

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:	<u>42nd & Pasadena</u>	Date of First Inspection:	<u>2-21-18</u>
Site Address:	<u>42nd & Pasadena</u>	Date of Clean-Up:	<u>3/6-7/18</u>
Inspection By:	<u>J. Lohman/L. Beck</u>	SERIS #	<u>2668-01, 2228-02, 2139-04, 819-06, 523-05, 2138-04, 168-08, 817-06, 128-06, 342-11, 2250-03</u>
Referred By:	<u>SERIS & WSDOT</u>	Photos to FAS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
2-21-18	15	7	0	0	22

SITE CHARACTERISTICS

- | | | |
|--|---|--|
| 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 type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Heavy Traffic | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Near Industrial Zone | <input type="checkbox"/> Yes | <input checked="" 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 checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Slide Zone | <input type="checkbox"/> Yes | <input checked="" 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 |
| Other: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

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 type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Hazardous Materials | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Falling Tree or Limbs | <input checked="" type="checkbox"/> Yes | <input 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 |
| Property Damage | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

TOTAL COUNT:	5
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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 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 checked="" type="checkbox"/> Yes <input 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

- | | |
|---------------------------------|---|
| Full 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 checked="" type="checkbox"/> Yes <input 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	2	
Number of Truck Drivers Approved	2	
Number of Full Time Days On-site Approved	2	
Number of Partial Days On-site Approved	0	
Total Hours Approved	16	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	2	WSDOT/Parks dept.
Number of Light Teams	1	Parks Dept.
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

STAGING LOCATION

Date: 3/6-7/18 Time: 0900 Location: NE 40th St & Pasadena PI NE

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	Non-specific Gender	Total Number of People Contacted	Males who took Shelter	Females who took Shelter	Non-specific Gender who took Shelter	Total Taking Shelter
1/26/2018	Friday	Outreach	40th & Pasadena	2	0		2	0	0	0	0
3/1/2018	Thursday	Outreach	40th & Pasadena	6	0	0	6	0	0	0	0
3/2/2018	Friday	Outreach	40th & Pasadena	4	1	0	5	0	0	0	0
3/5/2018	Monday	Outreach	40th & Pasadena	7	1	0	8	0	0	0	0
3/6/2018	Tuesday	Clean	40th & Pasadena	8	3	0	11	0	3	0	3
3/6/2018	Tuesday	Clean	40th & Pasadena	4	3	0	7	0	3	0	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 J. Lohman/J. Horan

CHECKLIST for ENCAMPMENT CLEAN UP

- | | | |
|--|--------|---|
| Notice posting is 72 hours in advance of cleanup (Date:) | 3-1-18 | <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:) | 3-5-18 | <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
3/6/18	7	0	0	0	7


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	3	ABANDONED TENT Content Not Storable	2
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.

