

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.

CSR Site: 2200 MARTIN LUTHER KING JR WAY S, SEATTLE, WA **Date of Inspection:** 1/17/20
Site Address: Dr MLK memorial park **Date of Clean-Up:** 1/17/20
Inspection By: Sili Kalepo
CSR Number: 19-00276074
Field Coordinator: Sili Kalepo **Photos to FAS?** Yes No
Referred By: Parks

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1/17/20	1	0	0	0	1

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:	1
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TOTAL COUNT:	1
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Obstruction or Hazard Clean-up: Notice of Immediate Removal

Obstruction Clean-up: 24 or more -hours of notice

Field Coordinators should take photos and collect photos from the Navigation Officers and store them photos in the appropriate G: Drive folder:

EXHIBIT A: SITE INSPECTION AND POSTING 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
- Documentation of the Actual Obstruction or Hazard
- General Photos of the Encampment
- Debris Fields
- Vehicles/RVs /License Plates

EXHIBIT B: OUTREACH REPORT

Outreach is not required for an obstruction or Hazard encampment removal. If provided attach documentation.

EXHIBIT C: CLEAN-UP PHOTOS

NAVIGATION TEAM ASSESSMENT

<input checked="" type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Safety of others near and around camp	<input type="checkbox"/> Hazard Removal
<input type="checkbox"/> Blocking intended use of facility	<input type="checkbox"/> Tent on side walk	<input type="checkbox"/> Tent on median adjacent to sidewalk
Additional Hazard Description:		

B. PRE-CLEAN UP ACTIVITIES

CHECKLIST for OBSTRUCTION CLEAN UP

Notice posting in advance of cleanup (Date:)

Cleanup is occurring on date specified in notice

Personnel are ready to identify and collect belongings

SPD or WSP officers are present to support cleanup

Crew is present and ready to support cleanup

NOT REQUIRED but PROVIDED:

Outreach was provided before or day of the cleanup

	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(Date:)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. 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 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	1	
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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	

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.

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Cross Street Signs • General Photos of the Encampment | <ul style="list-style-type: none"> • Photos of Tent ID Numbers • Individual Tent Contents | <ul style="list-style-type: none"> • Photos of Storage Bin Contents • After Photos |
|--|---|--|

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1/17/20	1	0	0	0	0

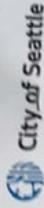
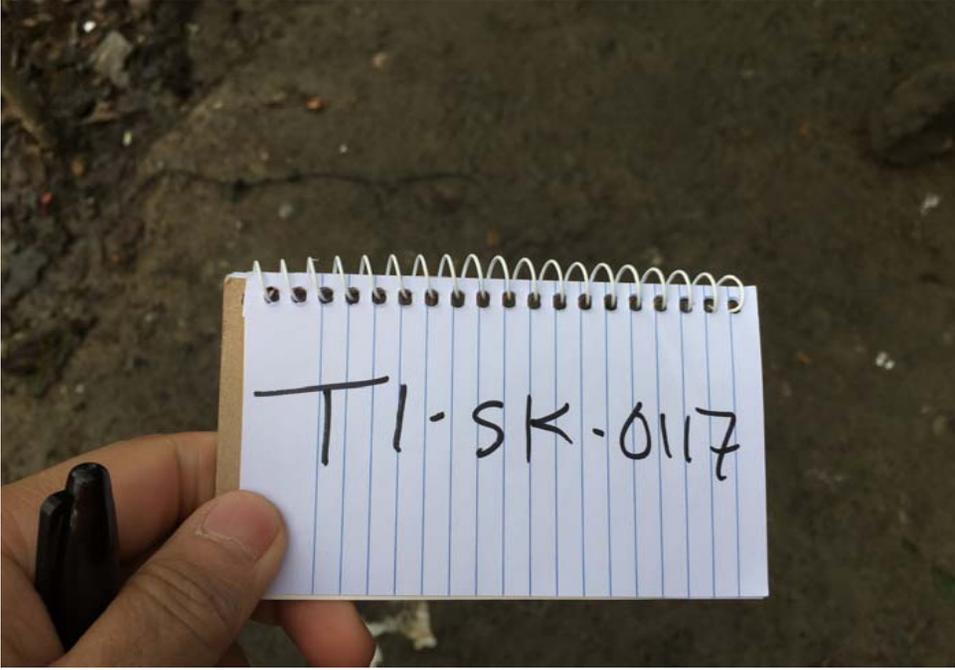
STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES/BEDROLL/VEHICLES				
OWNER PRESENT Accepted Storage	0		ABANDONED TENT Content Storable	0
OWNER PRESENT Removed Tent	1		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
Impounded Vehicle(s)	0		ABANDONED BEDROLL Storable	0
Vehicle(s) -Left Premises	0		ABANDONED BEDROLL Not Storable	0

