



**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 location.

**Encampment:** Matthews Beach Park

---

**Site Address:** \_\_\_\_\_ **Date of Inspection:** 5/21/2024

\_\_\_\_\_ **Date of Clean-Up:** 5/21/2024

**Final Inspector:** ██████████ **CSR #:** \_\_\_\_\_

**Referred By:** \_\_\_\_\_ **Photos to HSD?**  Yes  No

**CPT/Bike SPD Response?**  Yes  No

**Date of Call to Duty Officer :** \_\_\_\_\_ **Time of Call to Duty Officer:** \_\_\_\_\_

**Date of Call to FC :** \_\_\_\_\_ **Time of Call to FC:** \_\_\_\_\_

**Date of FC Response :** \_\_\_\_\_ **Time FC arrived on site:** \_\_\_\_\_



Time of FC departure from site: \_\_\_\_\_ Action: \_\_\_\_\_

System Navigator Called?  Yes  No Name of SN: \_\_\_\_\_

Date of Call to SN : \_\_\_\_\_ Time of Call to SN: \_\_\_\_\_

Time SN arrived on site: \_\_\_\_\_ Offer of Shelter Made?:  Yes  No

**SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
5/21/2024	1	0	0	0	1

**PRIORITY CONDITION DATA**

**VULNERABLE POPULATIONS**

- Perceived Elderly (60+ years old)  Yes  No
- Perceived Infants/Children (≤ 14 years old)  Yes  No
- Perceived Youth (15-24 years old)  Yes  No
- Perceived Not Ambulatory  Yes  No
- Perceived Wounds  Yes  No
- Near Facilities for Children (e.g., school, daycare)  Yes  No

**PUBLIC HEALTH/BIOWASTE**

- Rats/Mice  Yes  No
- Hazardous Materials  Yes  No
- Bio Waste  Yes  No
- Chemical Waste  Yes  No
- Food Waste  Yes  No
- Within 50ft of a water body or wetland  Yes  No



Near Facilities for the Elderly (e.g., nursing home)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Perceived Women	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Perceived Couples	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
LGBTQIA (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
POC (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Presence of Alcohol	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Presence of Contained Sharps	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>TOTAL COUNT:</b>		0

Loose Sharps	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>TOTAL COUNT:</b>		0

### SOLID WASTE

Disorganized Garbage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Bagged Garbage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Loose Garbage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Bulky Items Garbage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Metal	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>TOTAL COUNT:</b>		0

### PUBLIC SAFETY/STRUCTURAL CONCERNS

Weapons	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Park	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Sidewalk	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Proximity to Bridge	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Impeding 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

### STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS

Near Industrial Zone-blocking vehicle site lines	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Falling Trees/Limbs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Forested Area	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Rented Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Property Damage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>TOTAL COUNT:</b>		1



- Slope more than 27 degrees  Yes  No
- Slide Zone  Yes  No
- Fires  Yes  No
- Exposed Electrical Wiring  Yes  No
- Other  Yes  No

<b>TOTAL COUNT:</b>	1
---------------------	---

<b>TOTAL SCORE:</b>	4
---------------------	---

**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
- Vehicle/RVs/License Plates
- General Photos of the Encampment
- Debris Fields

**NAVIGATION TEAM ASSESSMENT**

- Full encampment cleanup
- Litter pick
- Reported to SPU as illegal dump





- Obstruction or hazard cleanup
- Clean - no campers

### B. OBSTRUCTION/HAZARD

<input checked="" type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Emphasis Zone	<input type="checkbox"/> Hazard Removal
<input checked="" type="checkbox"/> Blocking intended use of facility		<input type="checkbox"/> Safety of camper
<input type="checkbox"/> Tent on sidewalk		<input type="checkbox"/> Safety of others near and around camp
<input type="checkbox"/> Tent on median to adjacent sidewalk		<input type="checkbox"/> Safety of camper and others near and around camp

#### a. OBSTRUCTION/HAZARD PRE-CLEANUP ACTIVITIES

##### CHECKLIST for OBSTRUCTION CLEAN UP

- Notice posting is 72 hours in advance of cleanup (Date: \_\_\_\_\_)  Yes  No
- Cleanup is occurring on date specified in notice  Yes  No
- Personnel are ready to identify and collect belongings  Yes  No
- SPD or WSP officers are present to support cleanup  Yes  No
- Crew is present and ready to support cleanup  Yes  No
- NOT REQUIRED but PROVIDED:**
- Outreach was provided before the cleanup (Date: \_\_\_\_\_)  Yes  No



**b. OBSTRUCTION/HAZARD RESOURCE PLANNING**

**SITE CREW ASSESSMENT of FIELD CONDITIONS**

**JOB SITE INSTRUCTIONS**

- Fall Protection Required  Yes  No
- Waste Hauling to Dump  Yes  No
- Waste Hauling to Other Location  Yes  No
- Vegetation Pruning  Yes  No
- Biohazard Waste  Yes  No
- Chemical Waste  Yes  No

