

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 folder in the Encampments directory on the G:Drive.

Site Name:	W. Wheeler St & 15 th Ave W	Date of Inspection:	4/18/17
Site Address:	W. Wheeler St. & 15 th Ave W	Date of Clean-Up:	4/27/17. 5/08 - 5/09/17
Inspection By:	W. Gholston, M. Teeters	SERIS #	760-04
Referred By:	SERIS, Community	Photos to FAS?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SITE OCCUPANCY DATA

Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
7	1	2	0	0

SITE CHARACTERISTICS

- | | | |
|--|---|--|
| Park | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sidewalk | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Within 50ft of a water body or wetland | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Roadway | <input checked="" type="checkbox"/> Yes | <input 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 |
| Near Industrial Zone | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Forested Area | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Play Area | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Rented Area | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Slope | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Slide Zone | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Fire | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other: Dog | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

HEALTH CONDITIONS

- | | | |
|-----------------------|---|--|
| Disorganized | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Bagged | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Garbage/Loose | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Bulky Items | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Garbage/Metal | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Human Waste | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rats/Mice | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hazardous Materials | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Falling Tree or Limbs | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Chemical Waste | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fires | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Criminal Activity | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Weapons | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Open Alcohol | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sharps | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Property Damage | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

TOTAL COUNT: 8

TOTAL COUNT: 12

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
- Obstructions or Hazards
- General Photos of the Encampment
- Debris Fields
- Vehicles/RVs /License Plates

NAVIGATION TEAM ASSESSMENT

- Full Encampment Clean Up
 Obstruction Removal
 Hazard Removal
 Litter Pick Only

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS

- | | | |
|---|---|--|
| Uneven Terrain (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 |

Specifications/Notes

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 checked="" type="checkbox"/> Yes	<input 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	0	
Number of Hazmat Crew Involved	1	Cascadia
Number of Truck Drivers Approved	0	
Number of Full Time Days On-site Approved	3	04/27/17 – Litter Pick & 05/08 – 05/09/17 Clean Up
Number of Partial Days On-site Approved	0	
Total Hours Approved	24	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	0	
Number of Light Teams	1	
Number of Full Time Days On-site Approved	3	04/27/17 – Litter Pick & 05/08 – 05/09/17 Clean Up
Number of Partial Days On-site Approved	0	
Total Hours Approved	24	

STAGING LOCATION

Date: 04/27/17 Time: 9:00AM Location: W Wheeler & 15th Ave
 Date: 05/08/17 Time: 8:30AM Location: W Wheeler & 15th Ave

C. PRE-CLEAN UP ACTIVITIES

EXHIBIT B: SITE POSTING PHOTOS

- Regular Encampment Clean-up:** 72 hour Notice
- Obstruction or Hazard Clean-up:** Notice of Immediate Removal

- Cross Street Signs
- Postings on Individual Tents
- Documentation of the Actual Obstruction or Hazard
- General Photos of the Encampment
- Postings within the Vicinity

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.

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

CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup	<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	<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.

- Cross Street Signs
- Photos of Tent ID Numbers
- Photos of Storage Bin Contents
- General Photos of the Encampment
- Individual Tent Contents
- After Photos

STORAGE SUMMARY

TOTAL TENTS/STRUCTURES	OWNER PRESENT Accepted Storage	OWNER PRESENT Declined Storage	NOT PRESENT Storable	NOT PRESENT Not Storable
2	2	0	0	0