Exh D - Clean Up Photos





NOTICE/AVISO

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

AS IS / DEDERE	TIME / HORA	LOCATION / UBICACIÓN
3/17/20	0930	Dr MLK memorial Park

Materials in this area are an obstruction of the intended use of this property, are in a hazardous location or present a hazard. This is not an emergency area for storage or shelter. Any materials left here will be removed by the City starting on the date and time period above, and belongings found by the City will remain an obstruction for at least 72 days at the charge. Los materiales en esta zona representan un peligro. Esta zona presenta un riesgo de lesiones, están en un lugar peligroso y obstruyen el uso previsto de esta propiedad, están en un lugar peligroso y obstruyen el uso previsto de esta propiedad para un periodo de 72 días y serán retirados por la Ciudad y autorizados para el almacenamiento en un lugar seguro durante 72 días de esta zona.

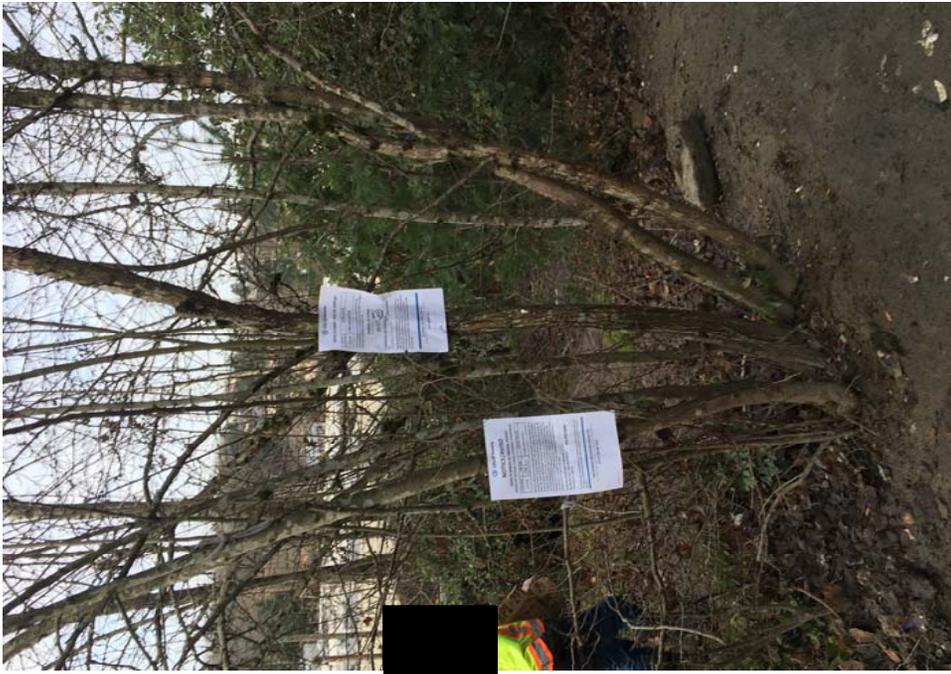
TO RECOVER OR ASK ABOUT STORAGE OF
BELONGINGS CALL / PARA RECUPERAR SUS
PERTENENCIAS, LLAME AL: 206-459-9949

The City will deliver stored belongings to you. Belongings are stored at 4201 Newport Way South.
La Ciudad le entregará los pertenencias almacenadas. Un pertenencias se almacenan en 4201 Newport Way South.

FOR OUTREACH AND HOUSING SUPPORT CALL:
211 or 361-3222

Para asistencia sobre cuestiones de vivienda llame al 211 o al 361-3222

After Clean Photos



Site Name: Dr MLK memorial park

 Date of Clean Up: 1/17/20

 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
T1-SK-0117	<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 older Hispanic male 50's took his belongings and left the site.
	<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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