

**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 <G:\FAC\Encampments\Encampment clean ups> directory.

**Site Name:** James to Cherry from 6<sup>th</sup> Ave – 7<sup>th</sup> Ave      **Date of Inspection:** 8/30/17  
**Site Address:** James to Cherry from 6<sup>th</sup> Ave to 7<sup>th</sup> Ave      **Date of Clean-Up:** 9/5/17  
**Inspection By:** C Korpi & J Lohman      **SERIS #** 132-16, 407-07  
**Referred By:** SERIS      **Photos to FAS?**     Yes     No

**SITE OCCUPANCY DATA**

Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
15	1	10	0	26

**SITE CHARACTERISTICS**

- Park  Yes  No
- Sidewalk  Yes  No
- Within 50ft of a water body or wetland  Yes  No
- Roadway  Yes  No
- Within 50ft of a Guardrail  Yes  No
- Heavy Traffic  Yes  No
- Near Industrial Zone  Yes  No
- Forested Area  Yes  No
- Play Area  Yes  No
- Rented Area  Yes  No
- Slope  Yes  No
- Slide Zone  Yes  No
- Fire  Yes  No
- Other:  Yes  No
- Other:  Yes  No
- Other:  Yes  No

**HEALTH CONDITIONS**

- Disorganized  Yes  No
- Garbage/Bagged  Yes  No
- Garbage/Loose  Yes  No
- Garbage/Bulky Items  Yes  No
- Garbage/Metal  Yes  No
- Human Waste  Yes  No
- Rats/Mice  Yes  No
- Hazardous Materials  Yes  No
- Falling Tree or Limbs  Yes  No
- Chemical Waste  Yes  No
- Fires  Yes  No
- Criminal Activity  Yes  No
- Weapons  Yes  No
- Open Alcohol  Yes  No
- Sharps  Yes  No
- Property Damage  Yes  No

<b>TOTAL COUNT:</b>	<b>3</b>
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<b>TOTAL COUNT:</b>	<b>7</b>
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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**

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

**PRE-JOB SITE ASSESSMENT & INSTRUCTIONS**

- Uneven Terrain (Fall Protection Required)     Yes     No
- Waste Hauling to Dump     Yes     No
- Waste Hauling to Other Location     Yes     No

**Specifications/Notes**


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## 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 type="checkbox"/> Yes	<input type="checkbox"/> No

#### Specifications/Notes

Cascadia

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#### EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew Involved	4	
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	1	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

#### INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams		
Number of Light Teams	1	Packer support
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

#### STAGING LOCATION

Date: 09-05-17 Time: 08:30am Location: James & 6th

## 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** J. Lohman/J. 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 Removed Tent	OWNER PRESENT Asked FC to Discard	NOT PRESENT Storable	NOT PRESENT Not Storable
10	1	3	2	4	0

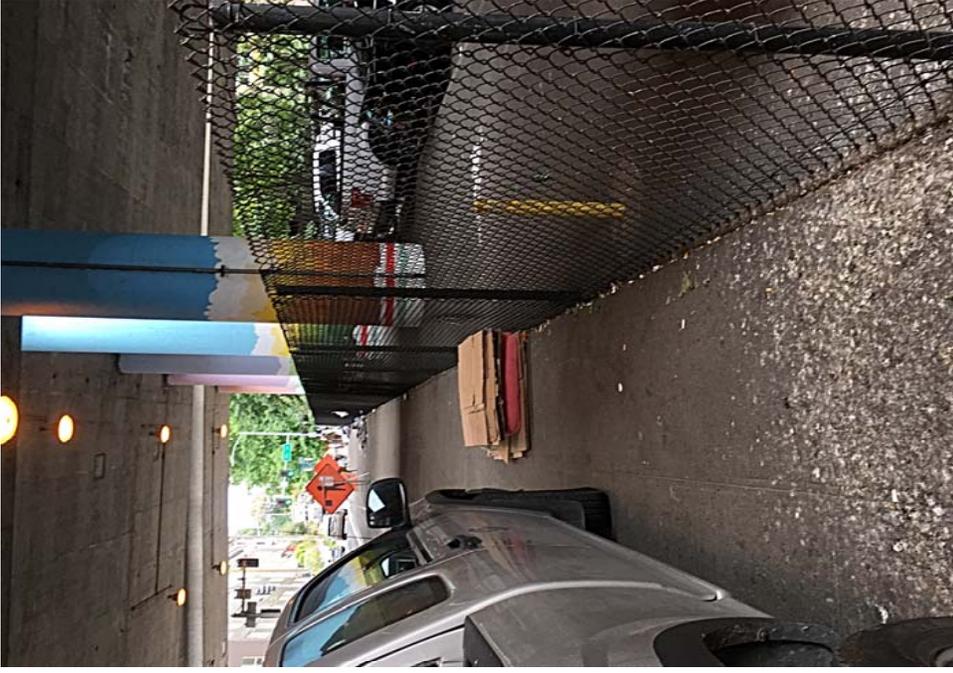
### STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
5	0	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.

