

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 folder in the Encampments directory on the G:Drive.

Site Name:	<u>Kinnear Park</u>	Date of Inspection:	<u>06/06/17</u>
Site Address:	<u>899 W Olympic Pl</u>	Date of Clean-Up:	<u>6/13/2017</u>
Inspection By:	<u>G. Kim, K. Ewalt, W. Beatie</u>	SERIS #	<u>13-15, 2471-01</u>
Referred By:	<u>SERIS, Parks Dept</u>	Photos to FAS?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SITE OCCUPANCY DATA

Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
5	1	0	0	6

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 type="checkbox"/> Yes | <input checked="" 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 type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Forested Area | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Play Area | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Rented Area | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Slope | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Slide Zone | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Fire | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Other: Dog | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Other: | <input type="checkbox"/> Yes | <input checked="" 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 type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Human Waste | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Rats/Mice | <input type="checkbox"/> Yes | <input checked="" 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 type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Fires | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Criminal Activity | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Weapons | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Open Alcohol | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Sharps | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Property Damage | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

TOTAL COUNT:	6
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TOTAL COUNT:	7
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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 (Choose One Type)

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

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS

- | | | |
|---|---|--|
| Uneven Terrain (Fall Protection Required) | <input checked="" type="checkbox"/> Yes | <input 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 |

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	8	<hr/>
Number of Hazmat Crew Involved	1	<hr/>
Number of Truck Drivers Approved	1	<hr/>
Number of Full Time Days On-site Approved	1	<hr/>
Number of Partial Days On-site Approved	0	<hr/>
Total Hours Approved	8	<hr/>

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	0	<hr/>
Number of Light Teams	3	<hr/>
Number of Full Time Days On-site Approved	1	<hr/>
Number of Partial Days On-site Approved	0	<hr/>
Total Hours Approved	8	<hr/>

STAGING LOCATION

Date: 6/13/2017 Time: 8:30 am Location: Upper Knnear near Tennis Courts

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

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

 M. Teeters

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
6	1	3	1	1

* Number represent owners that verbally declined storage and/or removed their items themselves. Exh E. Storage Detail only reflects items stored or documentation of tents/items that were left behind and disposed of.

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
2	1	0	0

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.

KINNEAR PARK

06/06/17 Inspection



Exhibit A Inspection





From: Masterjohn, Terry
Sent: Monday, June 12, 2017 3:07 PM
To: Kim, Giyen
Cc: Drake-Ericson, August
Subject: RE: Kinnear Park - 72 Hour Notice

We posted this on Saturday morning like we were asked

Terence Masterjohn

Parks Maintenance Crew Chief
City of Seattle Parks and Recreation
Office: 206-386-4280

From: Kim, Giyen
Sent: Friday, June 09, 2017 3:29 PM
To: Masterjohn, Terry <Terry.Masterjohn@seattle.gov>
Cc: Drake-Ericson, August <August.Drake-Ericson@seattle.gov>
Subject: Kinnear Park - 72 Hour Notice

Terry,
August asked me to send you a 72 hour notice for Kinnear Park.
This should be posted by 8:30 AM on Saturday (tomorrow) morning.

Please let me know if you have questions or concerns.

Thank you!

Site Name: Kinnear Park

 Date of Clean Up: 6/13/17

 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
T1-MJT-0613	<input 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 type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	1	0	0	0	Blue sleeping bag, brown boots, blue flower blanket
T2-MJT-0613	<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	1	1	0	0	Self stored- Black bag with personal items, brown boots. Red Norco Bike damaged by field coordinator J.lowman owner: <div style="background-color: black; width: 150px; height: 15px; margin-top: 5px;"></div>
T3-MJT-0613	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	0	0	0	0	Nothing storable, strong mildew odor
T4-MJT-0613	<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	
T5-MJT-0613	<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	
T6-MJT-0613	<input 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	0	0	0	0	Nothing storable strong odor of urine.

