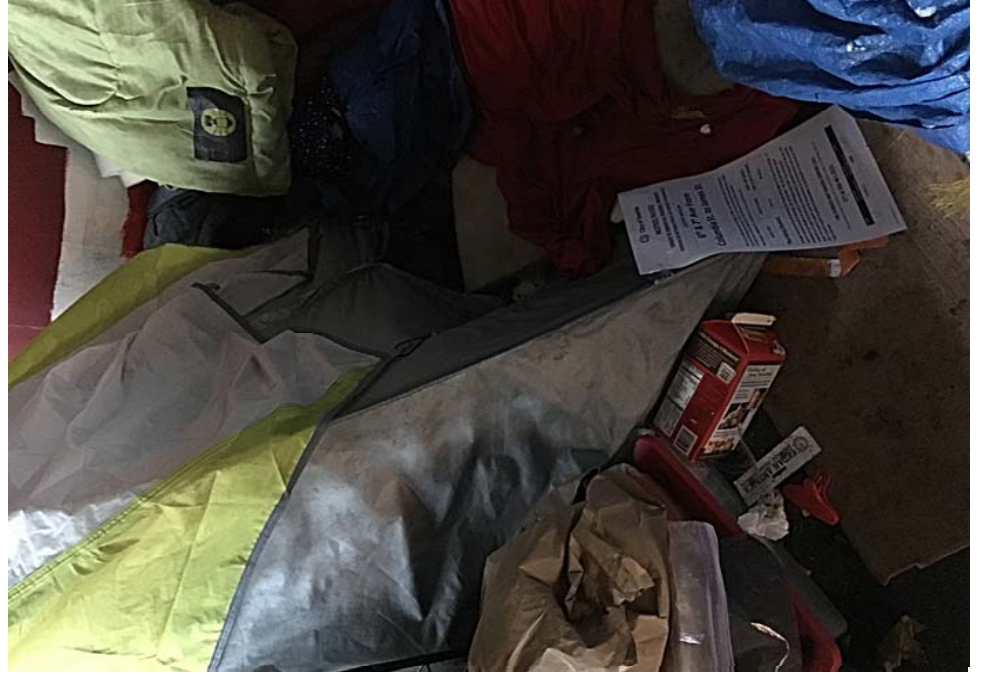
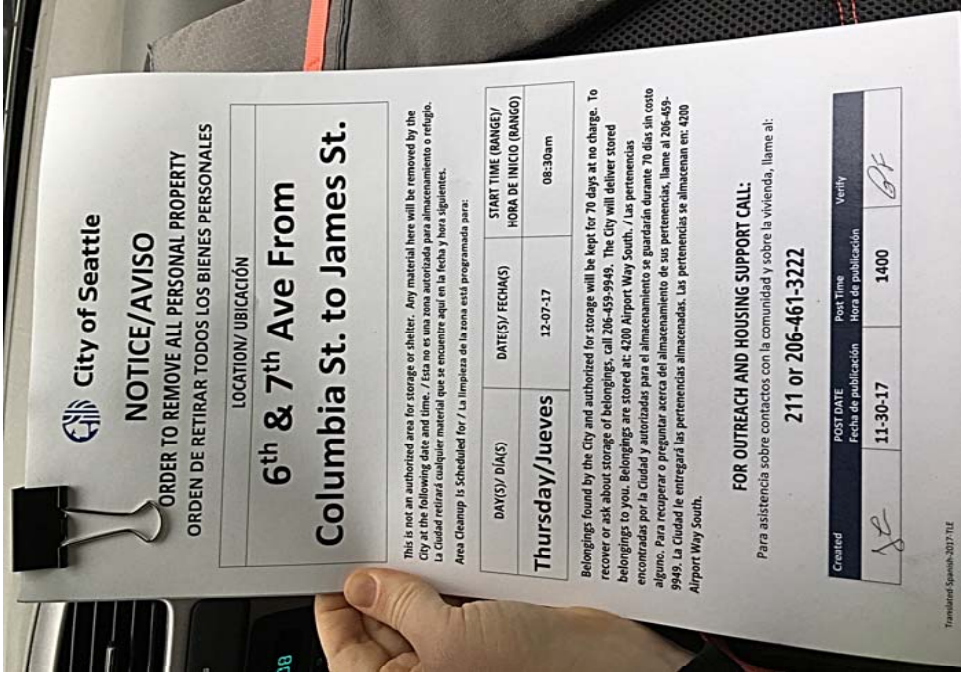
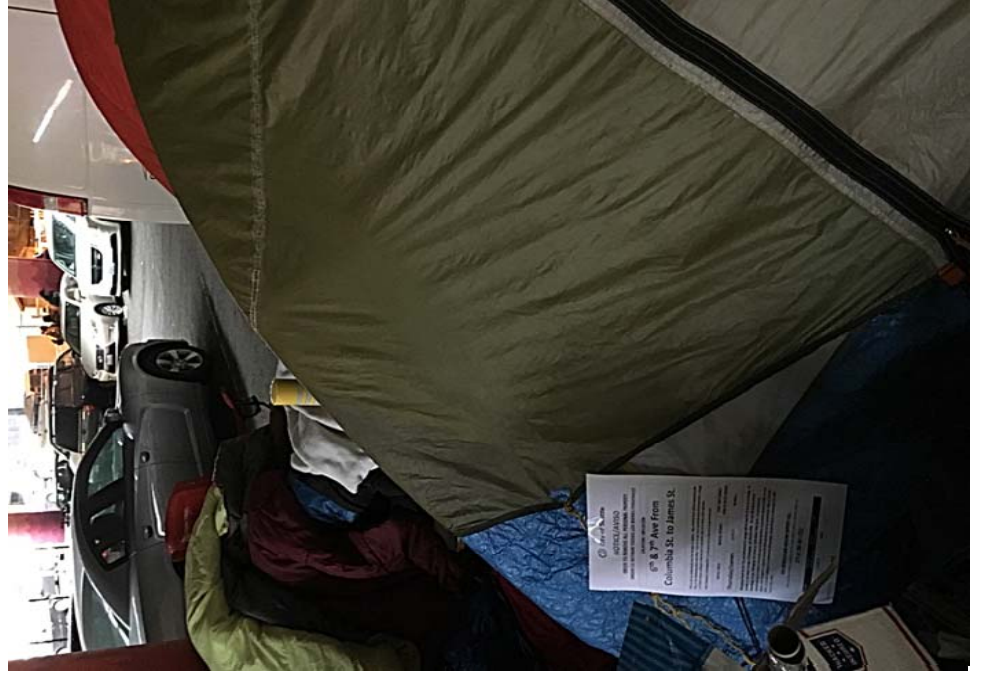


