

**SITE JOURNAL CONTENTS**

- Completed Site Journal
- Exhibit A: Site Inspection Photos
- Exhibit B: Site Posting Photos
- Exhibit C: Outreach Report
- Exhibit D: Clean Up & Storage Photos
- Exhibit E: Storage Detail

**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.

**CRS Listing:** SW Florida St from 13th Ave SW to 11th Ave SW      **Date of First Inspection:** 2/20/19  
**Site Address:** SW Florida St from 13th Ave SW to 11th Ave SW      **Date of Clean-Up:** 2/26/19  
**Inspection By:** Jeff Horan      **CRS #:** Not Available – Referred by SPU  
**Referred By:** SPU      **Photos to FAS?**     Yes     No

**SITE OCCUPANCY DATA ( add additional lines as needed)**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
2/20/19	1	0	0	1	2

**SITE CHARACTERISTICS**

- Park     Yes     No
- Sidewalk                                       Yes     No
- Within 50ft of a water body or wetland     Yes     No
- Impeding Roadway                           Yes     No
- Within 50ft of a Guardrail                   Yes     No
- Heavy Traffic                                   Yes     No
- Near Industrial Zone- blocking vehicle site lines     Yes     No
- Forested Area                                 Yes     No
- Play Area                                       Yes     No
- Rented Area                                   Yes     No
- Slope more than 27°                           Yes     No
- Slide Zone                                     Yes     No
- Fire Damage                                   Yes     No
- Fire Under low Barrier:                       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 (SPD response needed)     Yes     No
- Weapons                                          Yes     No
- Open Alcohol                                     Yes     No
- Sharps     Yes     No
- Property Damage                                 Yes     No

**TOTAL COUNT:**      3

**TOTAL COUNT:**      7

**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
- Vehicle/RVs/License Plates

NAVIGATION TEAM ASSESSMENT		
<input checked="" type="checkbox"/> Full Encampment Clean Up	<input type="checkbox"/> Litter Pick	<input type="checkbox"/> Remanded to SPU
		<input type="checkbox"/> Reported back to CRS
<b>PRE-JOB SITE ASSESSMENT &amp; INSTRUCTIONS</b>		<b>Specifications/Notes</b>
Uneven Terrain (Fall Protection Required)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____
Medical Waste	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	_____
Chemical Waste	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>SPU ASSESSMENT &amp; INSTRUCTIONS</b>	<b>Date</b>	<b>Requirements:</b>
<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 checked="" type="checkbox"/> Yes <input 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 City Labor Crew Involved	8	Elmgrove
Number of Hazmat Crew Involved	2	_____
Number of Truck Drivers Approved	2	_____
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
Number of Full Time Days On-site Approved	1	_____
Number of Partial Days On-site Approved	0	_____
Total Hours Approved	8	_____

#### STAGING LOCATION

Date: 2/26/19 Time: 0900 Location: SW Florida St & 11th Ave SW

## C. PRE-CLEAN UP ACTIVITIES

### EXHIBIT B: SITE POSTING PHOTOS

- Cross Street Signs
- Close up to read post signage
- After Photos
- General Photos of the Encampment
- At a distance to view entire camp

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	Type	Location	Male Outreach	Female Outreach	Non-specific Gender	Total Number of People Contacted
2/25/2019	Outreach	SW Florida from 13th to 11th	0	0	0	0

## 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** Jeff Horan and Bruce Bentley

### CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<u>2/22/2019</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>2/25/2019</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.

- Photo of Storage Post
- Photos of Not Storable content
- Photos of Storable tents
- General Photos of the Encampment
- Tent/Structure Contents
- After Photos

### SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
2/26/19	0	0	0	1	1


**STORAGE SUMMARY**

Total should equal total in Occupancy Data

<b>TOTAL TENTS/STRUCTURES</b>			
OWNER PRESENT Removed Property and Tent	0	ABANDONED TENT/STRUCTURE Content Storable	0
OWNER PRESENT Discarded Tent/Discarded Property	0	ABANDONED TENT Content Not Storable	0
OWNER PRESENT Discarded Tent / Stored property	0	ABANDONED TENT Storable	0
ABANDONED BEDROLL Storable	0	ABANDONED TENT Not Storable	0
ABANDONED BEDROLL Not Storable	0	OWNER REMOVED VEHICLE	1