Exh A: Inspection Photos













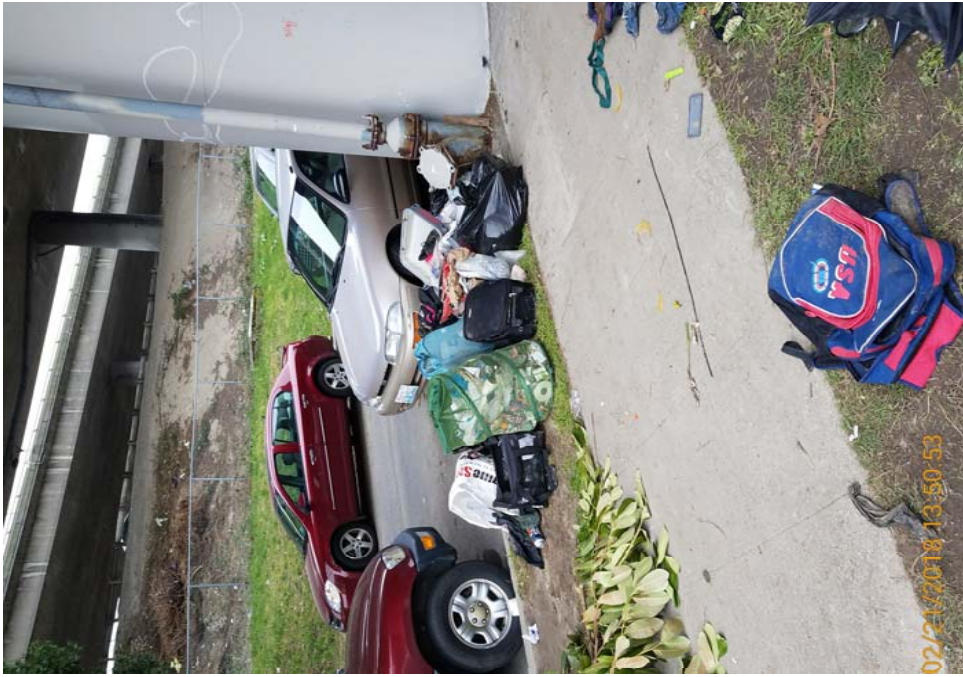
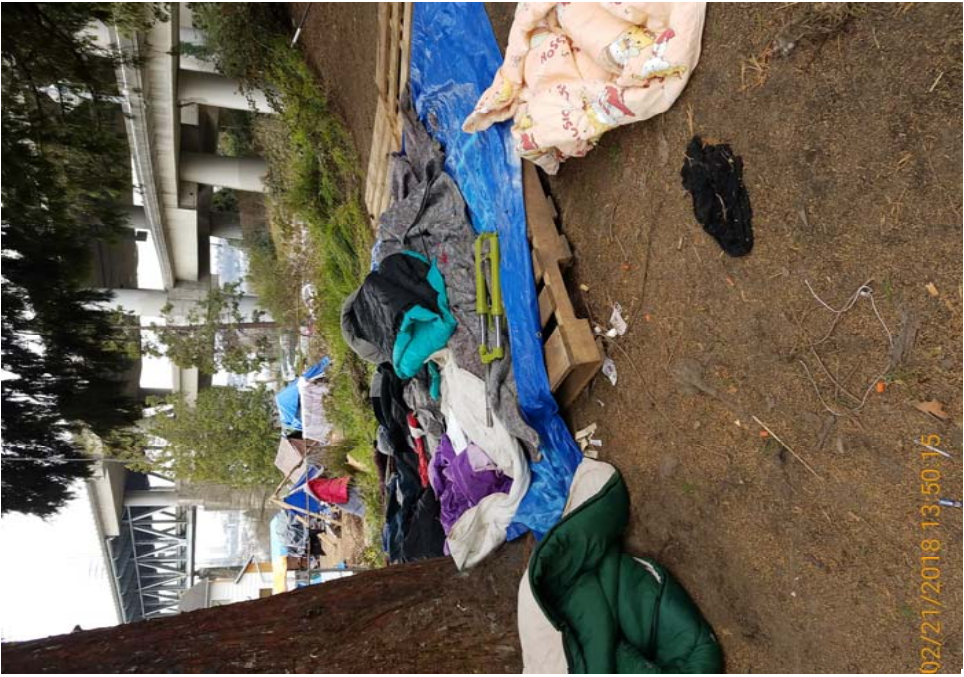