Exhibit B: Site Posting



**City of Seattle**  
**NOTICE/AVISO**  
**ORDER TO REMOVE ALL PERSONAL PROPERTY**  
**ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES**

**LOCATION/ UBICACIÓN**  
**James St to Cherry St from 6<sup>th</sup> Ave to 7<sup>th</sup> Ave**

This is not an authorized area for storage or shelter. Any material here will be removed by the City at the following date and time.  
 Esta no es un área autorizada para almacenamiento o refugio. Todo material dejado aquí será retirado por la ciudad en la siguiente fecha y hora.

**Area Cleanup is Scheduled for / La limpieza de la zona está programada para:**

DAYS/ DÍAS	DATE(S)/ FECHAS	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Tuesday/Martes	9/5/17	8:30 am

Belongings found by the City will be stored for 70 days at no charge. To recover belongings, call 206-684-2489. The City will deliver your belonging to you. Belongings are stored at: 4200 Airport Way South.

Las pertenencias encontradas por la Ciudad serán almacenadas por 70 días sin costo alguno. Para recuperar sus pertenencias, llame al: 206-684-2489. Las pertenencias se almacenan en: 4200 Airport Way South.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
 Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al:  
**211 or 206-461-3222**

POST DATE Fecha de publicación	Post Time Hora de publicación
8/30/17	2:00 pm







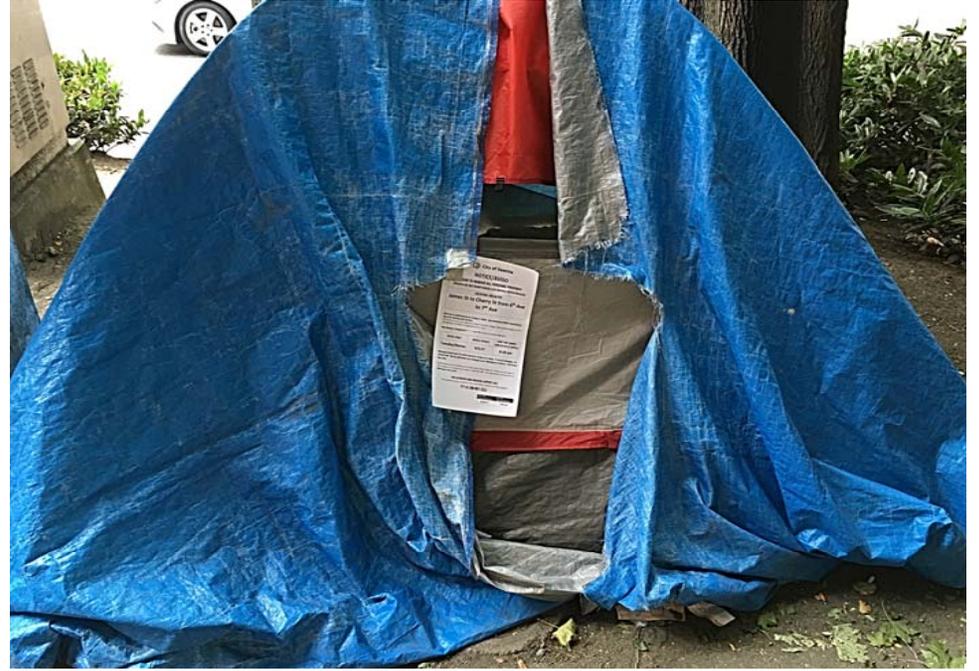


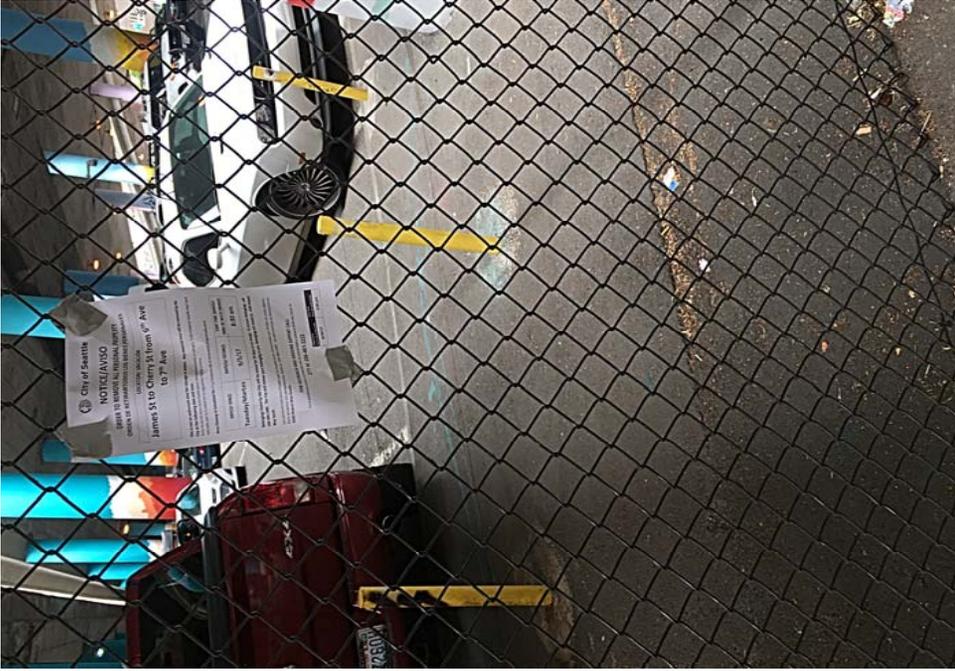
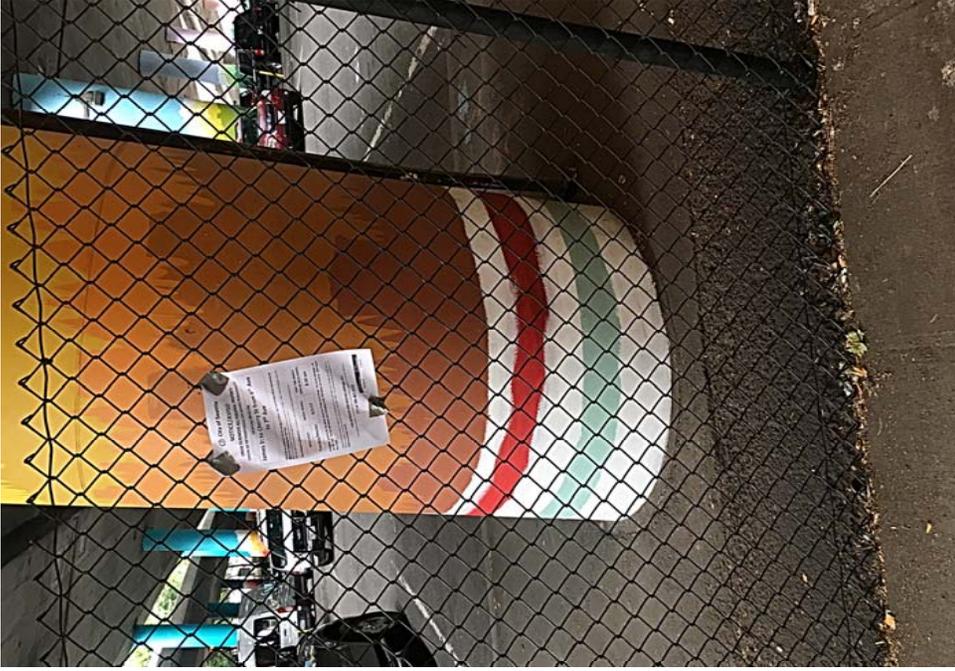






















**City of Seattle**

**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
09-05-17	James St. to Cherry St. Between 6 <sup>th</sup> & 7 <sup>th</sup>

This is not an authorized area for storage or shelter. Material found here was removed by the City.  
Esta no es un área autorizada para almacenamiento o refugio. El material encontrado aquí será retirado por la Ciudad.