**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.

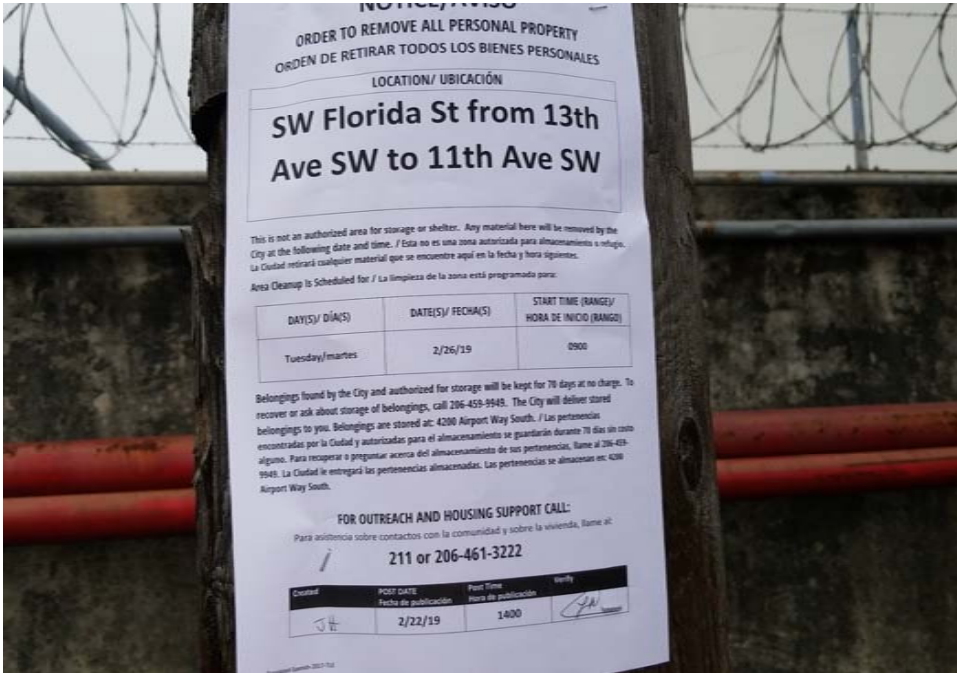
# Exh A - Inspection Photos



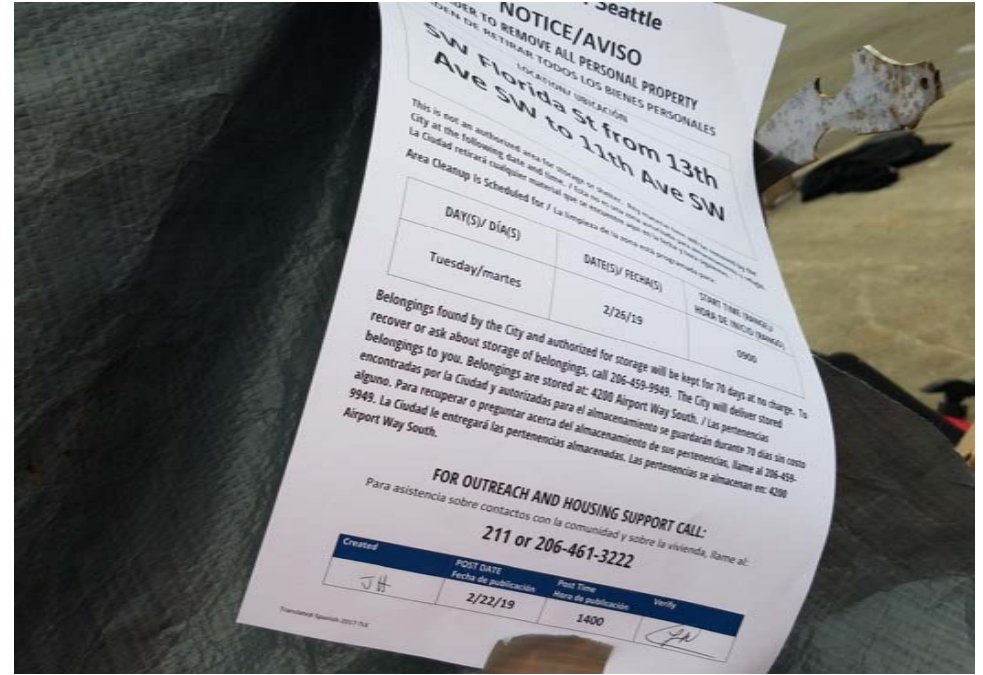




# Exh B - Posting Photos







*[Illegible notice text]*

**City of Seattle**  
**NOTICE/AVISO**  
**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

LOCATION/ UBICACIÓN  
**SW Florida St from 13th Ave SW to 11th Ave SW**

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. / Esto 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:

DAY(S)/ DÍA(S)	DATE(S)/ FECHA(S)	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Tuesday/martes	2/26/19	0900

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 encontradas 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
JH	2/22/19	1400	JN

Transitional Signage 2017 TLR

**City of Seattle**  
**NOTICE/AVISO**  
**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

LOCATION/ UBICACIÓN  
**SW Florida St from 13th Ave SW to 11th Ave SW**

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. / Esto 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:

DAY(S)/ DÍA(S)	DATE(S)/ FECHA(S)	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Tuesday/martes	2/26/19	0900