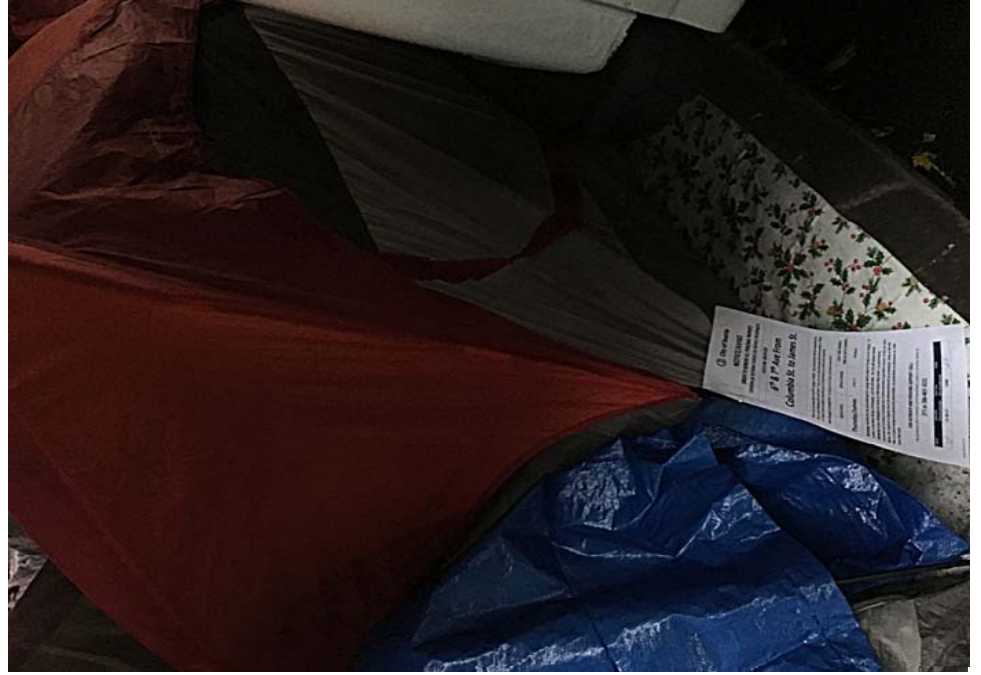




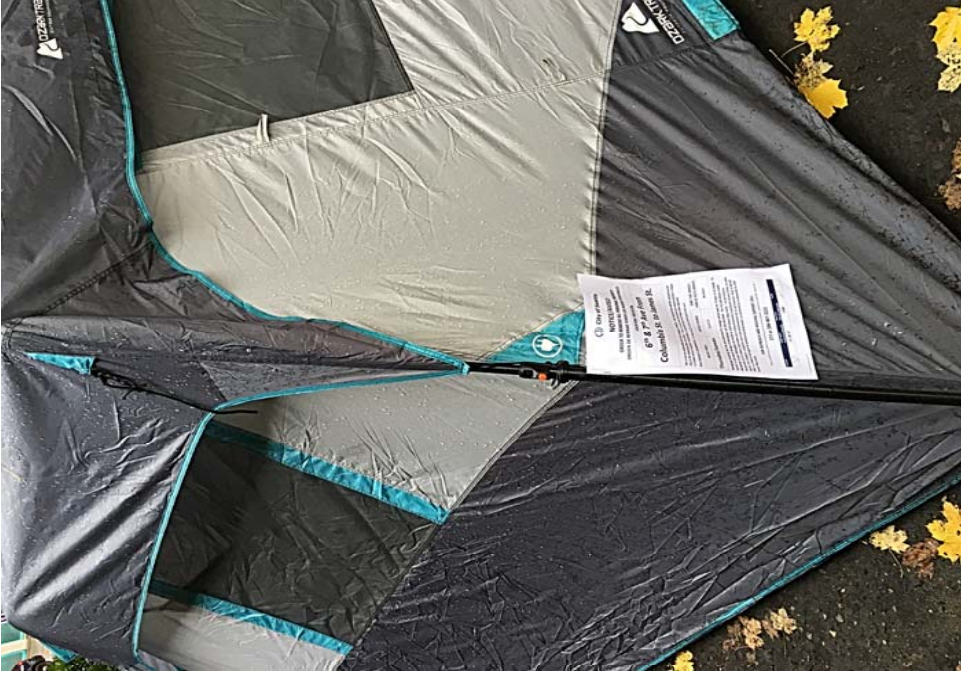