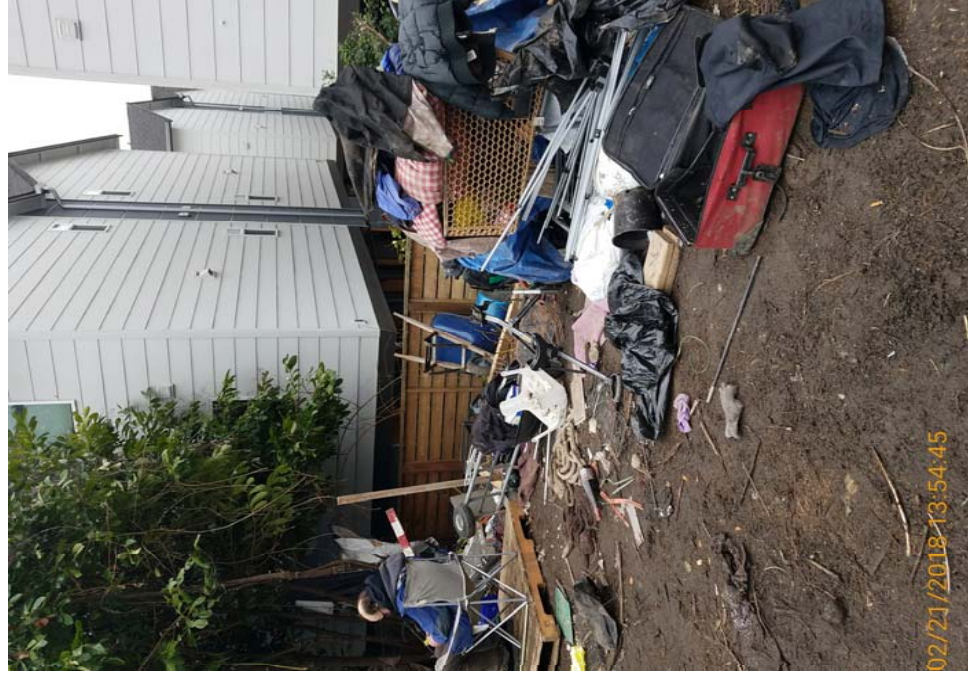






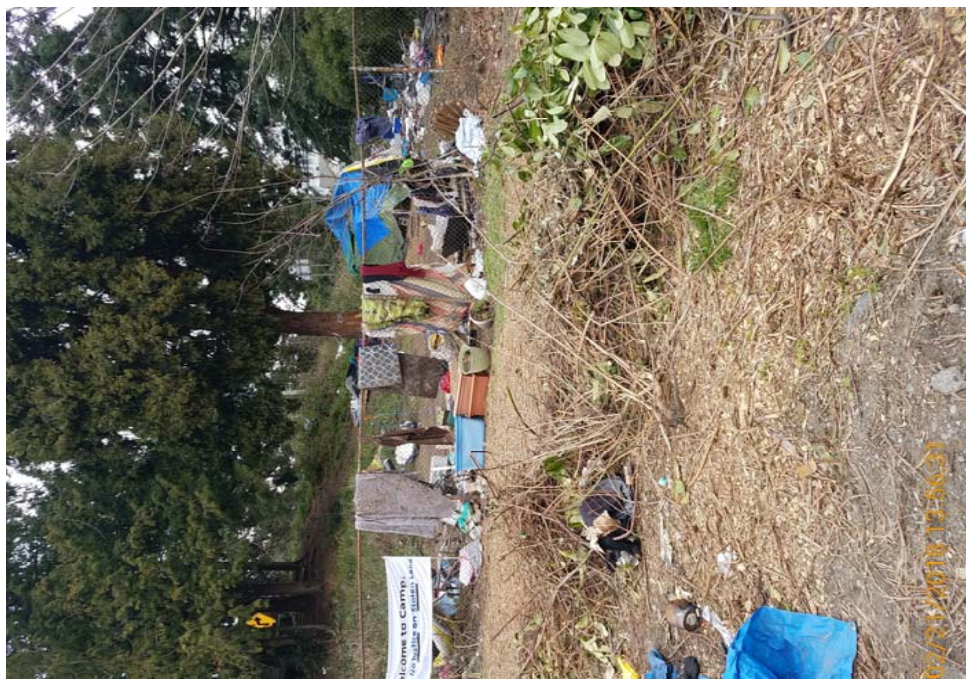








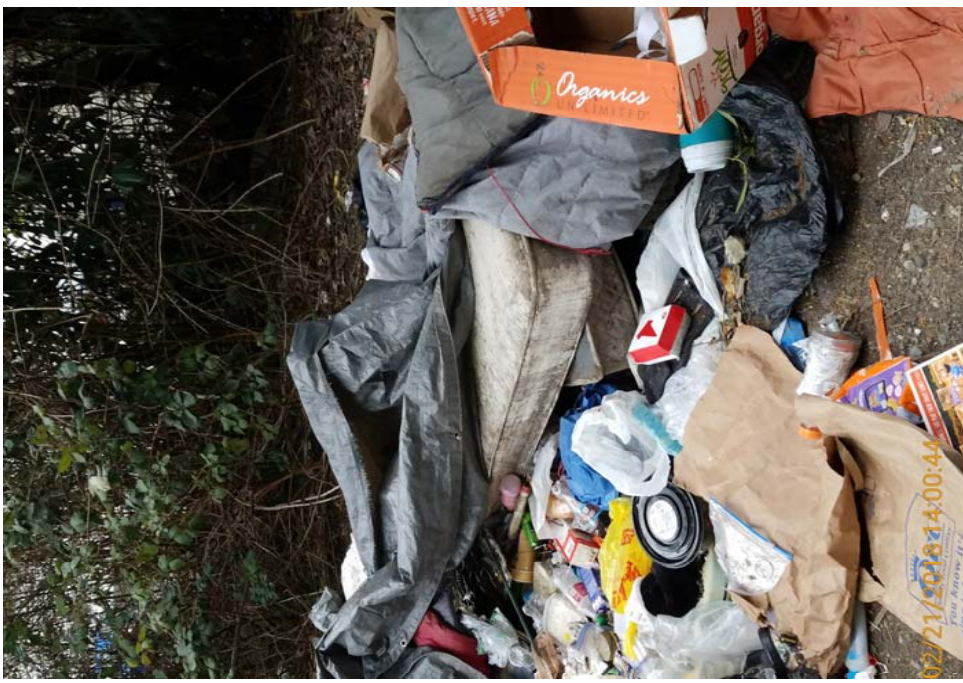






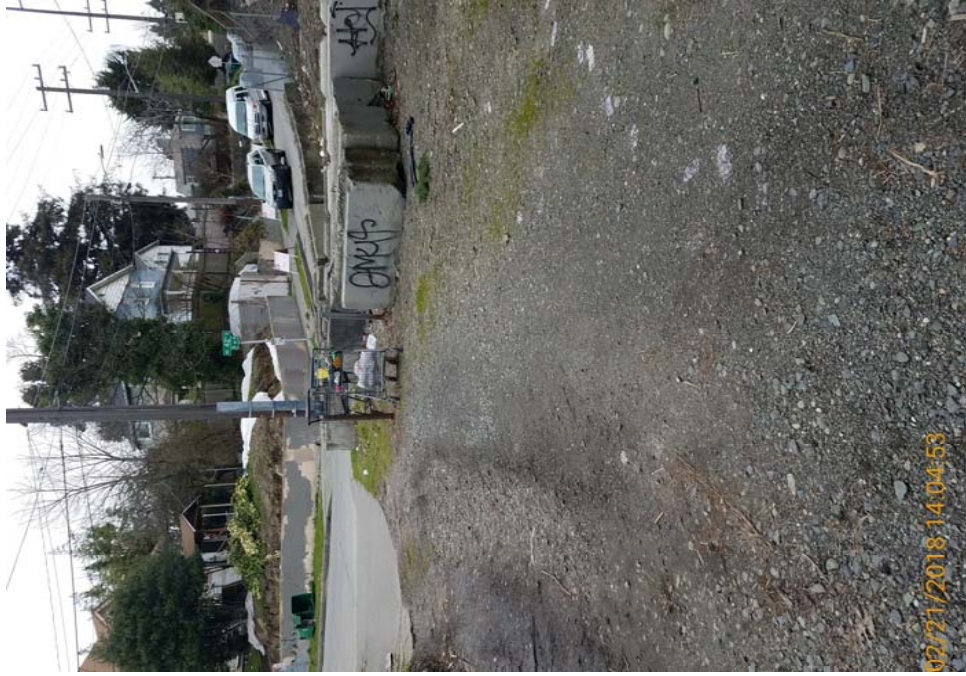














Exh B: Site Posting Photos





















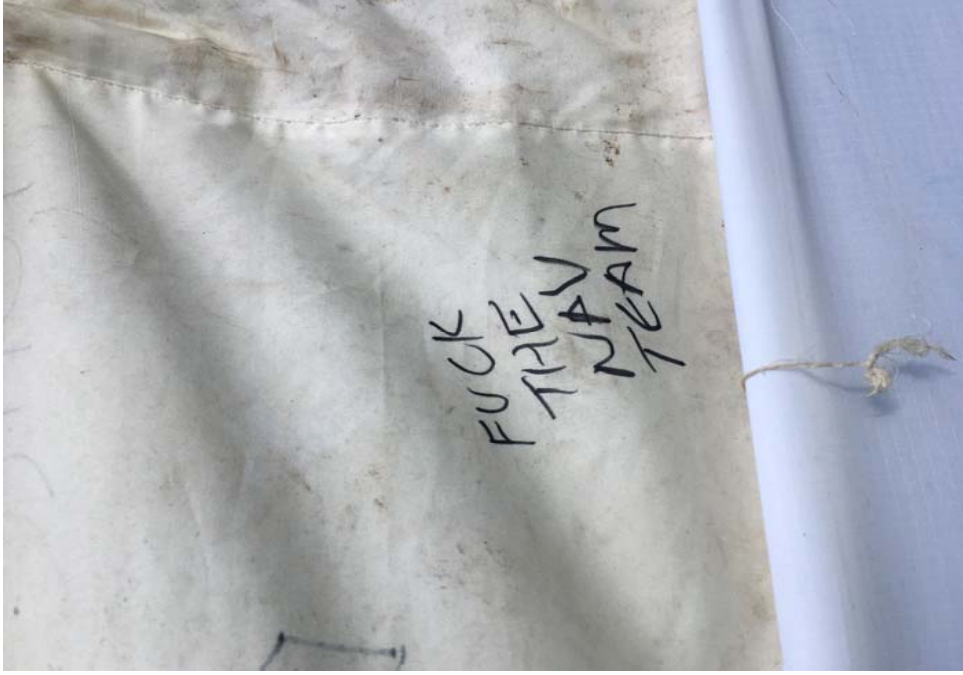












City of Seattle

NOTICE / AVISO

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

LOCATION / UBICACIÓN
40th-42nd and Pasadena & under I-5 to 42nd