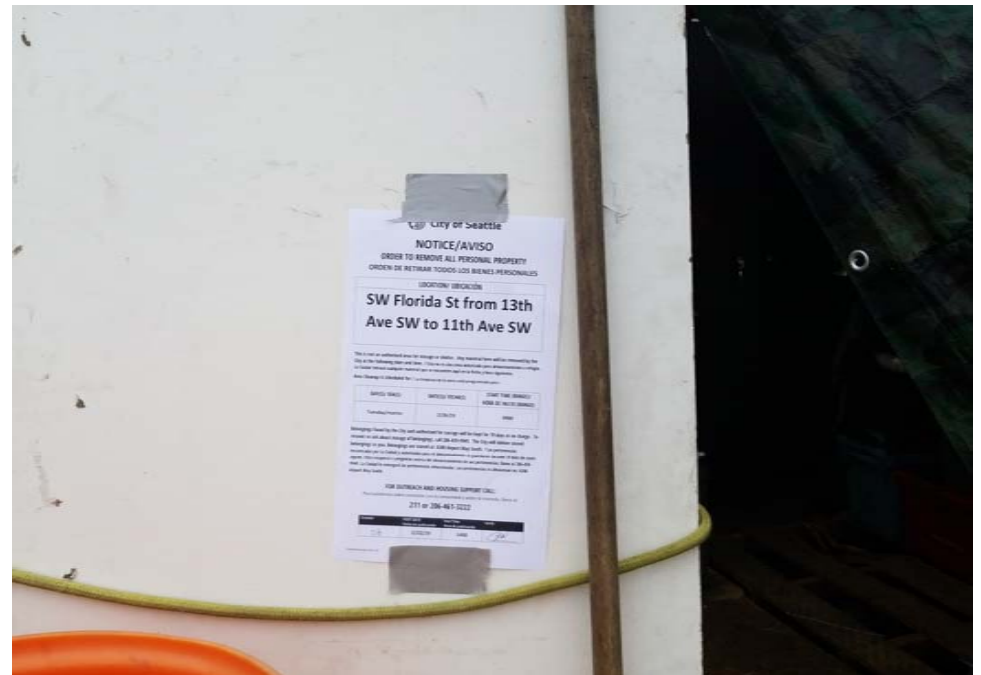
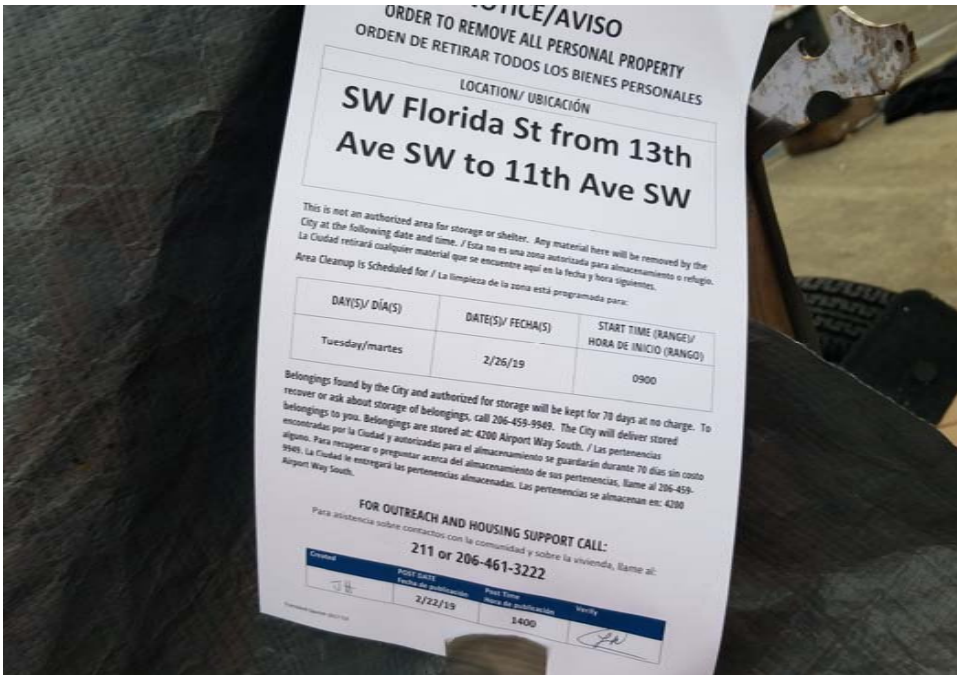
Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-459-9949. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Las pertenencias encontradas por la Ciudad 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.

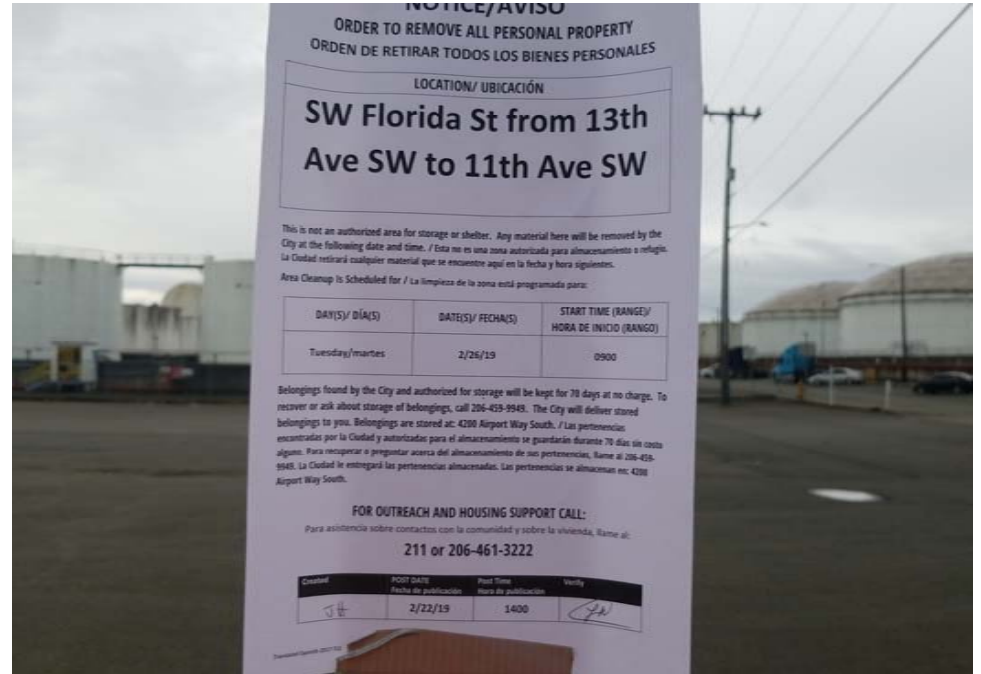
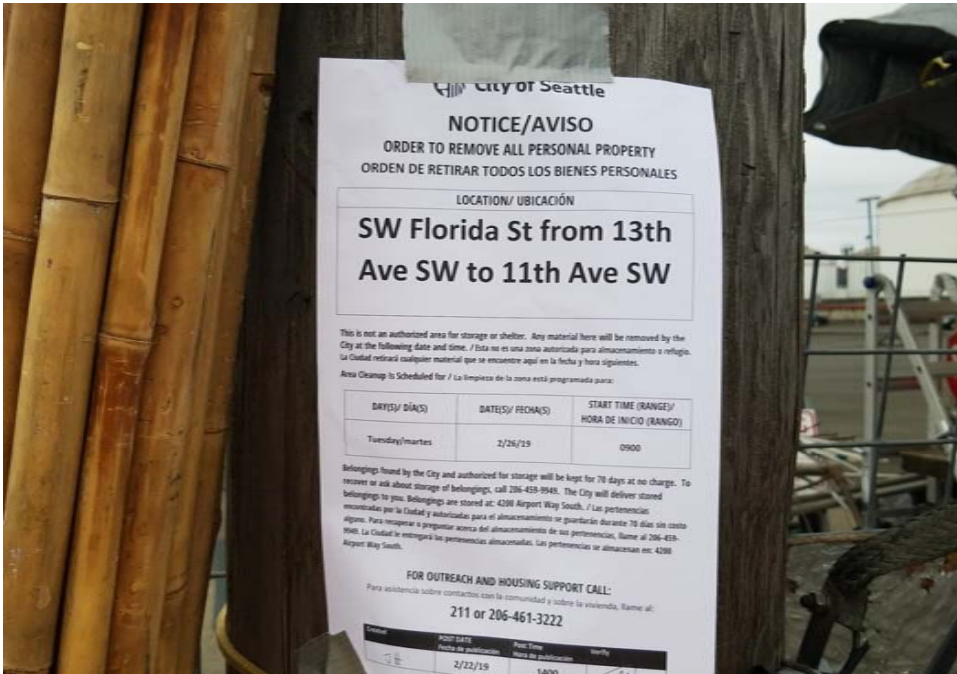
**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
 Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al:  
**211 or 206-461-3222**