STORAGE TOTALS

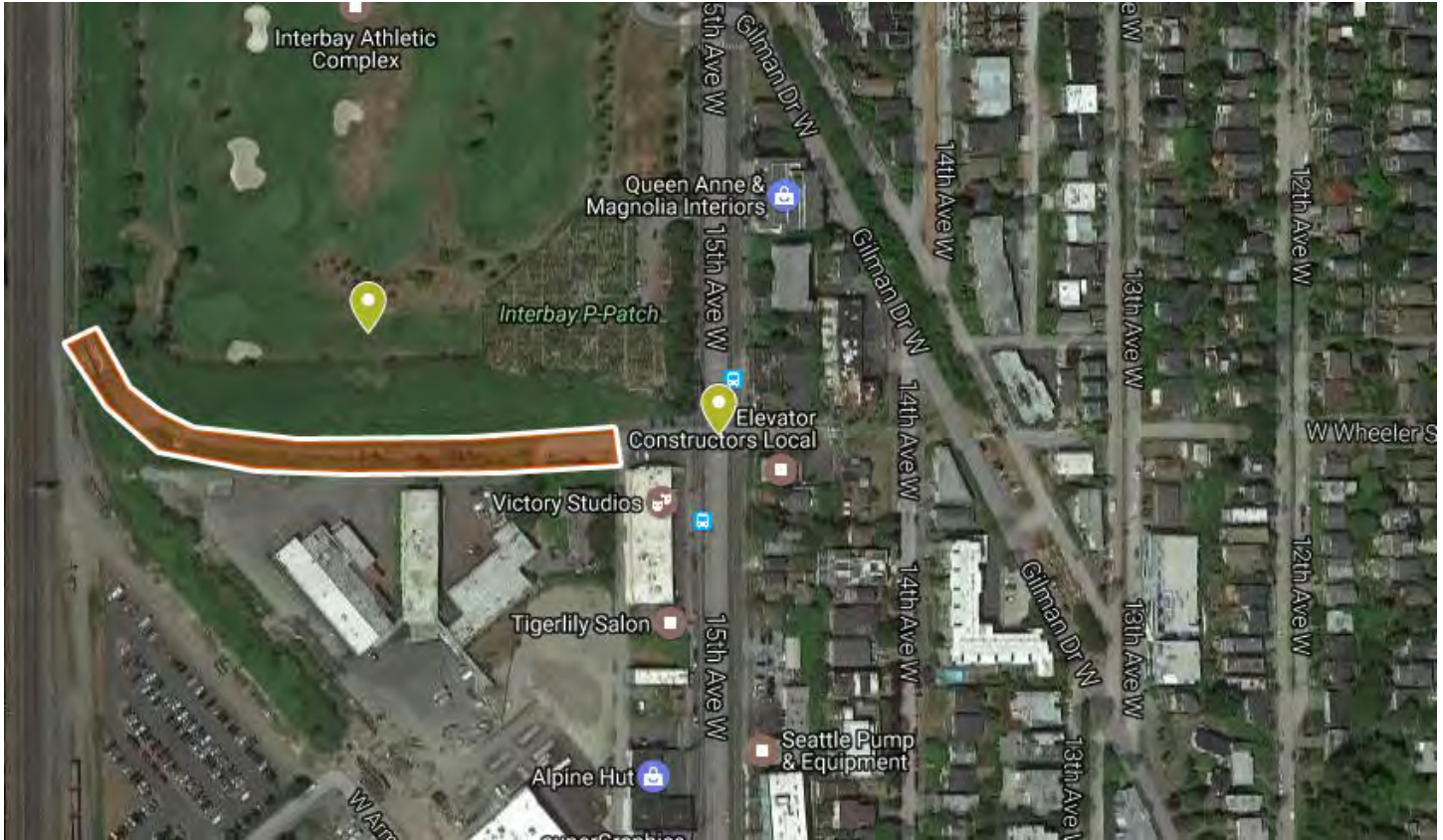
Number of Bins	Bikes	Large Luggage Items	Large Items
7	0	0	1

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. This includes regular, obstruction and hazard clean-ups.

W WHEELER ST & 15TH AVE W

04/27/17 & 05/09/17 – Regular Encampment Clean Up



W WHEELER ST & 15TH AVE W

04/27/17 & 05/09/17 – Regular Encampment Clean Up

05/10/17 Notes (per ADE)

- The original site clean up on 04/27/17 was cancelled because Outreach (REACH) had not visited the site prior to clean up date. Instead, the team conducted a litter pick of the entrance of the clean up area where there was apparent illegal dumping.
- The site was reposted on 05/05/17 and was cleaned on 05/09/17.

