

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: 14th Ave W from W Newton St to W Howe St

Site Address: _____ **Date of Inspection:** 5/16/2025

_____ **Date of Clean-Up:** 5/23/2025

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
5/16/2025	1	1	0	0	2

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
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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:	4
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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
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PUBLIC SAFETY/STRUCTURAL CONCERNS
STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS

Weapons	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Near Industrial Zone-blocking vehicle site	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Park	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	lines		
Sidewalk	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Falling Trees/Limbs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Proximity to Bridge	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Forested Area	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Impeding Roadway	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Rented Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Within 50ft of a Guardrail	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Property Damage	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Heavy Traffic	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	TOTAL COUNT: 2		
Slope more than 27 degrees	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
Slide Zone	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
Fires	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
Exposed Electrical Wiring	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No			
Other	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	TOTAL COUNT: 1		

TOTAL SCORE:	29
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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	<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
Chemical Waste	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Specifications/Notes

Human Waste

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	_____	_____
Number of Hazmat Crew	_____	_____
Number of Truck Drivers	_____	_____
Contractors Labor Crew Hours On-Site	_____	_____

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	_____	_____
Heavy Crew Hours On-site	_____	_____
Number of Labor Crew	1	SPR Light team
Labor Crew Hours On-site	2	_____

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 [REDACTED]

CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	_____	<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:)	_____	<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 location. 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

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
5/23/2025	1	1	0	0	2

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
1	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
T1-KJ-0521	no	yes		1				STORED: Coleman sleeping bag, 1 White garbage bag w/clothing items, 1 Shoebox w/ dress shoes

Inspection Photos







Clean Up Photos













After Clean Photos





Posting Photos