and 5th Ave NE/40th-42nd y Pasadena & abajo
de I-5 a 42nd y 5th Av. NE

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 una zona autorizada para almacenamiento o refugio. La Ciudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.
Area Cleanup is Scheduled for / La limpieza de la zona está programada para:

DAYS / DÍAS	DATE(S) / FECHAS	START TIME (RANGE) / HORA DE INICIO (RANGO)
Tuesday-Wednesday	3/6-7/18	09:00

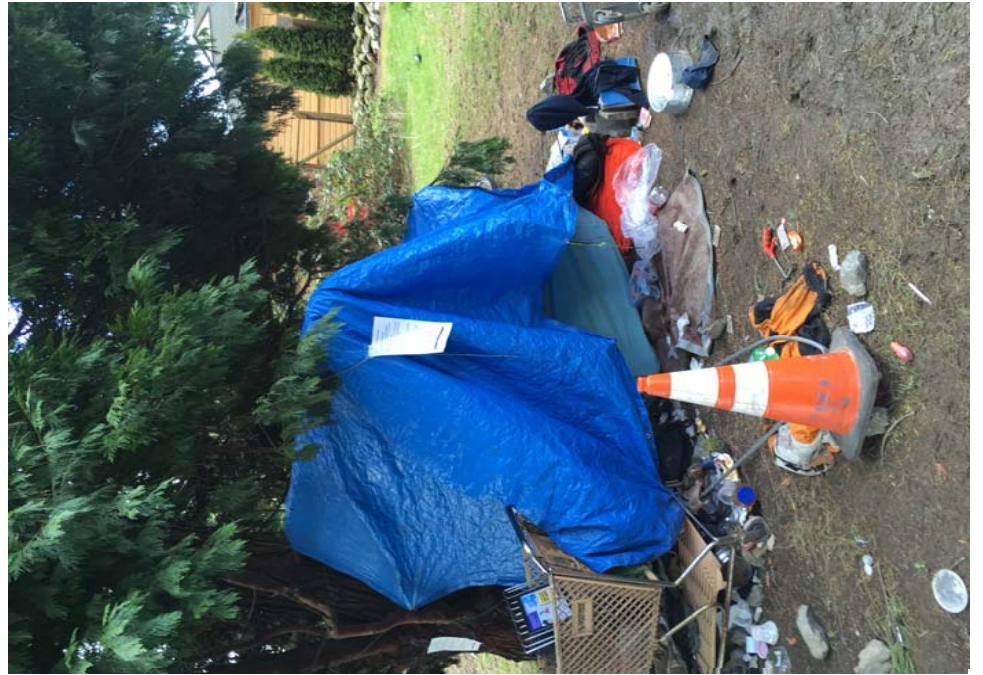
Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-459-9949. The City will deliver stored belongings to you. Belongings are stored at 4200 Airport Way South. / Las pertenencias almacenadas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. Para recuperar o preguntar acerca del almacenamiento de sus pertenencias, llame al 206-459-9949. 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