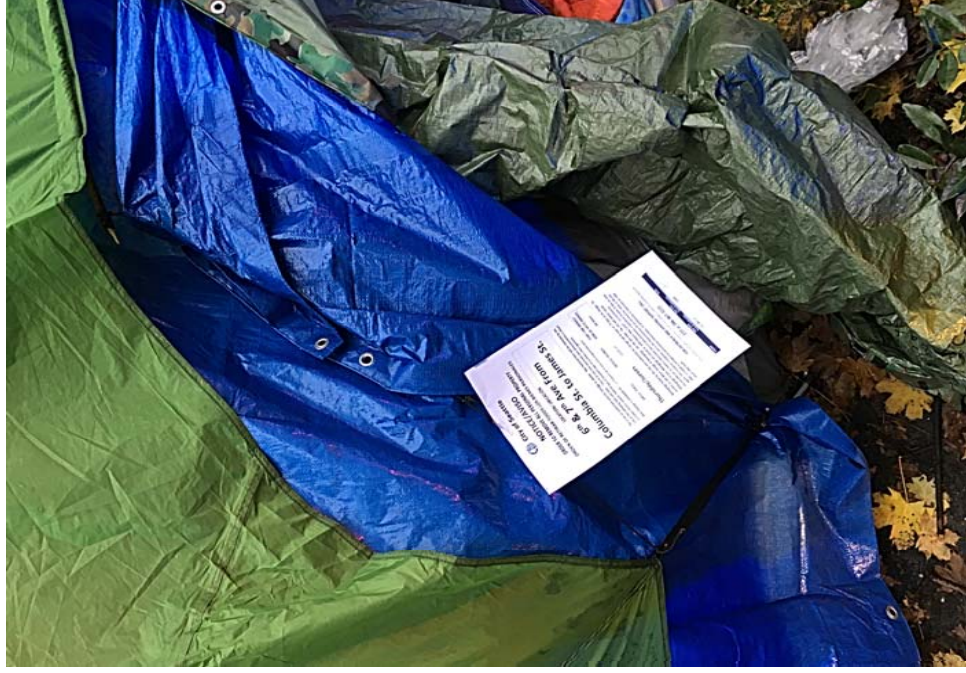
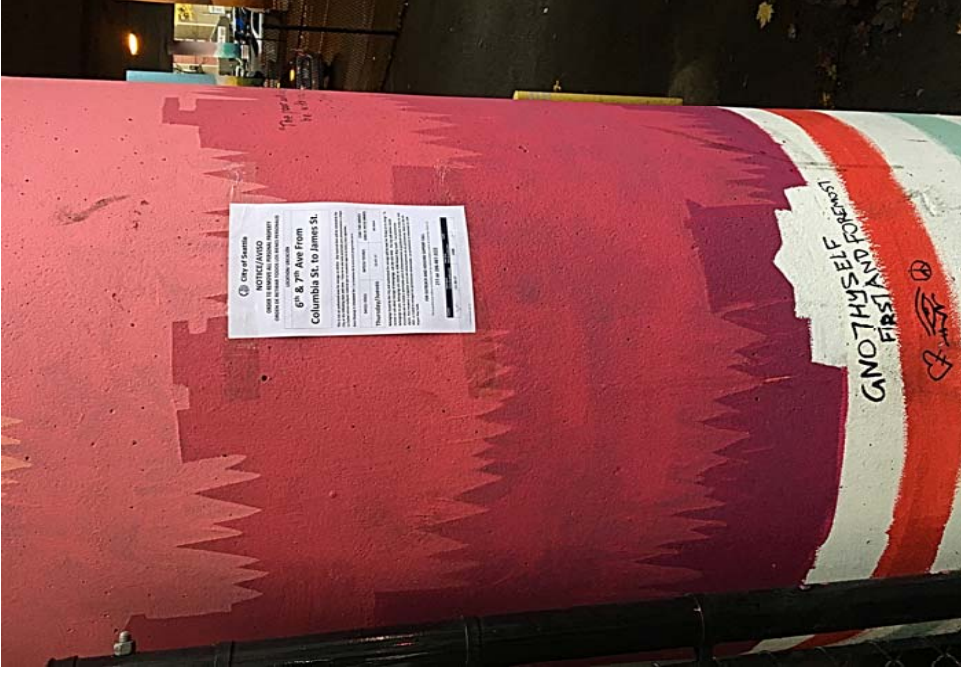


