

**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 Encampments directory on the G:Drive.

<b>Site Name:</b>	13th Ave S & S Lane Street (Stairway)	<b>Date of Inspection:</b>	06/13/17
<b>Site Address:</b>	13th Ave S & S Lane Street (Stairway)	<b>Date of Clean-Up:</b>	06/19/17
<b>Inspection By:</b>	J. Horan & G.Kim	<b>SERIS #</b>	2655-01, 2664-01
<b>Referred By:</b>	SERIS	<b>Photos to FAS?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SITE OCCUPANCY DATA**

Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1	1	0	0	2

**SITE CHARACTERISTICS**

- |  |   |  |
|--|---|--|
| Park                                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sidewalk                               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Within 50ft of a water body or wetland | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Roadway                                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Within 50ft of a Guardrail             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Heavy Traffic                          | <input type="checkbox"/> Yes            | <input checked="" 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 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 |
| 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 type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Chemical Waste        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Fires                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Criminal Activity     | <input checked="" type="checkbox"/> Yes | <input 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            |

<b>TOTAL COUNT:</b>	1
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<b>TOTAL COUNT:</b>	12
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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 (Choose One Type)**

- Full Encampment Clean Up  
  Obstruction Removal  
  Hazard Removal  
  Litter Pick Only

**PRE-JOB SITE ASSESSMENT & INSTRUCTIONS**

- |   |   |  |
|---|---|--|
| 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 |

**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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

#### Specifications/Notes

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#### 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	1	
Total Hours Approved	12	

#### INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	0	
Number of Light Teams	0	
Number of Full Time Days On-site Approved	0	
Number of Partial Days On-site Approved	0	
Total Hours Approved	0	

#### STAGING LOCATION

Date: 6/19/17 Time: 8:30 Location: 13th Ave S & S Lane Street

## 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**     M. Teeters    

### CHECKLIST *for* ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup	<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	<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

### STORAGE SUMMARY

TOTAL TENTS/STRUCTURES	OWNER PRESENT Accepted Storage	OWNER PRESENT Declined Storage*	NOT PRESENT Storable	NOT PRESENT Not Storable
3	2	1	0	0

\* Number represent owners that verbally declined storage and/or removed their items themselves. Exh E. Storage Detail only reflects items stored or documentation of tents/items that were left behind and disposed of.

### STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
5	0	0	1

### 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: Inspection Photos













Exh B: Site posting Photos















## NOTICE/AVISO

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

LOCATION/UBICACIÓN  
**S LANE ST STAIRWAY**  
**Between 12th Ave S & 13th Ave S**

This is not an authorized area for storage or debris. Any material here will be removed by the City at the following time and location. This notice is provided for information only and is not intended to be a contract. For more information, please call the City at 206-461-3222.

Area Cleanup is Scheduled for / La limpieza de la zona está programada para:

DAYS/DÍAS	DATES/DÍAS	START TIME (AM/PM) HORA DE INICIO (AM/PM)
Monday Lunes	06/19/17	8:30 AM

Debris/Items found by the City will be stored for 70 days at no charge. To request materials, call 206-461-3222. The City will deliver your belongings to you. In cargo are provided.

Los pertenencias encontradas por la Ciudad serán almacenadas por 70 días sin costo alguno. Para recuperar sus pertenencias, llame al 206-461-3222. La Ciudad entregará sus pertenencias a usted. Los materiales serán entregados a usted.

FOR OUTREACH AND HOUSING SUPPORT CALL:  
211 or 206-461-3222

Para asistencia sobre vivienda o apoyo con la comunidad, llame al 211 o al 206-461-3222.

DATE/TIME: 06/15/17 9:00 AM



Exh. D: Clean Up and Storage Photos



















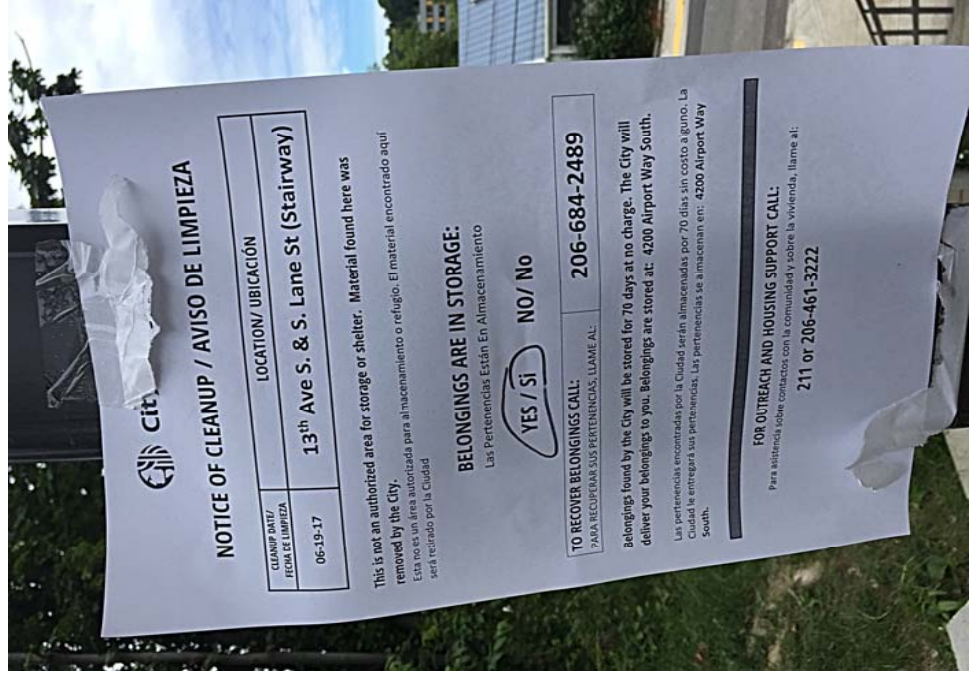


















Site Name: 13<sup>th</sup> Ave S and S. Lane

 Date of Clean Up: 6-19-17

 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
T1-MJT-0619	<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	Sleeping bags were stored. All the rest was garbage when asked owner.
T2-MJT-0619	<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	4	0	1	0	4 bins of personal item and one tub of toiletries.
T3-MJT-0619	<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 checked="" type="checkbox"/> Damaged	0	0	0	0	Owner took all he wanted and left the rest as 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					
	<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					



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 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					