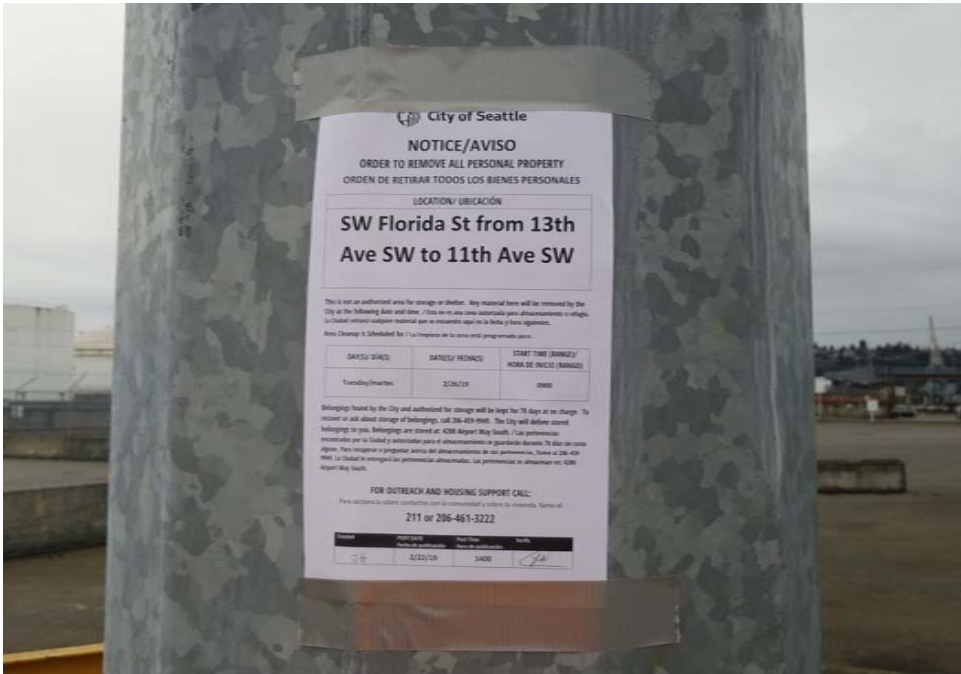
Created	POST DATE / Fecha de publicación	Post Time / Hora de publicación	Verify
JH	2/22/19	1400	JN

Transitional Signage 2017 TLR

SW Florida  
 13th Ave SW







City of Seattle  
**NOTICE/AVISO**  
**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**  
**LOCATION/UBICACIÓN**  
**SW Florida St from 13th Ave SW to 11th Ave SW**

**City of Seattle**  
**NOTICE/AVISO**  
**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**  
**LOCATION/UBICACIÓN**  
**SW Florida St from 13th Ave SW to 11th Ave SW**

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:

DATE(S)/DÍA(S)	DATE(S)/FECHA(S)	START TIME (RANGE)/HORA DE INICIO (RANGO)
Tuesday/martes	2/26/19	0900

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 encontradas 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**

206-461-3222	206-461-3222	206-461-3222
211	211	211

**City of Seattle**  
**NOTICE/AVISO**  
**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**  
**LOCATION/UBICACIÓN**  
**SW Florida St from 13th Ave SW to 11th Ave SW**

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:

DATE(S)/DÍA(S)	DATE(S)/FECHA(S)	START TIME (RANGE)/HORA DE INICIO (RANGO)
Tuesday/martes	2/26/19	0900

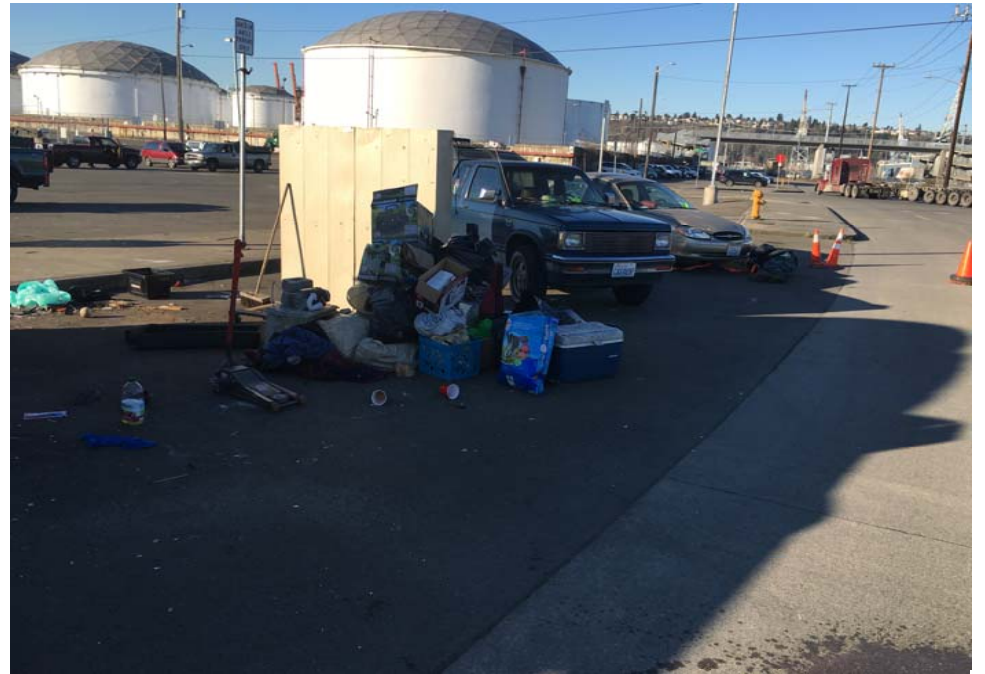
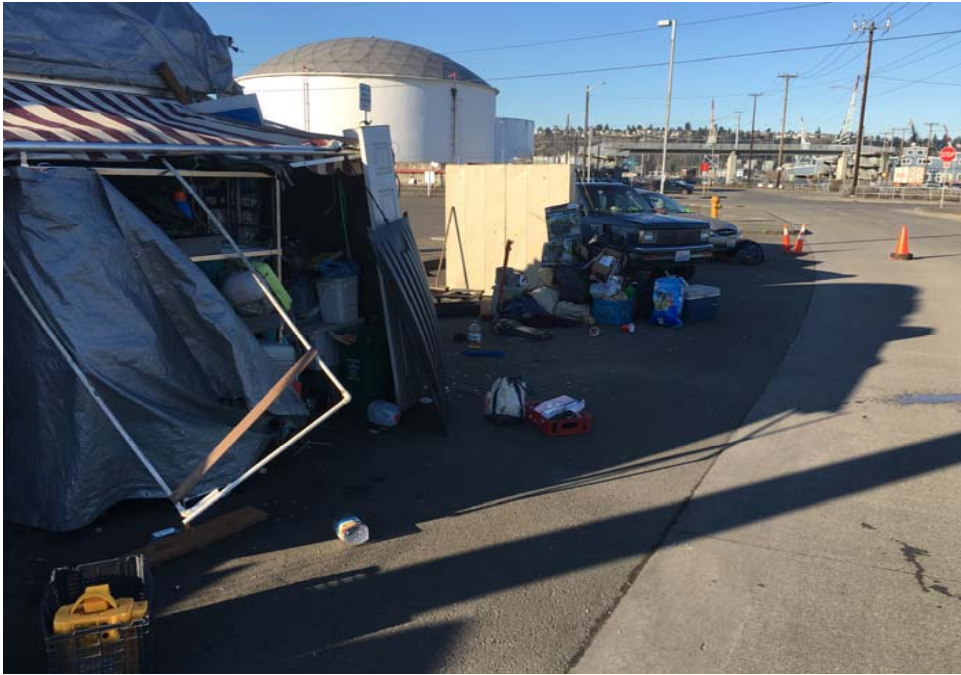
Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-459-9949. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Las pertenencias encontradas por la Ciudad 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.

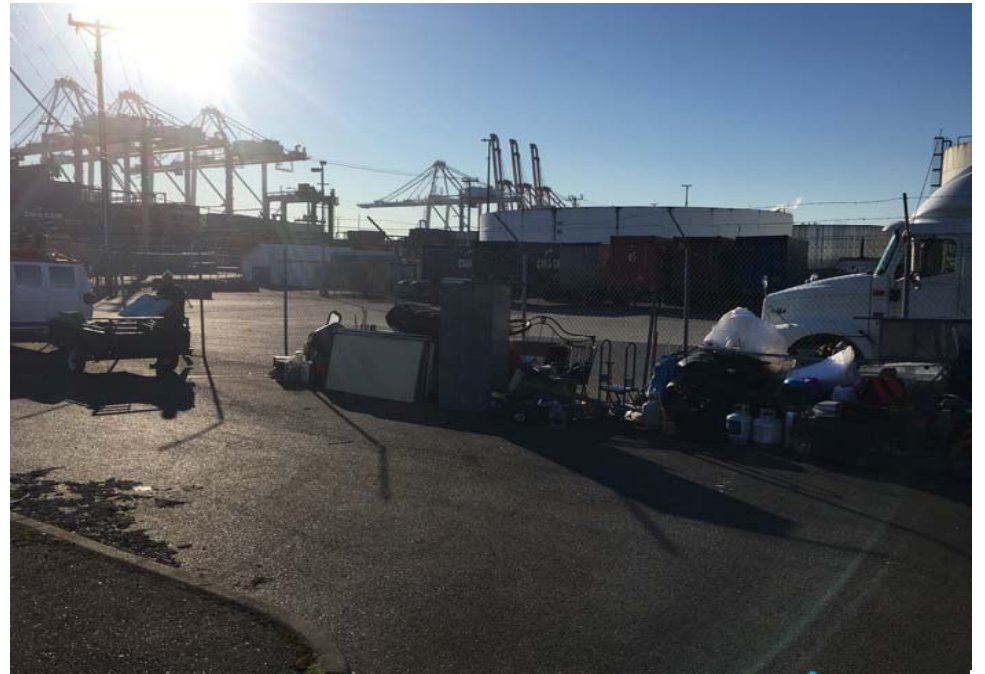
**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
 Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al:  
**211 or 206-461-3222**