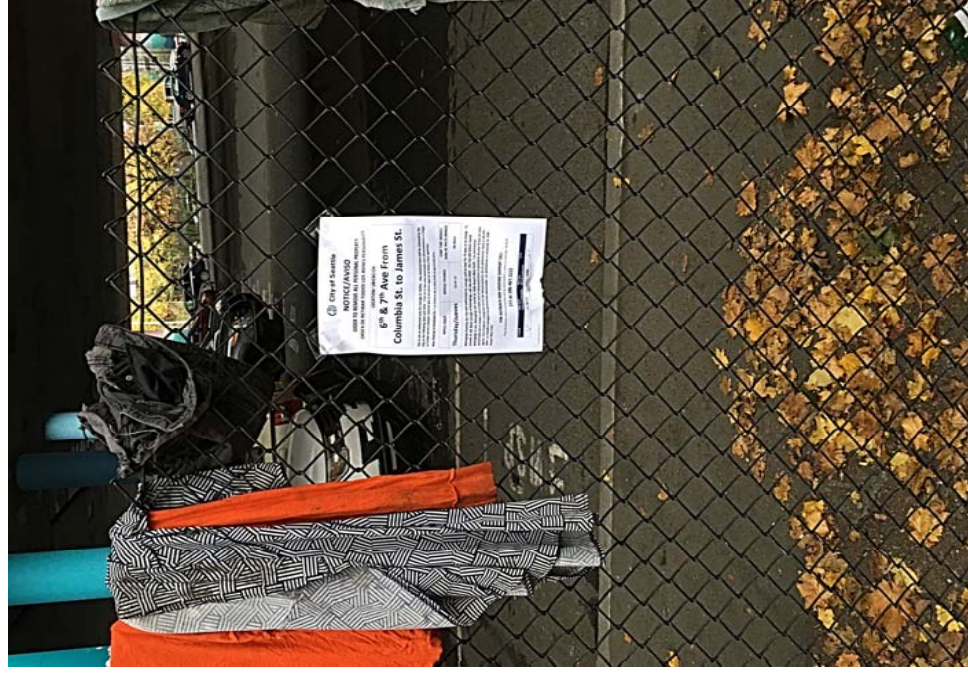
Exhibit B: Site Posting

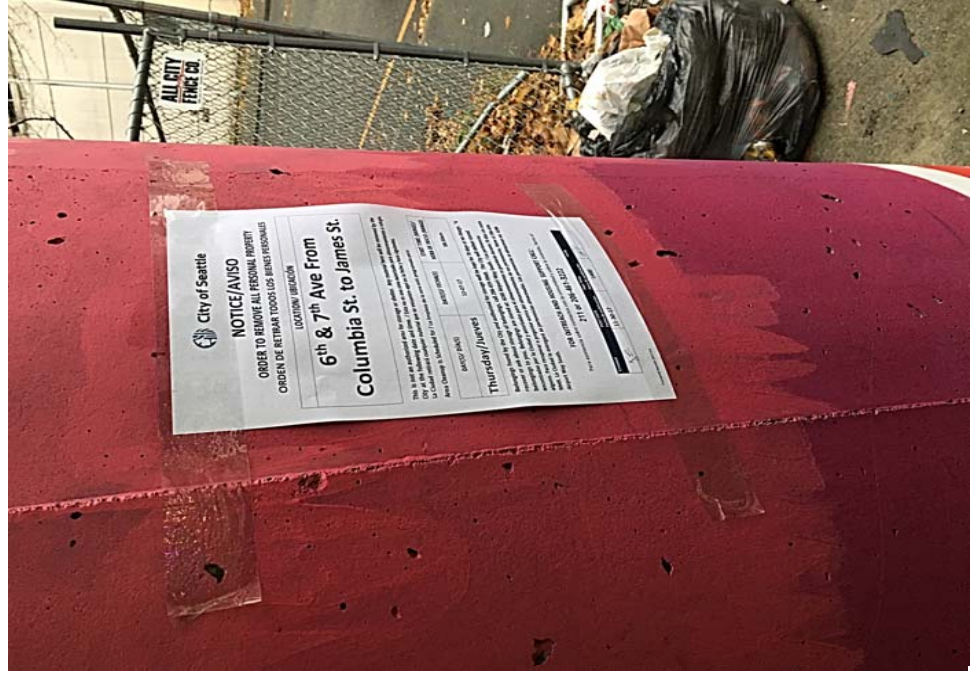




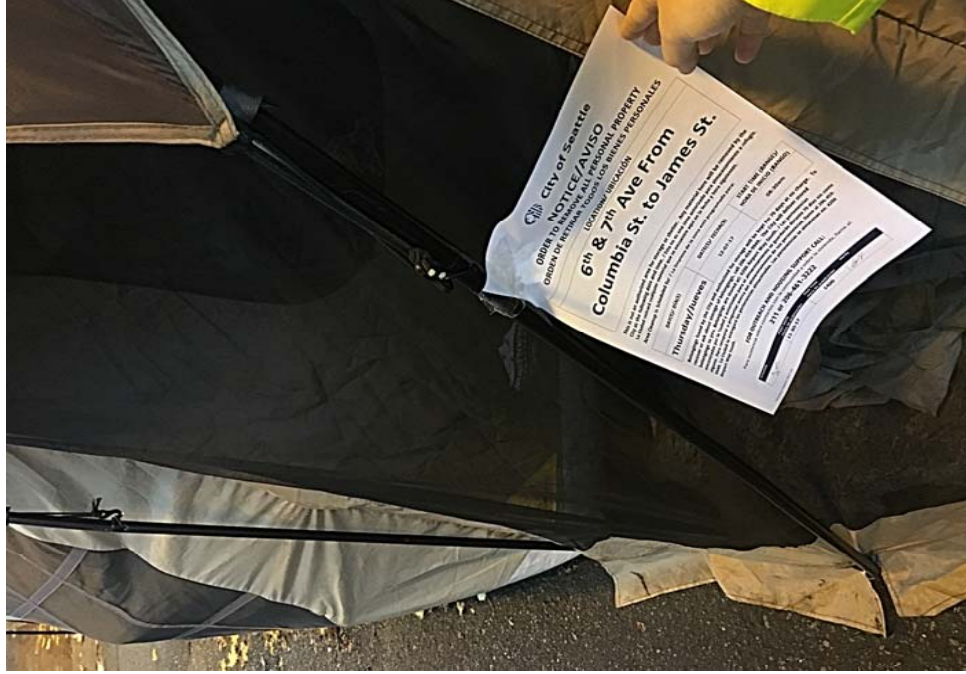
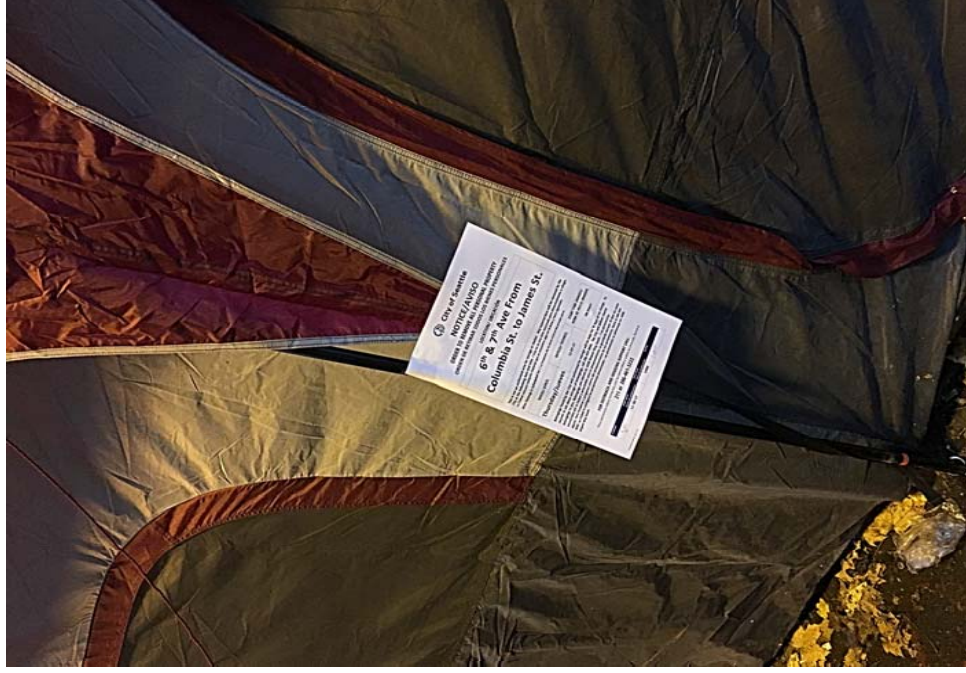