**BELONGINGS ARE IN STORAGE:**  
Las Pertenencias Están En Almacenamiento

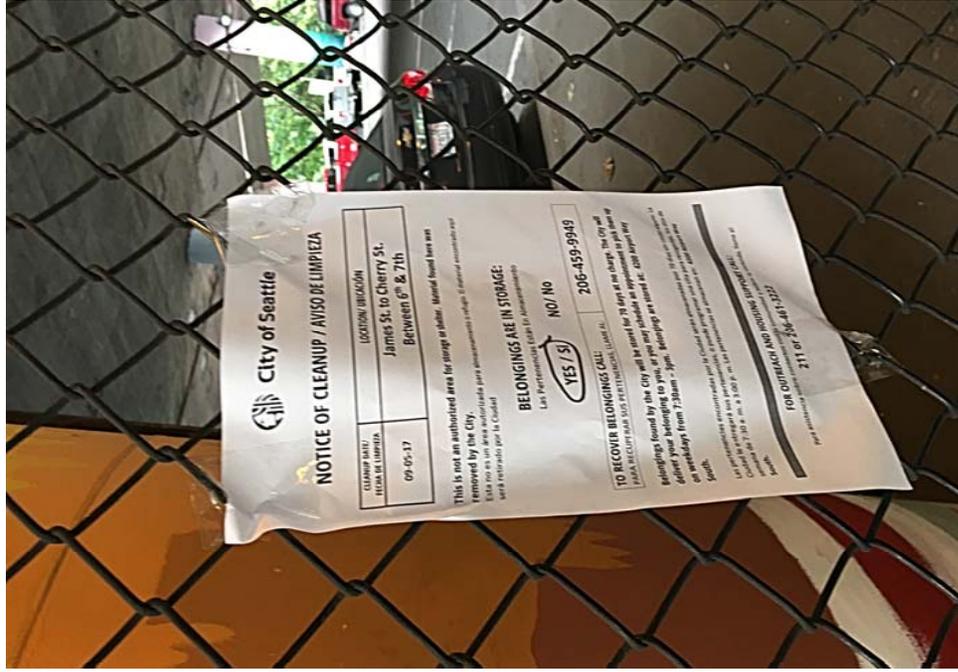
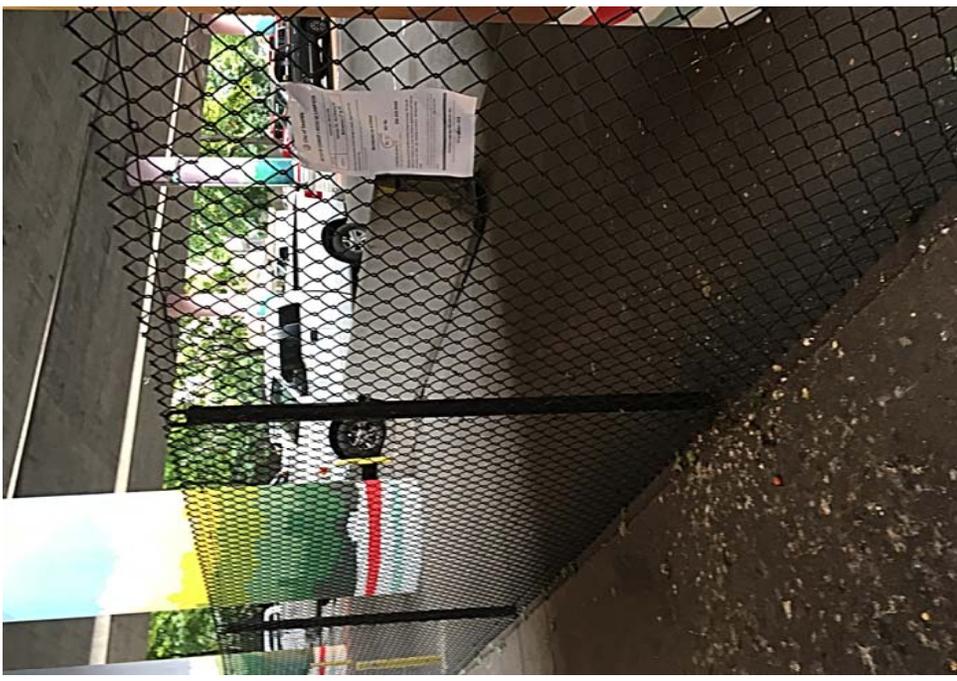
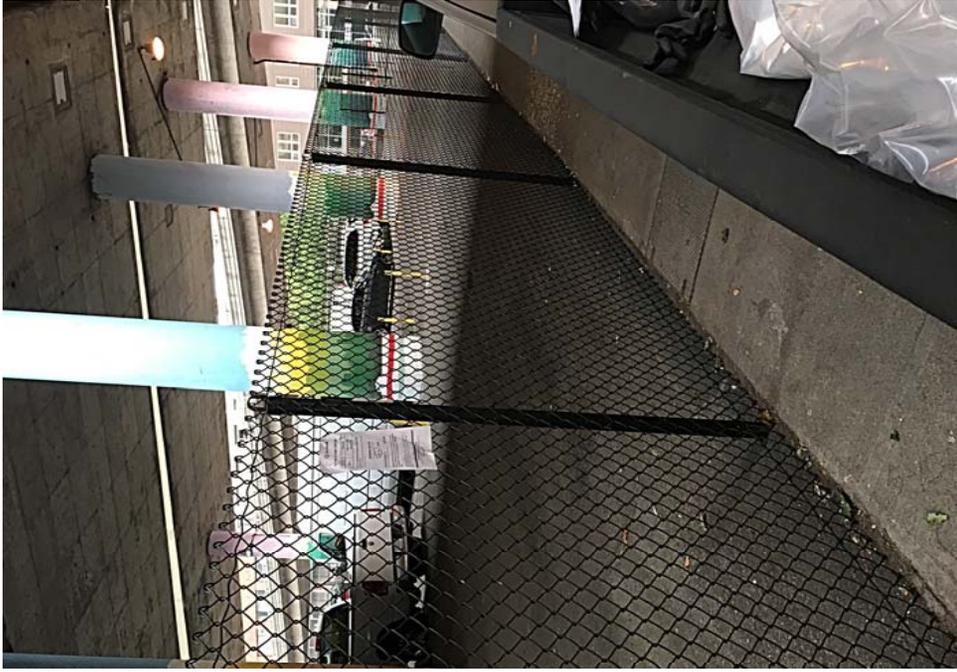
**YES / SI**      **NO / NO**

**TO RECOVER BELONGINGS CALL:**  
PARA RECUPERAR SUS PERTENENCIAS, LLAME AL:      **206-459-9949**

Belongings found by the City will be stored for 70 days at no charge. The City will deliver your belonging to you, or you may schedule an appointment to pick them up on weekdays from 7:30am - 3pm. Belongings are stored at: 4200 Airport Way South.

Las pertenencias encontradas por la Ciudad serán almacenadas por 70 días sin costo alguno. La Ciudad le entregará sus pertenencias, o puede programar una cita para recogerlas los días de semana de 7:30 a. m. a 3:00 p. m. Las pertenencias se almacenan en: 4200 Airport Way South.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
Para asistencia sobre contacto con la familia, llame al:  
**211 or 206-459-3322**



**City of Seattle**  
**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/UBICACIÓN
09-05-17	James St. to Cherry St. Between 6 <sup>th</sup> & 7 <sup>th</sup>

This is not an authorized area for storage or shelter. Material found here was removed by the City.  
 Esta no es un área autorizada para almacenamiento o refugio. El material encontrado aquí será retirado por la Ciudad.