# Exh D - Clean Up Photos

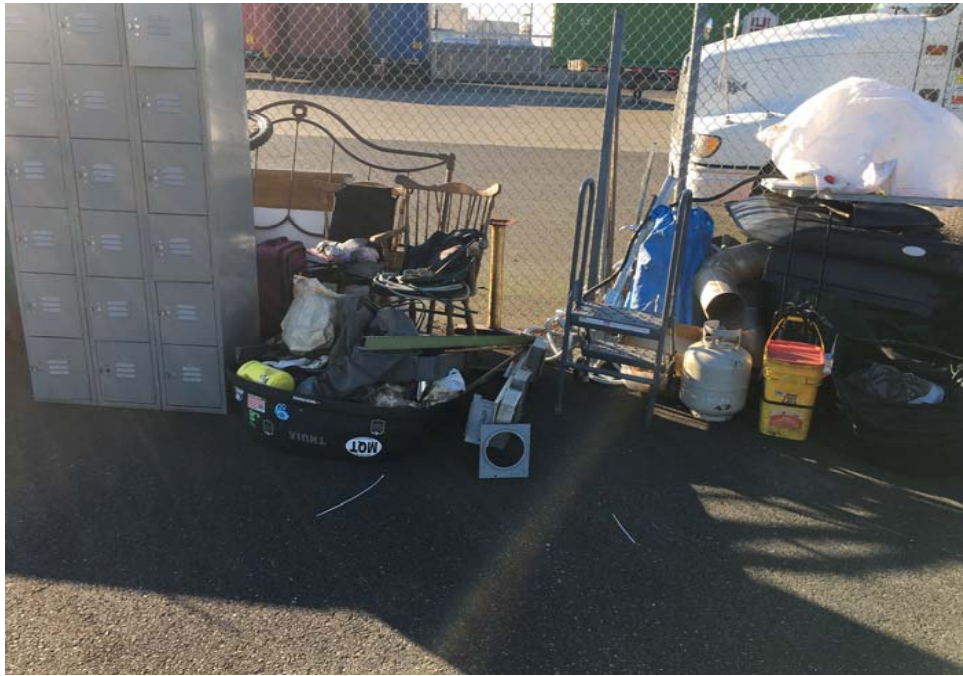
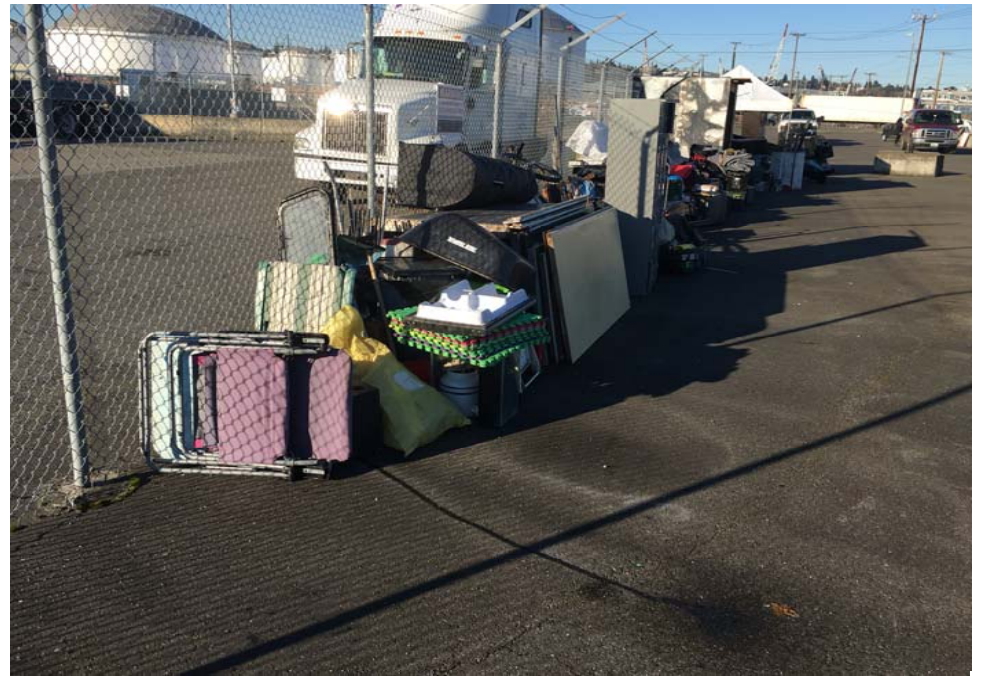