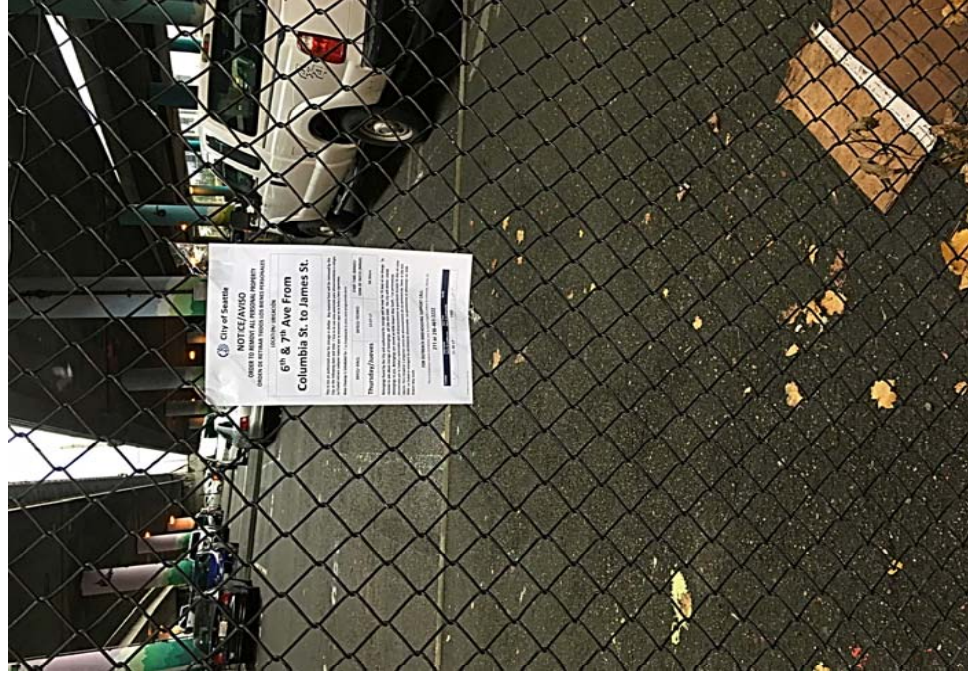
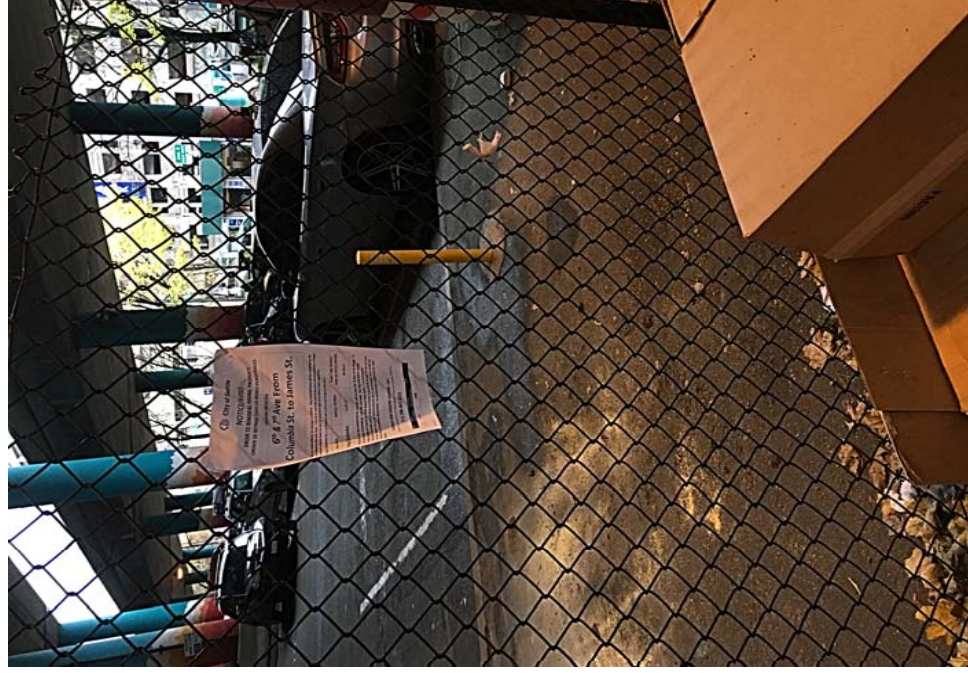
















City of Seattle
Public Works Department
6th & Pine Street
Columbia City, Seattle, WA 98102
Phone: 206.386.3100
Fax: 206.386.3101
www.seattle.gov
www.seattle.gov/publicworks