EXHIBIT A - SITE INSPECTION







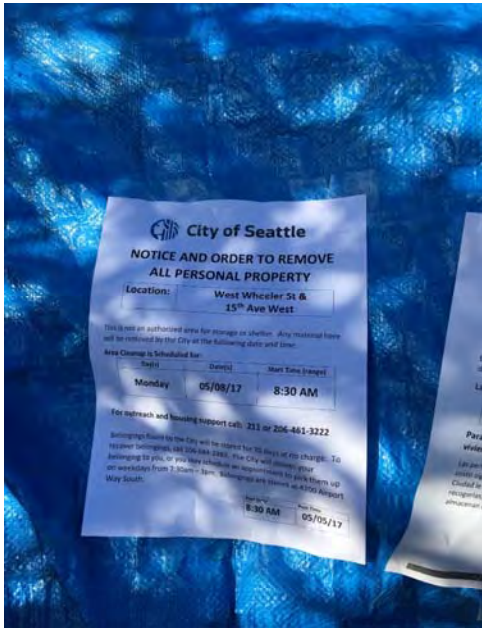


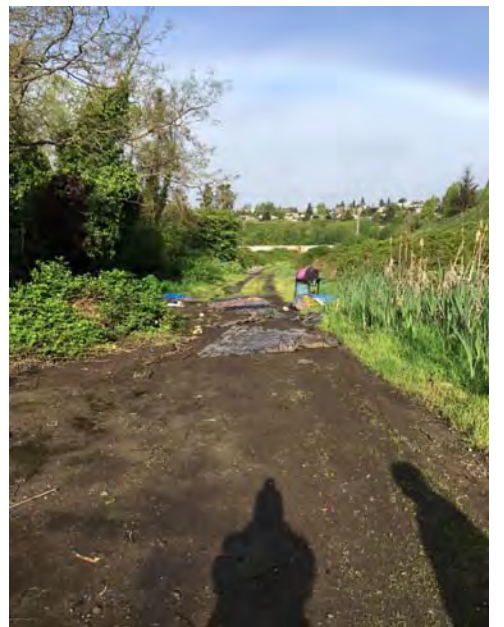
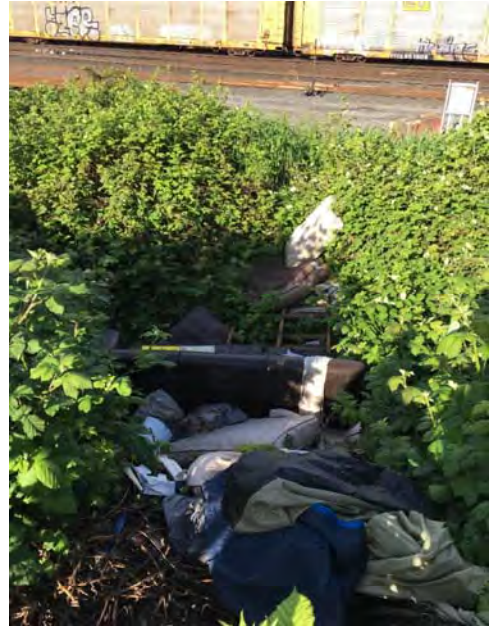




EXHIBIT B - 05-05-17 POSTING







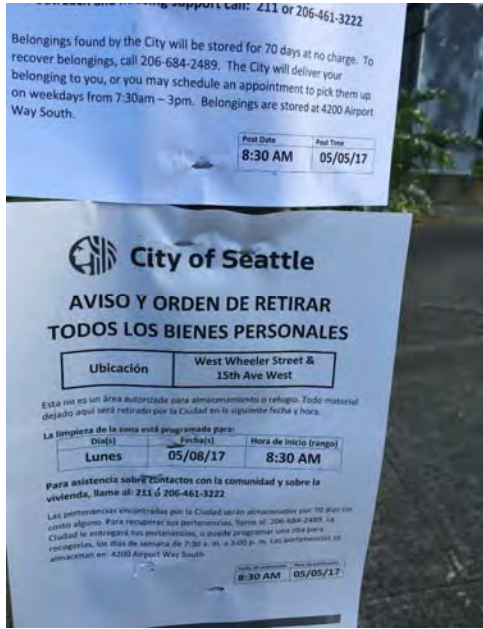
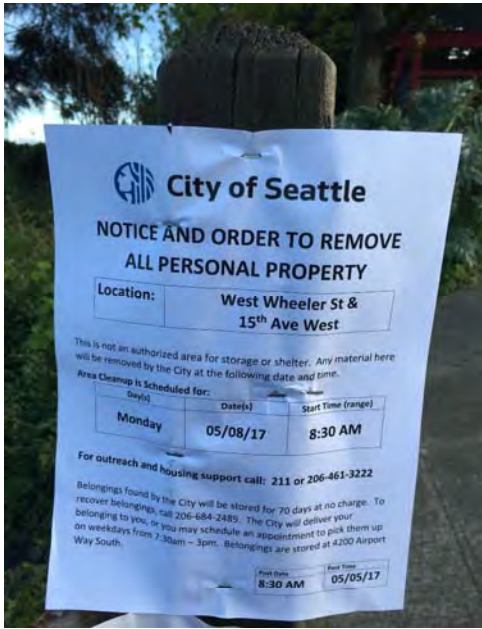