Created	POST DATE / Fecha de publicación	Post Time / Hora de publicación	Verify
3/4	11:00	11:00	ADZ

Revised: 03/06/2018

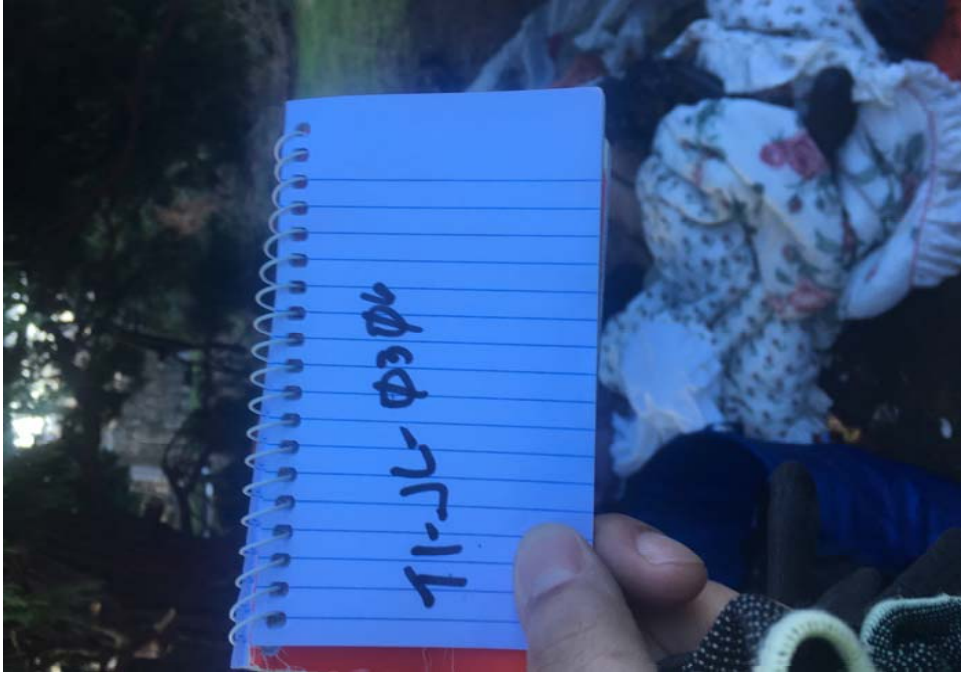


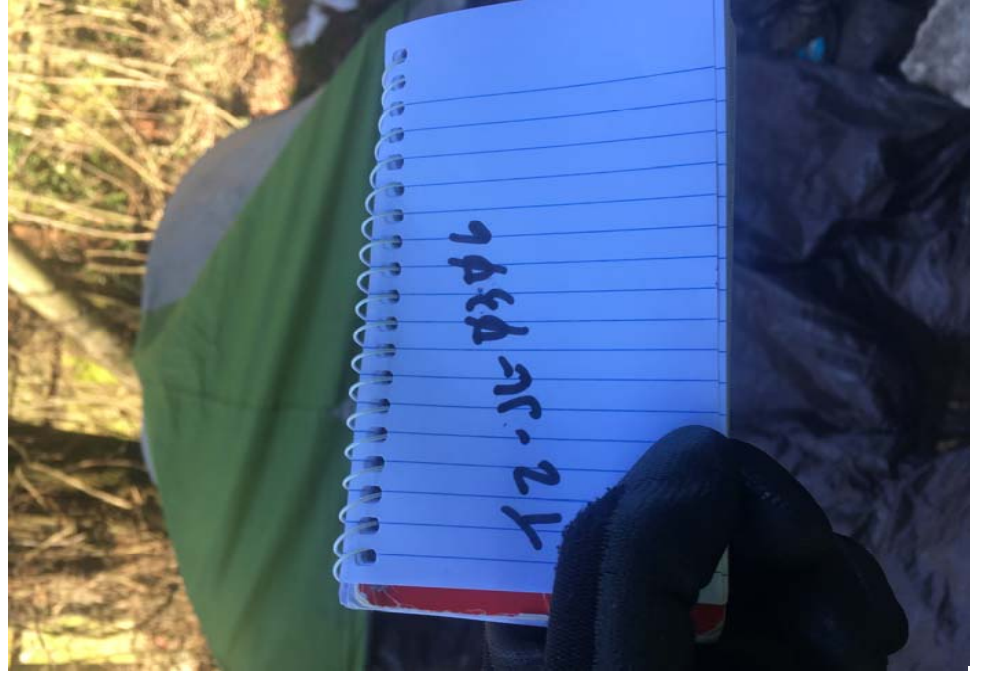




Exh D: Clean-up & Storage Photos

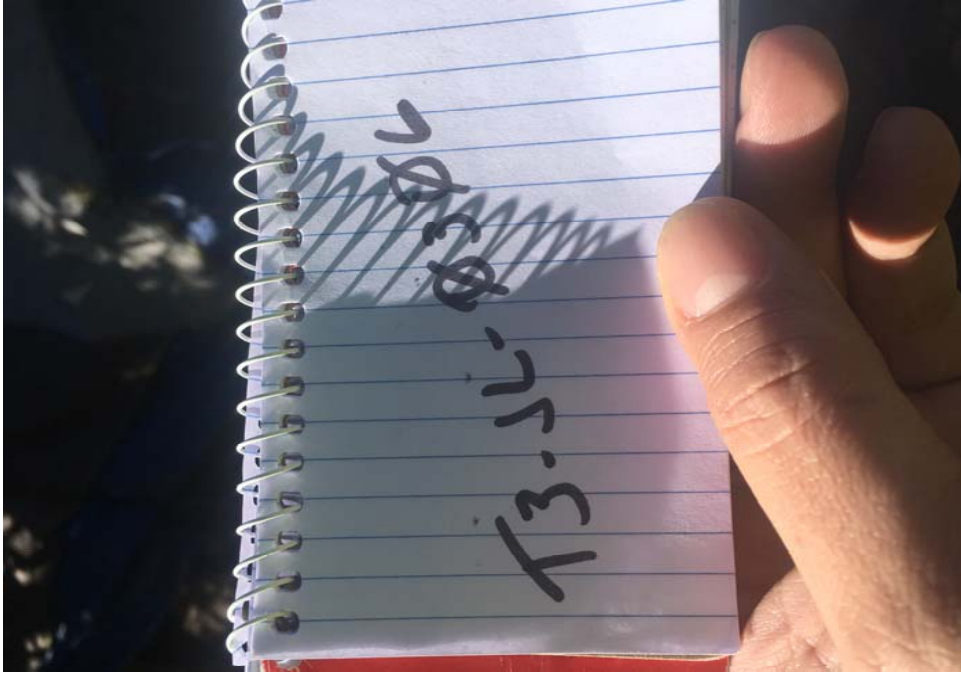














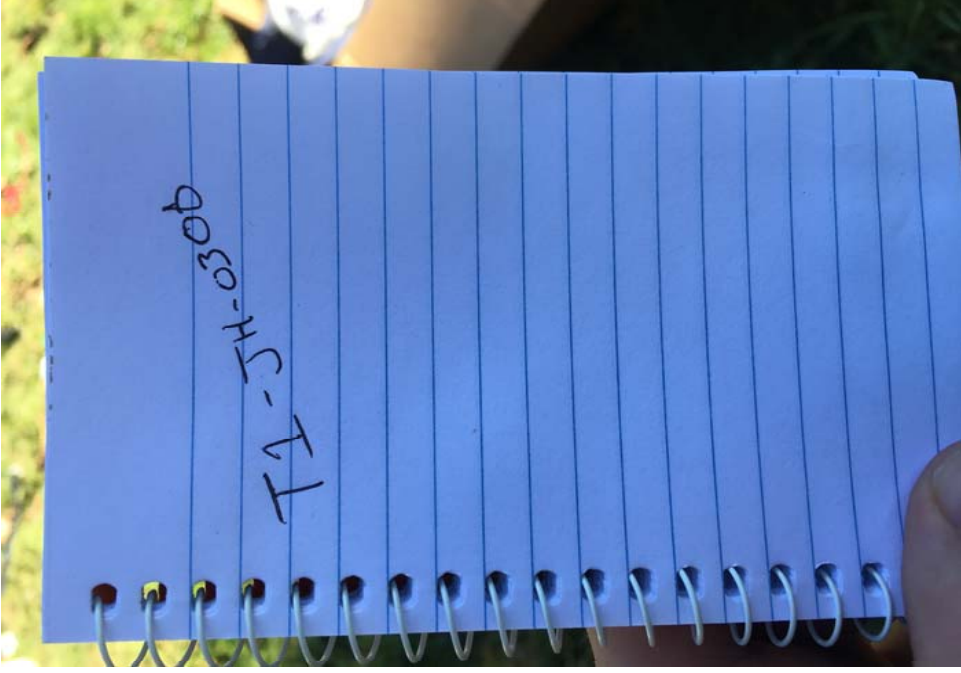






















City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE / FECHA DE LIMPIEZA	LOCATION / UBICACIÓN
3/6-7/18	NE 40 th St & Pasadena PL NE

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 Pertencias Están En Almacenamiento

YES / SÍ **NO / NO**

TO RECOVER OR ASK ABOUT BELONGINGS
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 **not** 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 contacto con la comunidad y sobre la vivienda, llame al:
211 or 206-461-3222













INVENTORY OF PERSONAL PROPERTY REMOVED FROM ENCAMPMENT

Location of Encampment: 42nd + Pasadena Log Number: 791
 Date of Collection: 3-6-18

Name of Owner (if Party Self Stored): TI - J - B 3 P C