Exhibit D: Site Clean up









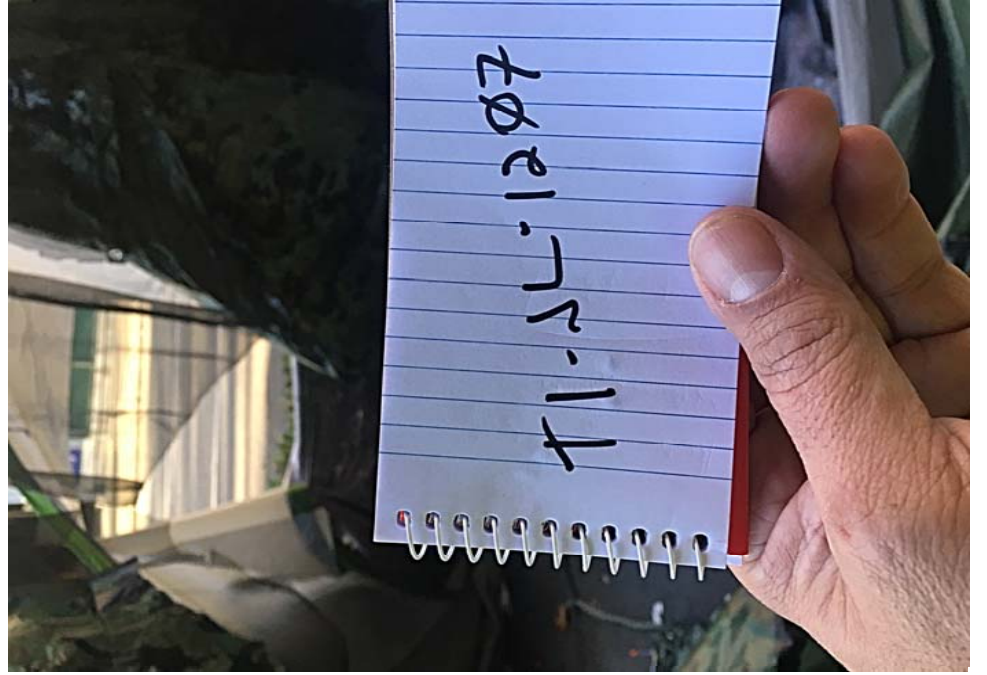


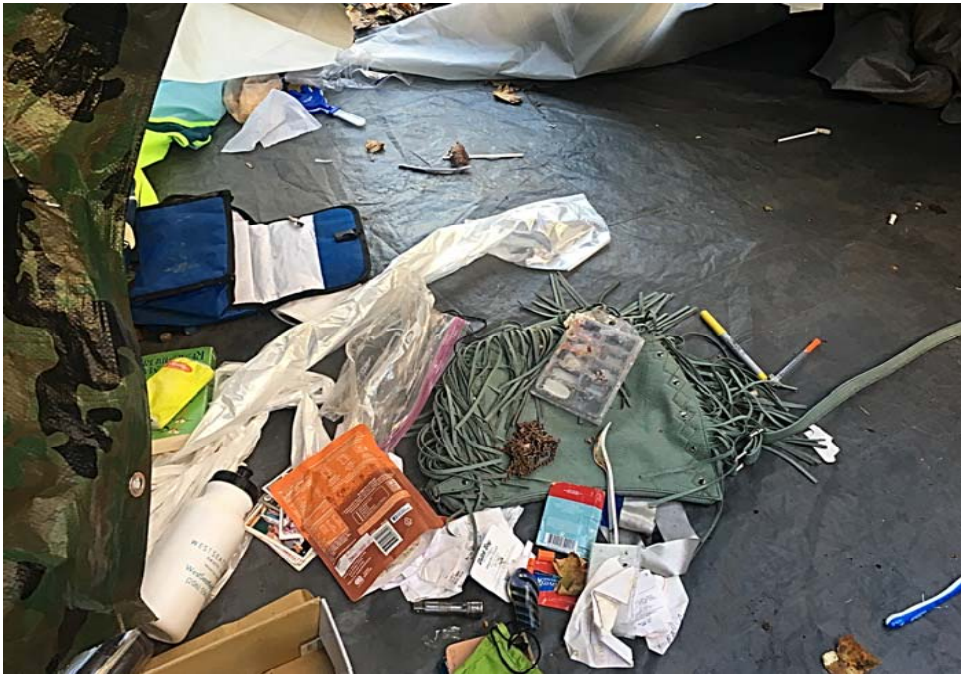


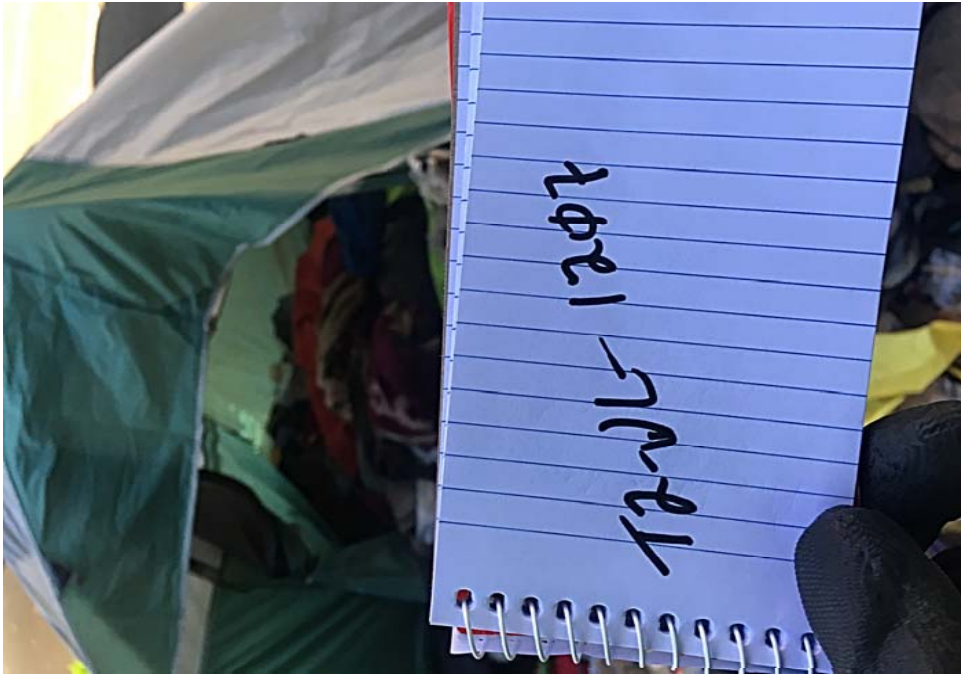




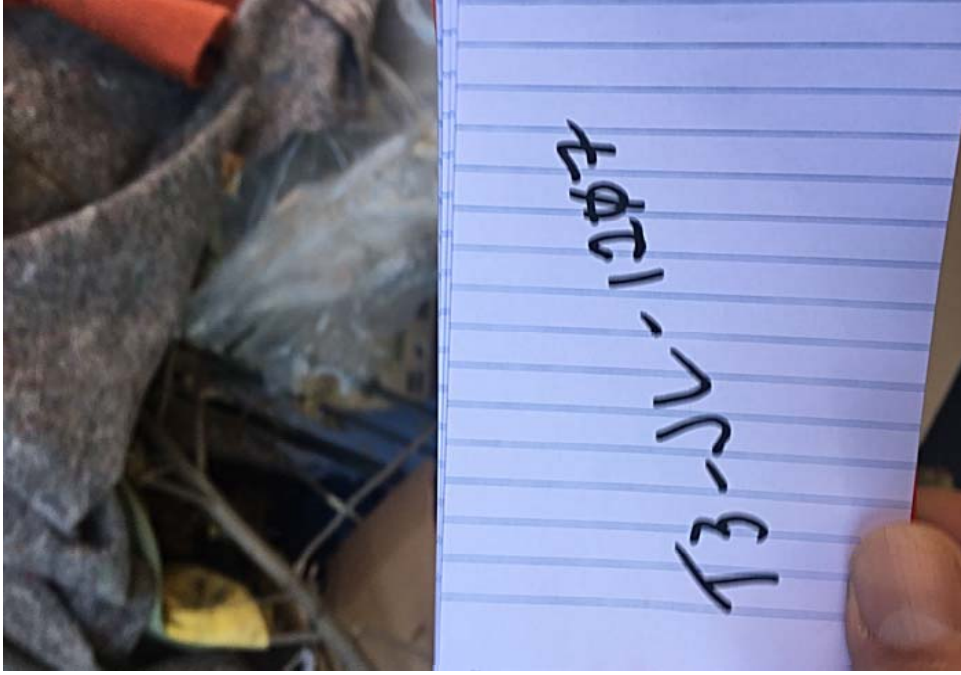


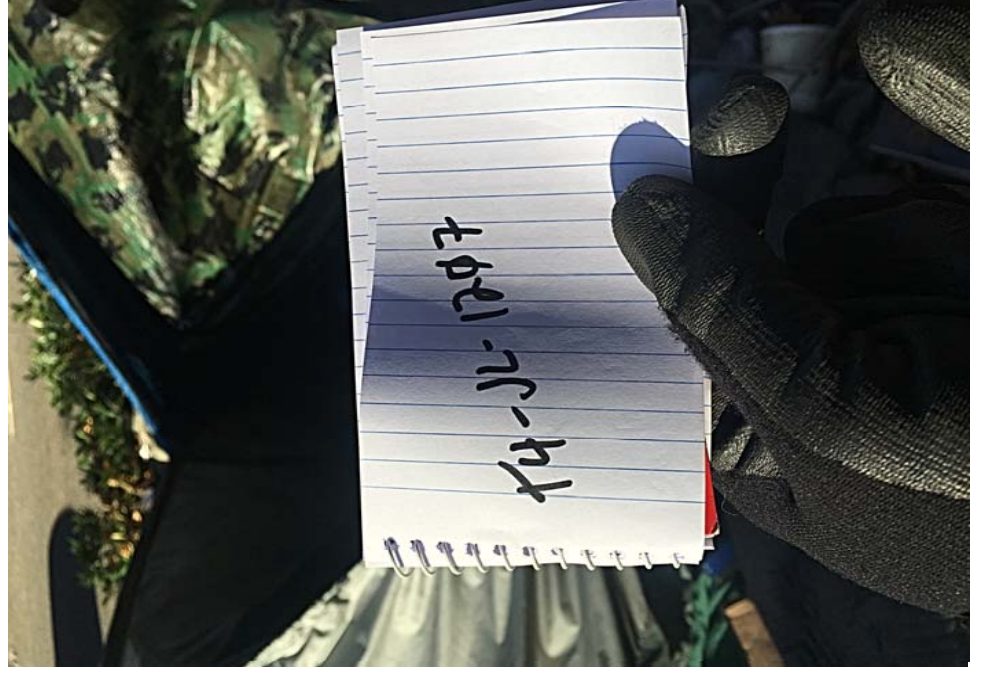










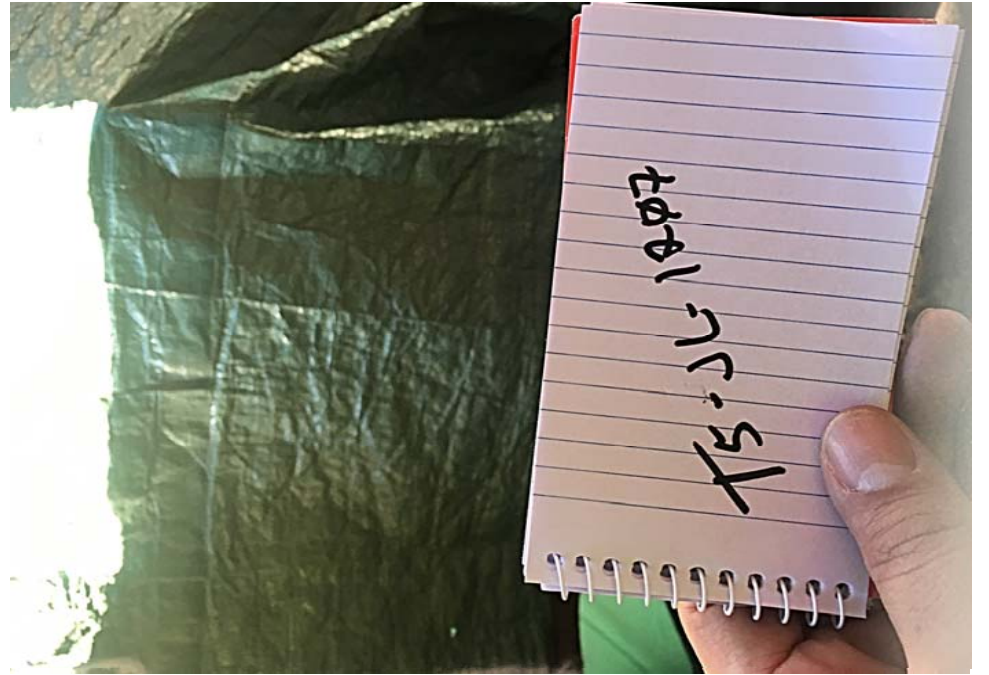
















City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
12-7-17	6th & 7th - Cherry St. & James St.

This is not an authorized area for storage or shelter. Material found here was removed by the City. / Esta no es una zona autorizada para almacenamiento o refugio. El material que se encontró aquí fue retirado por la Ciudad.

BELONGINGS ARE IN STORAGE:
Las Pertenenencias Están En Almacenamiento

YES / SÍ **NO/ NO**

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

Belongings found by the City and authorized for storage will be kept for 70 days at no charge. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. La Ciudad le entregará las pertenencias almacenadas. 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**