**Specifications/Notes**

---



---



---



---



---



---

**EXTERNAL CONTRACTORS**

	<b>Total</b>	<b>Description</b>
Number of Labor Crew	4	Fresh Family Contractors
Number of Hazmat Crew	2	
Number of Truck Drivers	2	
Contractors Labor Crew Hours On-Site		

**INTERNAL CLEAN UP TEAMS**

	<b>Total</b>	<b>Description</b>
Number of Heavy Crew		



Heavy Crew Hours On-site \_\_\_\_\_

Number of Labor Crew \_\_\_\_\_

Labor Crew Hours On-site \_\_\_\_\_

**STAGING LOCATION**

**Date/Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**SITE POSTING PHOTOS**

No Regular Encampment Clean-up: 72-hour Notice \_\_\_\_\_

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

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



**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 # of People Contacted
------	------	----------	---------------	-----------------	---------------------	-----------------------------

**OBSTRUCTION SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
5/21/2024	1	0	0	0	1

Field Coordinators are responsible for completing this form as part of the *Site Journal*. You should log the following –

- Owners who are present and accept storage
- Abandoned property that we are storing
- Abandoned property that we are disposing of and why

Each tent/structure/bedroll/vehicle should occupy one line so we can document if storage was offered, accepted and/or to explain why items were disposed of.

**STORAGE TOTALS**

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

Owner Name OR Owner	Storage?	Not Storable?	# of	# of	# of	# of Large	Short Description
---------------------	----------	---------------	------	------	------	------------	-------------------



Tent/Structure #	Present?	Check All That Apply	Bins	Bikes	Luggage	Items	
T1 - CFH - 0521	No	N/A	1	0	0	0	Stored Items - 1 Blue REI Camp Dome 2 Tent 1 Southwire XTreme Box Power Outlet Station 1 Wood and metal shoeshine box stand 1 Hardback Invisible Wonders Book 1 Voyage Through The Universe Far Planets Book 1 Voyage Through The Universe Stars Book 1 Nothing But The Blues Book 1 Dr. Dre Biography Book 1 Beyond Modernism Book 1 A Singular Man Book 1 Dewalt Tool Bag 1 Box Hilti Brand Screws 1 Stanley Fat Max Tape Measure 1 Home Light Worksite Lamp 1 Set Allen Wrenches 2 Ultra Fit Condoms unopened 1 Pair 3M Ear Plugs



								<p>1 Bottle Febreze Fabric Refresher 1 Bottle Durex Massage Gel 1 Weller Brand Iron Heater 1 Weller Brand Hand Tool 2 Pendleton brand Pillow Cases Red/White &amp; Green Pattern 1 White Blanket with Red/White &amp; Green Pattern</p>
--	--	--	--	--	--	--	--	---



# Inspection Photos













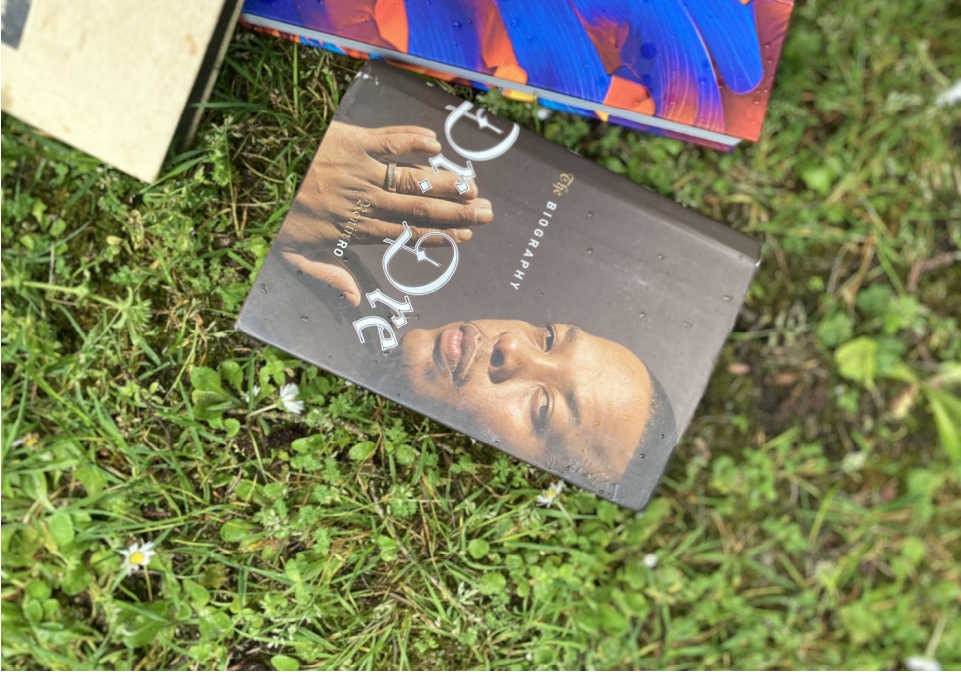
Clean Up Photos

































# After Clean and Posting Photos

