

## 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:** Ballard Commons **Date of First Inspection:** 3-18-20  
**Site Address:** 5701 22<sup>nd</sup> Ave NW **Date of Clean-Up:** 3-18-20  
**Inspection By:** J Lohman **SERIS #** N/A  
**Referred By:** Accessibility Route **Photos to FAS?**  Yes  No

### SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
3-18-20	4	1	3	0	8

### 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

**TOTAL COUNT:**

3

**TOTAL COUNT:**

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
- 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 type="checkbox"/> Obstruction Removal <input type="checkbox"/> Tent on side walk  <input type="checkbox"/> Blocking intended use of facility	<input type="checkbox"/> Hazard Removal <input type="checkbox"/> Safety of Occupant  <input type="checkbox"/> Safety of other near and around camp	<input checked="" type="checkbox"/> Litter Pick Only <input type="checkbox"/> Remanded to Illegal Dumping <input type="checkbox"/> Cleared by scheduled contractors- FAS <input type="checkbox"/> Cleared by scheduled contractors- SPU
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**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        | <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 type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

#### Specifications/Notes

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#### EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew Involved	2	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	2	

#### INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	0	
Number of Light Teams	4	Parks w/packer
Number of Full Time Days On-site Approved	0	
Number of Partial Days On-site Approved	1	
Total Hours Approved	2	

#### STAGING LOCATION

Date: 3-18-20    Time: 1200    Location: Ballard Commons

## 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 (Date:) |  | <input type="checkbox"/> Yes            | <input checked="" 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:)         |  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Outreach team is present at cleanup site                 |  | <input type="checkbox"/> Yes            | <input checked="" 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
3-18-20	4	1	3	0	8

**STORAGE SUMMARY**

Total should equal total in Occupancy Data

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



# Exh D - Clean Up Photos







# After Clean Photos









Site Name: Ballard Commons

 Date of Clean Up: 3-18-20

 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
Nothing storable	<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					
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