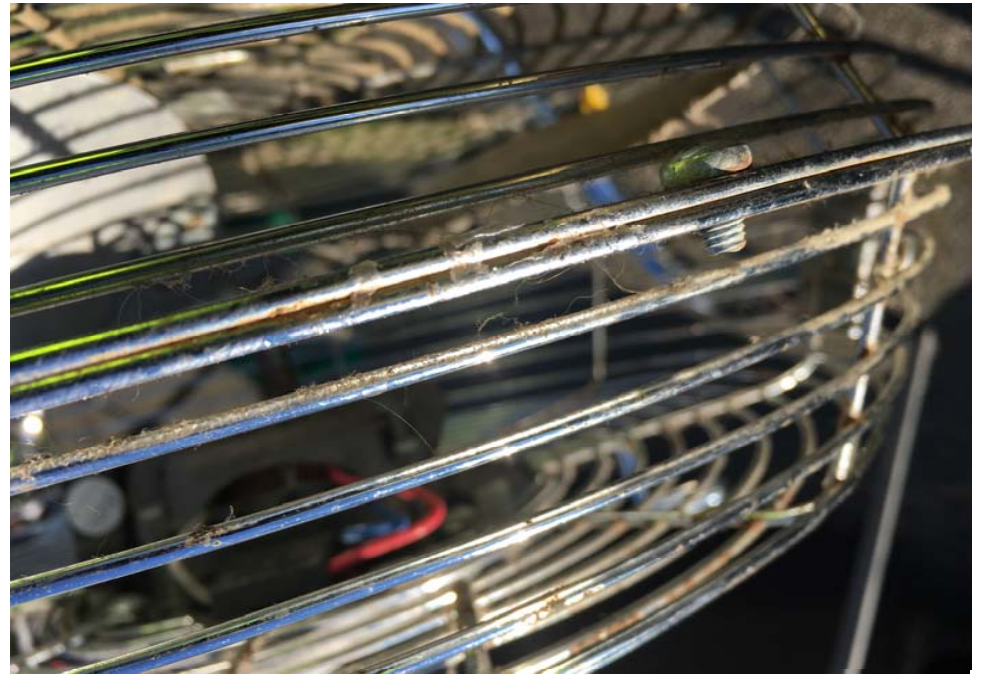






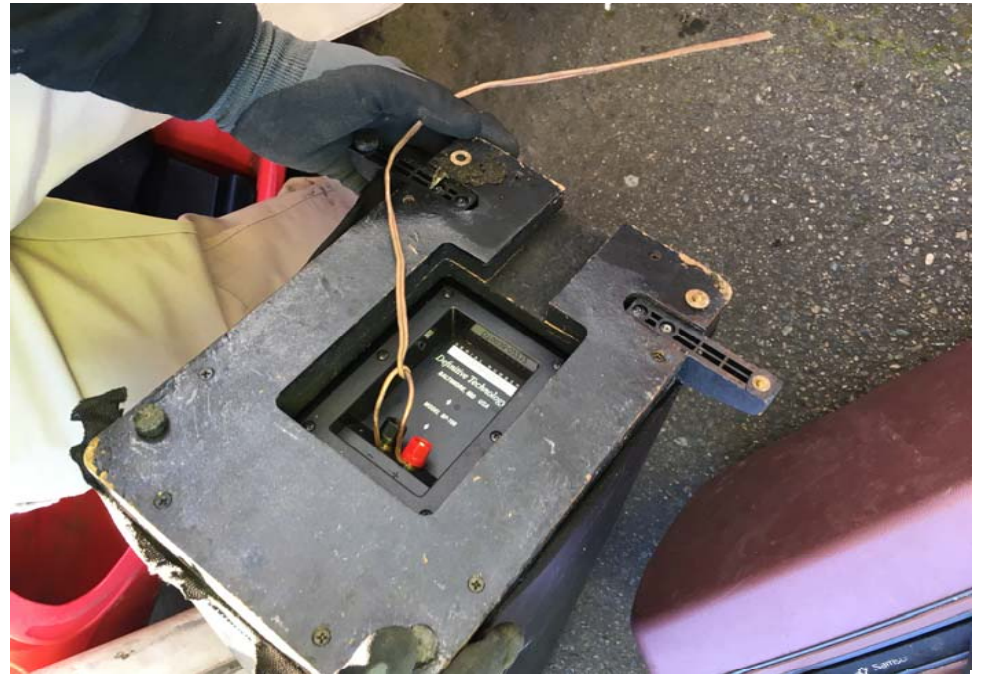




























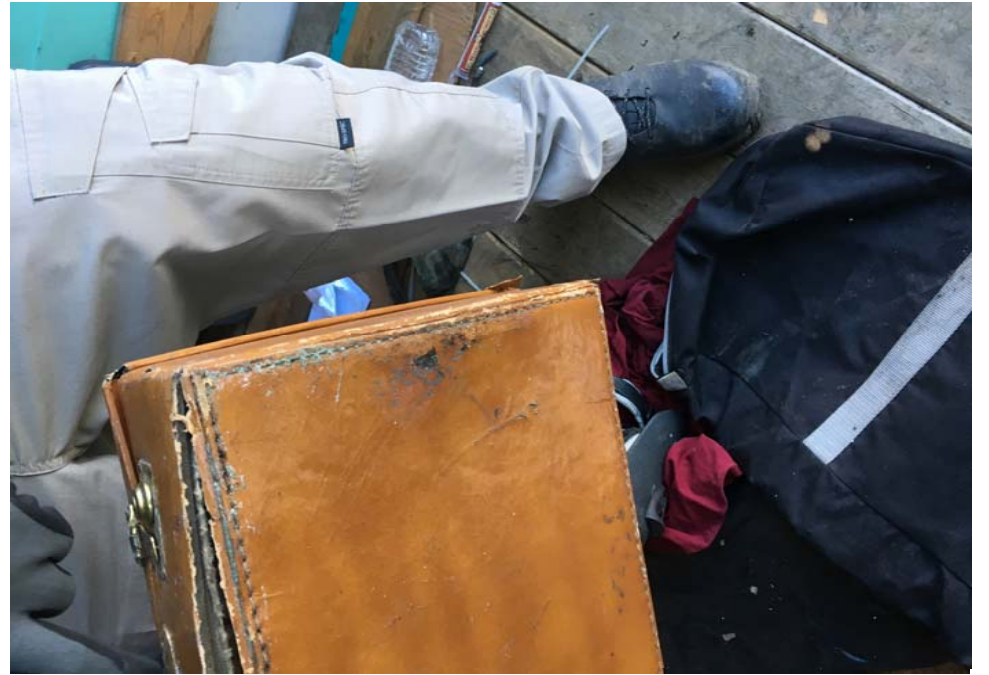










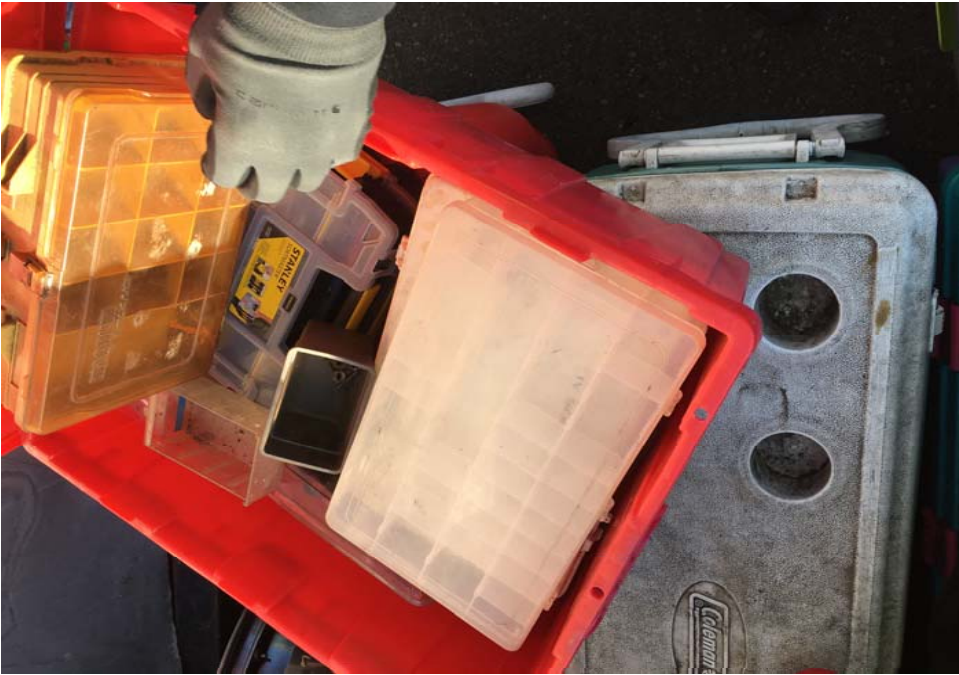






















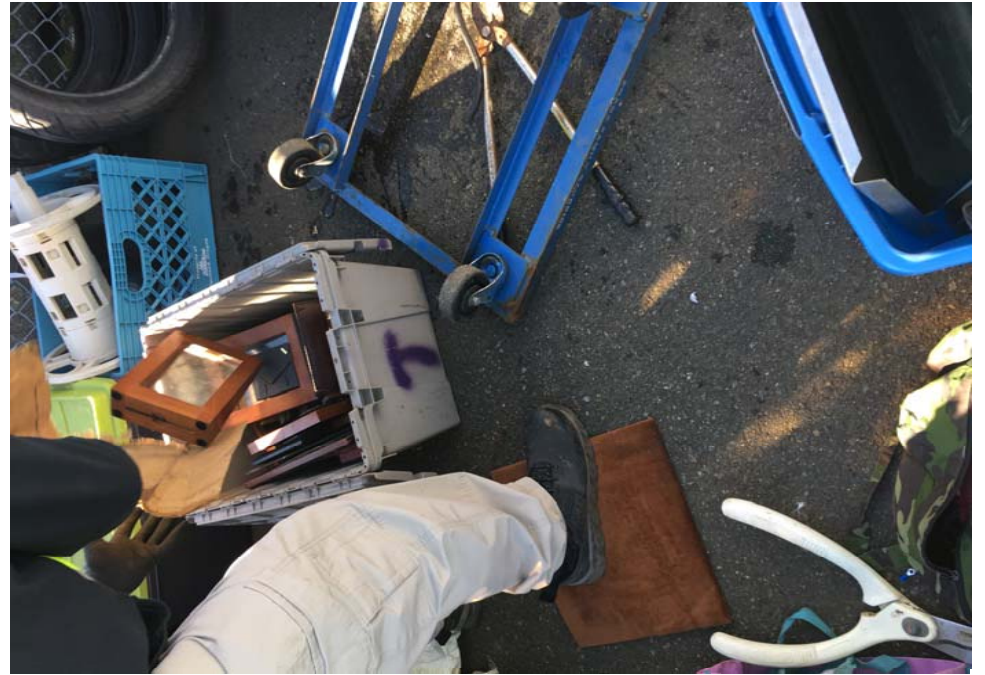