**BELONGINGS ARE IN STORAGE:**  
 LAS PERTENENCIAS ESTÁN EN ALMACENAMIENTO

YES / SI  NO / NO

**TO RECOVER BELONGINGS CALL:**  
 PARA RECUPERAR SUS PERTENENCIAS, LLAME AL:

206-459-9949

Belongings found by the City will be stored for 70 days at no charge. The City will deliver your belongings to you, or you may schedule an appointment to pick them up on weekdays from 7:30am - 3pm. Belongings are stored at: 4200 Airport Way South.

Las pertenencias encontradas por la Ciudad serán almacenadas por 70 días sin costo alguno. La Ciudad le entregará sus pertenencias, o puede programar una cita para recogerlas los días de semana de 7:30 a. m. a 3:00 p. m. Las pertenencias se almacenarán en: 4200 Airport Way South.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**  
 PARA ASISTENCIA SOBRE COMERCIO DE LA COMUNIDAD Y OTRAS ASISTENCIAS, LLAME AL:

211 or 206-461-3222



**City of Seattle**  
**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

CLEANUP ONLY SOLAMENTE LIMPIEZA	LOCATION / UBICACION James St. to Cherry St. Between 6 <sup>th</sup> & 7th
09-05-17	

This is not an authorized area for storage in either normal hours nor are items removed by the City. Items are subject to removal at any time without notice. Items are not to be stored in this area.

**BELONGINGS ARE IN STORAGE:**  
Los Pertenecimientos Están en Almacenamiento

**YES / SI** NO / NO  
206-459-9949

**TO REMOVE BELONGINGS CALL:**  
To remove belongings, call the City at 206-459-9949. The City will only remove items that are not claimed by the owner. Items that are not claimed by the owner will be sold or disposed of. Items that are not claimed by the owner will be sold or disposed of. Items that are not claimed by the owner will be sold or disposed of.

**FOR SUPPORT CALL:**  
For support, call the City at 206-459-9949. The City will only provide support for items that are not claimed by the owner. Items that are not claimed by the owner will be sold or disposed of. Items that are not claimed by the owner will be sold or disposed of.





