

SITE JOURNAL CONTENTS

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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 location.

Encampment:	Interurban Trail from N 125th St to N 110th St		
Site Address:		Date of Inspection:	10/14/2025
		Date of Clean-Up:	10/17/2025
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
10/14/2025	11	1	0	0	12

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
Near Facilities for the Elderly (e.g., nursing home)	☐ Yes	☒ No
Perceived Women	☐ Yes	☒ No
Perceived Couples	☐ Yes	☒ No
LGBTQIA (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	☐ Yes	☒ No
POC (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank)	☐ Yes	☒ No
Presence of Alcohol	☐ Yes	☒ No
Presence of Contained Sharps	☐ Yes	☒ No

TOTAL COUNT: 0

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
Loose Sharps	☐ Yes	☒ No

TOTAL COUNT: 0

SOLID WASTE

Disorganized Garbage	☒ Yes	☐ No
Bagged Garbage	☒ Yes	☐ No
Loose Garbage	☒ Yes	☐ No
Bulky Items Garbage	☒ Yes	☐ No
Metal	☒ Yes	☐ No

TOTAL COUNT: 4

PUBLIC SAFETY/STRUCTURAL CONCERNS

 Weapons ☐ Yes ☒ No

STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS

 Near Industrial Zone-blocking vehicle site ☐ Yes ☒ No

Park	☐ Yes ☒ No	lines	
Sidewalk	☐ Yes ☒ No	Falling Trees/Limbs	☐ Yes ☒ No
Proximity to Bridge	☐ Yes ☒ No	Forested Area	☐ Yes ☒ No
Impeding Roadway	☐ Yes ☒ No	Rented Area	☐ Yes ☒ No
Within 50ft of a Guardrail	☐ Yes ☒ No	Property Damage	☒ Yes ☐ No
Heavy Traffic	☐ Yes ☒ No	TOTAL COUNT: 1	
Slope more than 27 degrees	☐ Yes ☒ No		
Slide Zone	☐ Yes ☒ No		
Fires	☐ Yes ☒ No		
Exposed Electrical Wiring	☐ Yes ☒ No		
Other	☐ Yes ☒ No		
TOTAL COUNT: 0			

TOTAL SCORE:

9

PRIORITY CONDITION DATA

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. 72-HOUR CLEAN 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

 Debris hauled to city dump

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	0	One Parks team with trailer
Number of Hazmat Crew	0	
Number of Truck Drivers	0	
Contractors Labor Crew Hours On-Site	0	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	0	
Heavy Crew Hours On-site	0	
Number of Labor Crew	2	One Parks team with trailer
Labor Crew Hours On-site	6	



STAGING LOCATION

Date/Time: _____ Location: _____

72-HOUR CLEAN PRE-CLEANUP ACTIVITIES

EXHIBIT B: 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:

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 # of People Contacted
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72-HOUR CLEAN 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 _____



CHECKLIST *for* ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	_____	☒ Yes	☐ No
Cleanup is occurring on date specified in notice	_____	☒ Yes	☐ No
Outreach was provided before the cleanup (Date:)	_____	☒ Yes	☐ No
Outreach team is present at cleanup site		☒ 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

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 location. This includes pictures of site conditions, tents, storage, and before/after photos.

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

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
10/17/2025	2	0	0	0	2

STORAGE TOTALS

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

EXHIBIT E: STORAGE INFO



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.

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
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Inspection Photos













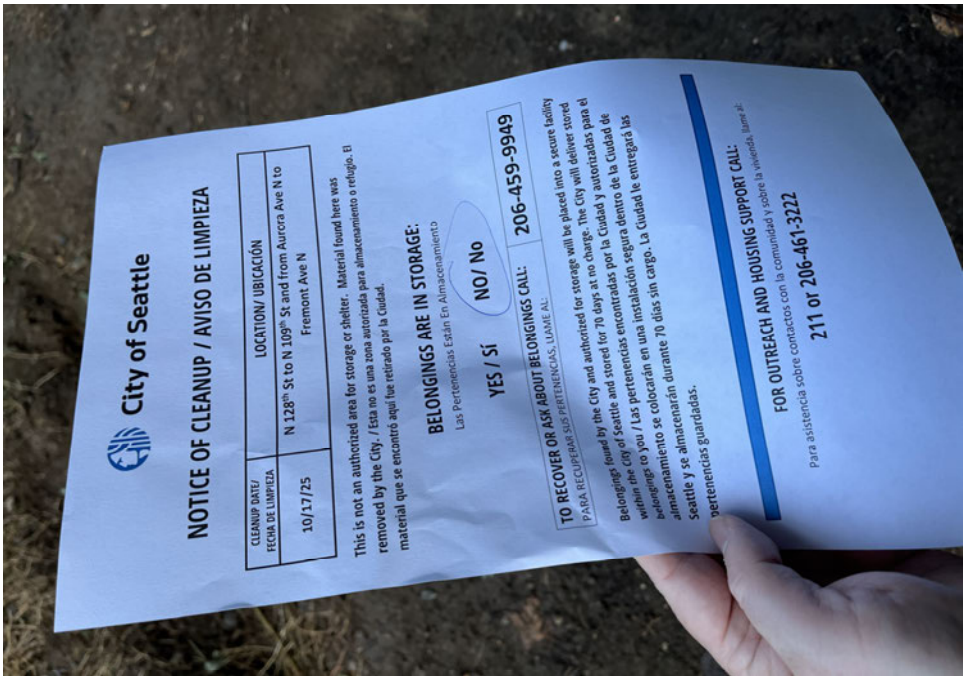
Clean Up Photos





After Clean Photos





Posting Photos