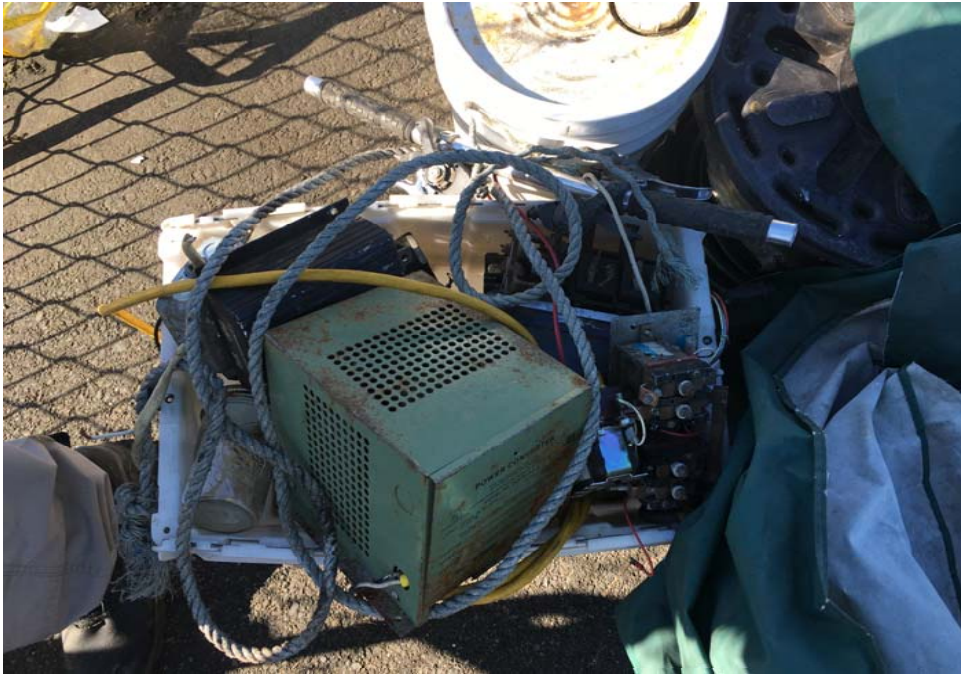


























# After Clean Photos







Site Name: SW Florida St from 13th Ave SW to 11th Ave SW Date of Clean Up: 2/26/19

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 Stored	<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					