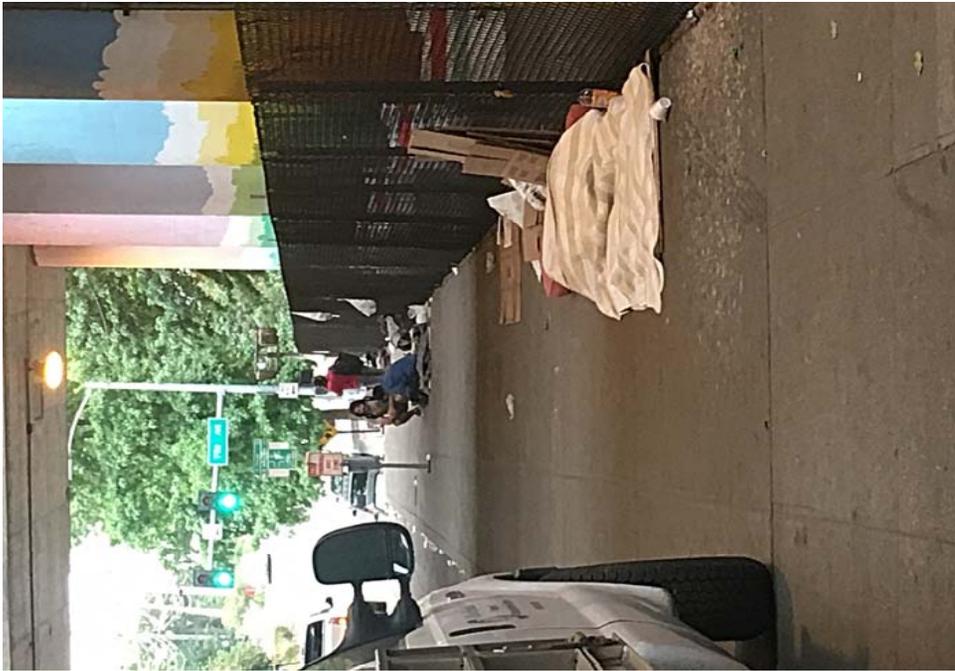
Exhibit D: Site Clean up

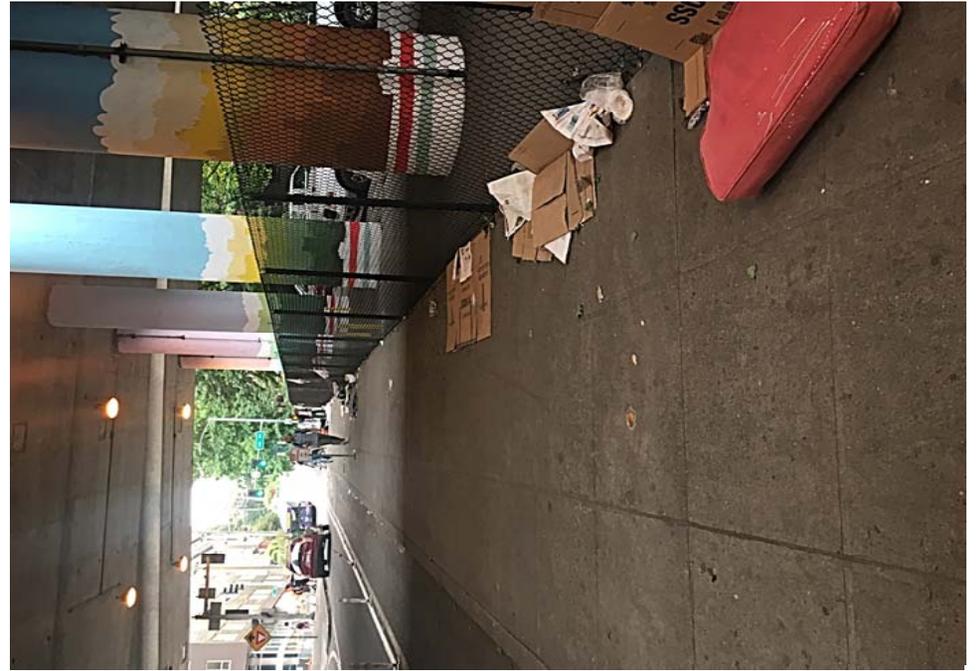






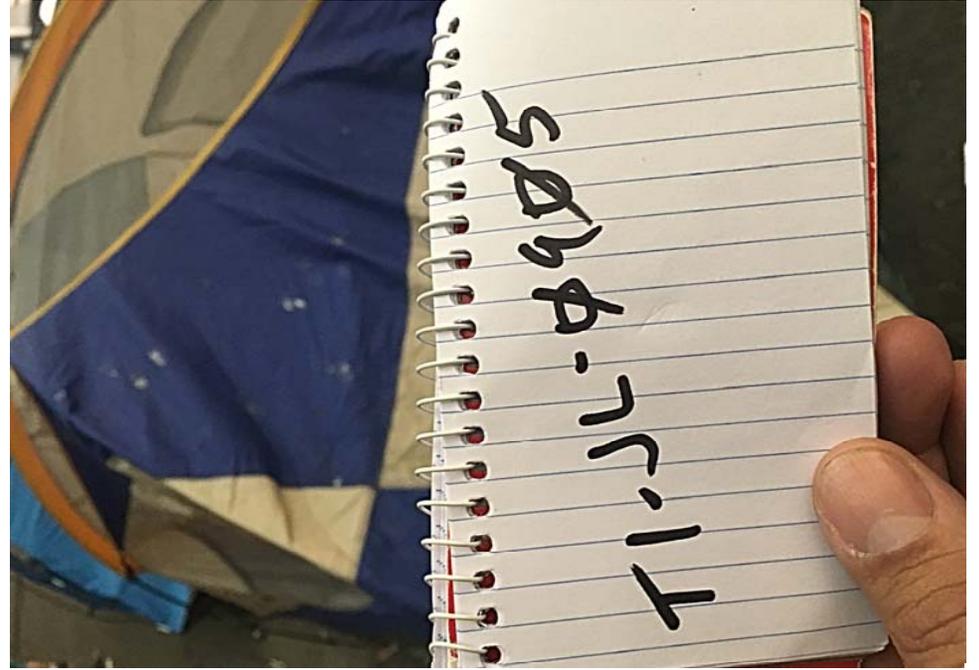






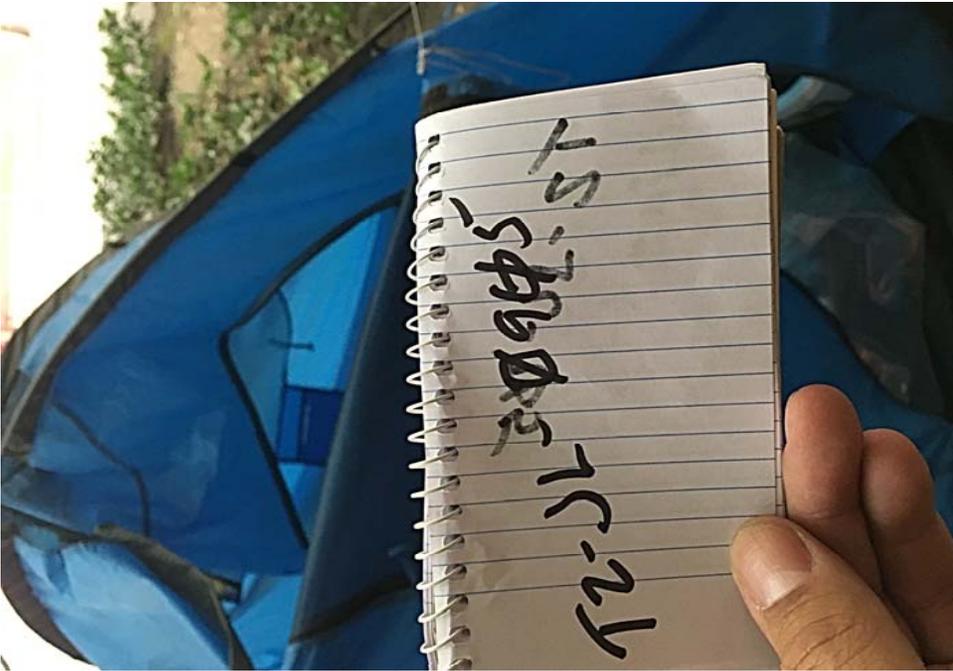


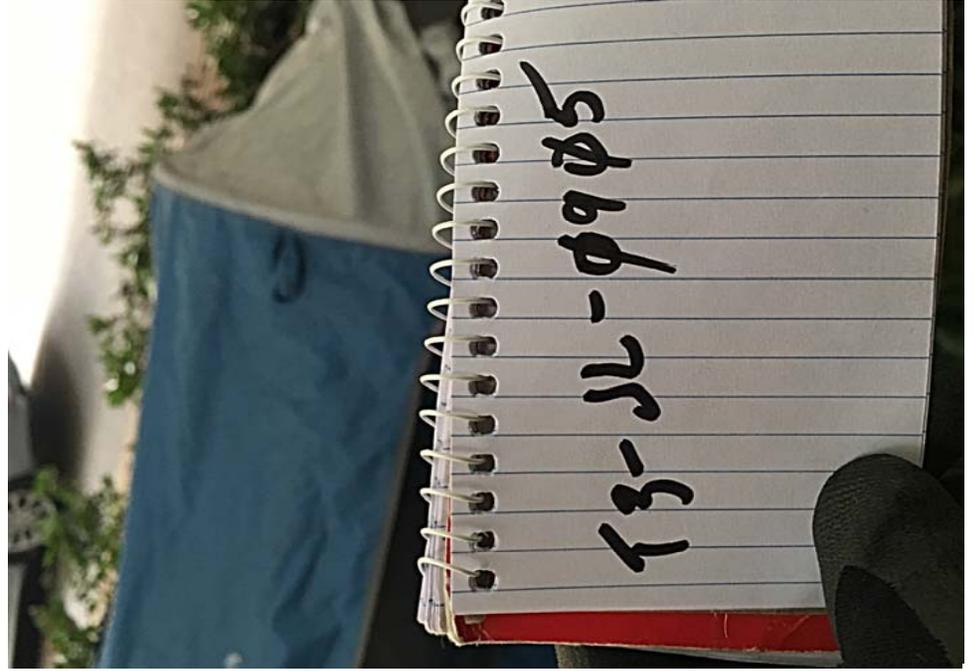




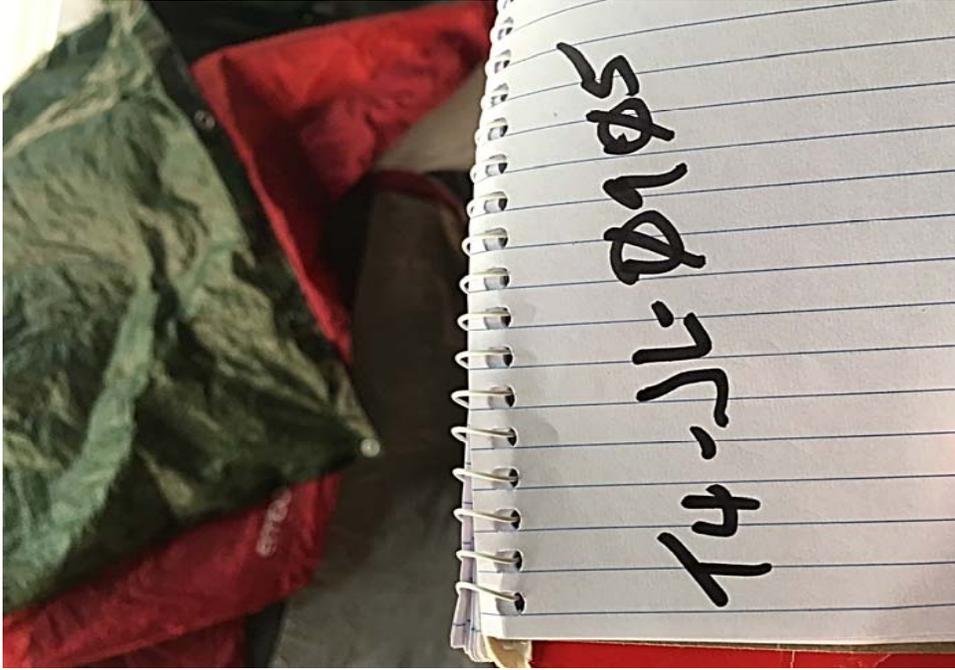




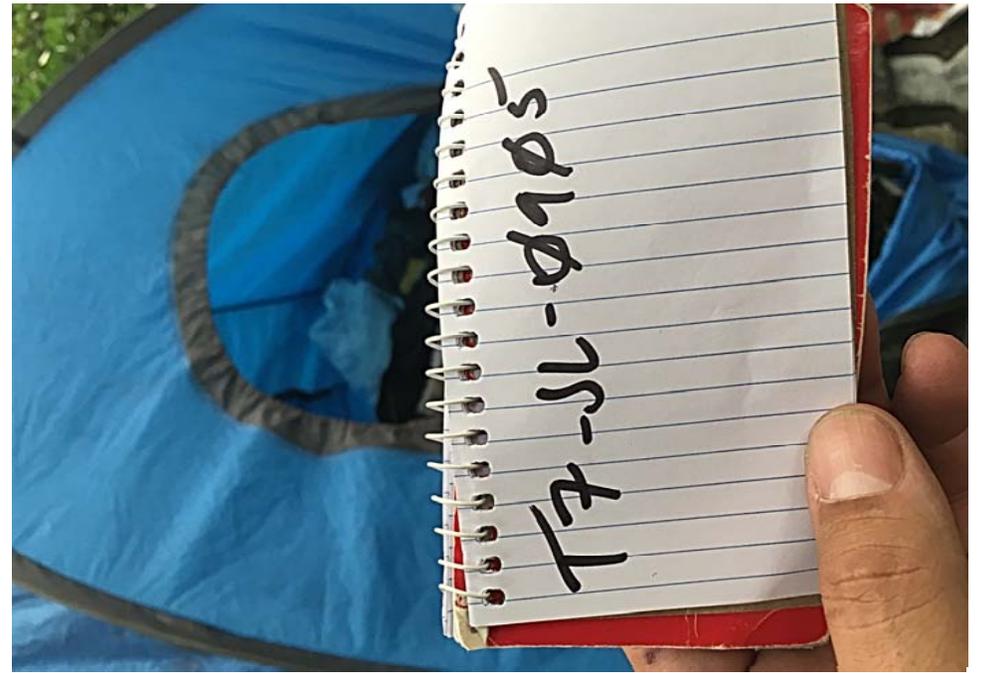
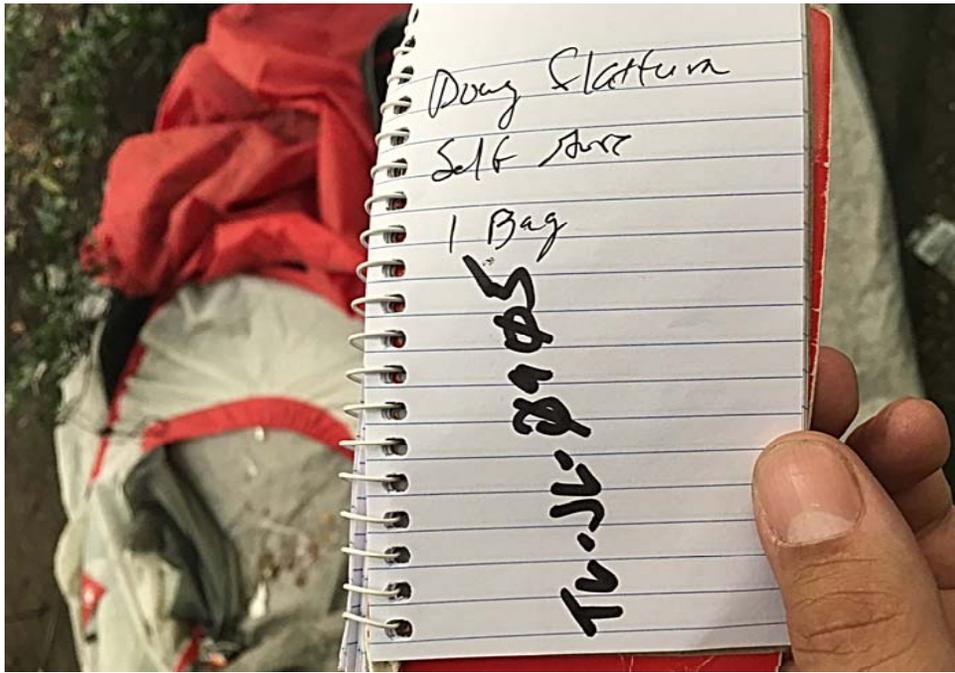














Site Name: Cherry & James

 Date of Clean Up: 9-5-17

 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-JL-0905	<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 type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	1	0	0	0	Tent not stored-bird droppings all over. Stored-purple croc shoes, 2 purses, black folder
T2-JL-0905	<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 checked="" type="checkbox"/> Damaged	1	0	0	0	Tent not stored-ripped. Stored 2 black backpacks w/clothes and misc items.
T3-JL-0905	<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 type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	1	0	0	0	Tent not stored-bird droppings all over tent. Stored 1 blue REI sleeping bag
T4-JL-0905	<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 type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged	1	0	0	0	Tent not stored-ripped, contents full of moldy clothes with strong smell of urine. Stored-black bag w/CD's, bag of meds and silver radio
Scribner error-no T5	<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					
T6-JL-0905 [REDACTED]	<input checked="" type="checkbox"/> Yes <input 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	1	0	0	0	Self stored-bedding, blue sleeping bag. Owner stated anything left behind was garbage

Owner Name <i>or</i> Tent/Structure #	Owner Present?	Storage?	Not Storable? <i>Check All That Apply</i>	# of Bins	# of Bikes	# of Luggage	# of Large Items	Short Description
T7-JL-0905	<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	Owner "[REDACTED]" Hispanic male, early 30's, stated anything left behind was garbage
	<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					
	<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					
	<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					
	<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					
	<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					
	<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					
	<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					
	<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					