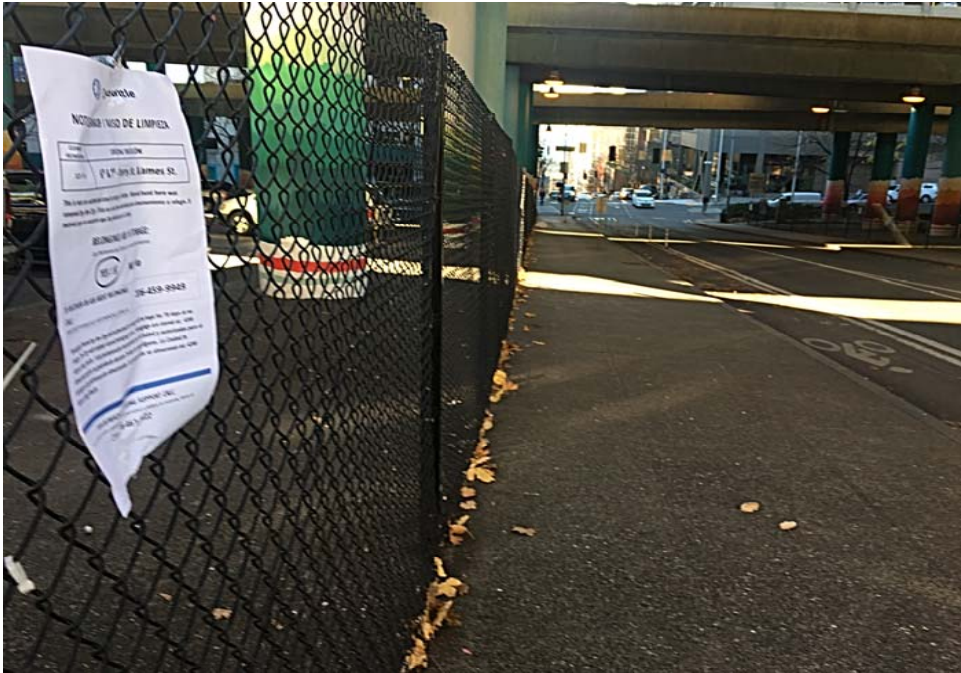
Copyright November 2017, 158











Site Name: James & Cherry St.

 Date of Clean Up: 12-07-17

 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
Self Stored	<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	2	0	0	0	self stored- 3 black bags w/ clothes
T4-JL-1207	<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-black bag w/misc items, box with paperwork- tent ripped not stored
Found in debris(parking lot)	<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-Blue tent in box
T3-JL-12087	<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-black bag w/brown blanket, brown backpack- nothing else stored-wet blankets and bedding
Found in debris(6 th ave N. of 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	Stored- clear bag w/ clothes, green and white bag w/purses
Found in Debris(6yh ave S. of 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	2	0	0	0	Stored-apple Mac Book Pro in box, various speakers, chargers, clothes, blue cooler, blk bag w/tent

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
Self stored	<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	self stored blk bag w/clothes
Self Stored	<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	3	0	0	0	self stored- blk suit case, blk backpack, gray bag, blk bag w/clothes
T2-JL-1207	<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 stored- tent ripped, syringes inside, garbage, urine bottles
T1-JL-1207	<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	Nothing stored- owner, stated all left behind was garbage.
T5-JL-1207	<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 stored- tent ripped, garbage and syringes inside.
	<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					