EXHIBIT D - 04/2/17 LITTER PICK



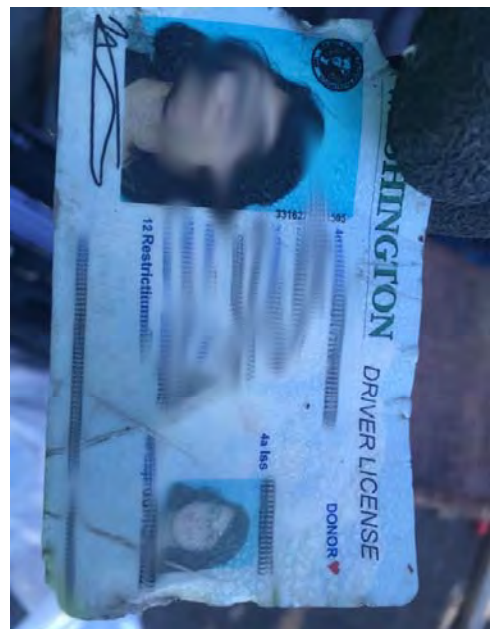
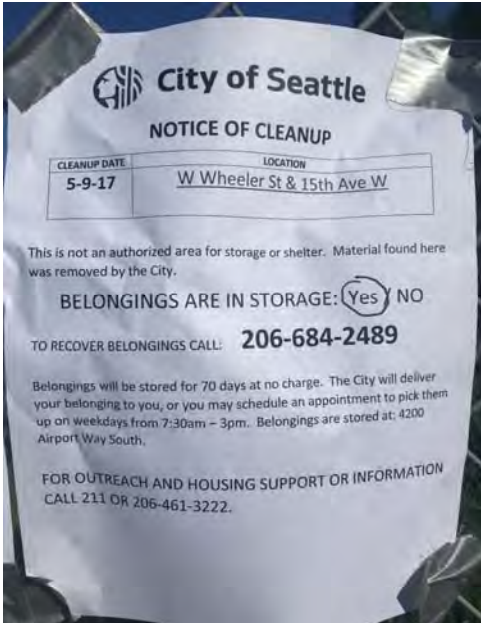
EXHIBIT D - 05/08/17 CLEAN UP













Site Name: 15th Ave W & W Wheeler

 Date of Inspection: 5-9-17

 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
█	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" 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 Beyond Repair	2	0	0	0	Owner █ was present the first day and took down his tent. █ stated he would be removing his remaining property by the start of the clean-up the following morning, █ stated he would leave anything he wanted stored under a tarp if he was not able to be here to meet this Field Coordinator. All items left by █ were stored the next morning.
█	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	5	0	0	1	Owner "█" was present at the start of the clean-up and stated to this Field Coordinator that she needed to go find some help. This Field Coordinator stated to her that we (the City of Seattle) would not be responsible for her belongings left unattended and that if she did not return her items storable items would be stored and the rest would be thrown away, █ stated she understood. █ did not return to the site and the following morning this writer went through her belongings and stored her belonging that were storable. Some of her belongings were un-storable due to being wet and having a smell of urine.
	<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 Beyond Repair					