Item(s) Description:	Bag Number	Photos Taken by Whom? (Please print and attach)	Date of Posting Notice of Recovered Property	If Partial Inventory/Remaining in Storage (Date items removed)
<u>clothes</u>		<u>JL</u>	<u>3-6-18</u>	
<u>Blk Backpack w/white</u>	<u>1</u>			
<u>Sm. Red bag w/white</u>	<u>1</u>			
<u>Blk shoes</u>	<u>1</u>			
1-Bin				

Employee's Signature: [Signature] Date: 3-6-18

REQUEST FOR DELIVERY

Delivery Location: _____ Delivery Date: _____

Item(s) Removed from storage by: _____ Date: _____

Recovered Item(s) Received by: _____ Date: _____



INVENTORY OF PERSONAL PROPERTY REMOVED FROM ENCAMPMENT

Location of Encampment: 42nd + Pasadena Log Number: 792
 Date of Collection: 3-6-18

Name of Owner (if Party Self Stored): bound in debris

Item(s) Description:	Bag Number	Photos Taken by Whom? (Please print and attach)	Date of Posting Notice of Recovered Property	If Partial Inventory/Remaining in Storage (Date items removed)
<u>shirts - dress</u>	<u>5</u>			
1-Bin				

Employee's Signature: [Signature] Date: 3-6-18

REQUEST FOR DELIVERY

Delivery Location: _____ Delivery Date: _____

Item(s) Removed from storage by: _____ Date: _____

Recovered Item(s) Received by: _____ Date: _____



Site Name: 40th & Pasadena

 Date of Clean Up: 3/6/18

 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-JH-0306	<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	Tent ripped and nothing storable inside
Found in debris	<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	5 dress shirts were hung on hangers on fence.
T1-JL-0306	<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	1	0	0	0	Stored-clothes, black back pack w/clothes, small red bag w/clothes, black shoes. Tent ripped not storable
T2-JL-0306	<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, full of garbage, syringes, urine bottles
T3-JL-0306	<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
	<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					
	<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					
	<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					

