

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: East Duwamish Greenbelt Under I-5 – Emphasis Zone **Date of First Inspection:** 11-9-2018
Site Address: East Duwamish Greenbelt Emphasis Zone **Date of Clean-Up:** 11-14-2018
Inspection By: J. Shepard **CSR #** 18-00082345
Referred By: CSR, Community **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
11-9-2018	4	1	2	0	7

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

TOTAL COUNT:	3
---------------------	---

TOTAL COUNT:	10
---------------------	----

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

NAVIGATION TEAM ASSESSMENT		
<input checked="" type="checkbox"/> Full Encampment Clean Up	<input type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Hazard Removal
	<input type="checkbox"/> Tent on side walk	<input type="checkbox"/> Safety of Occupant
	<input type="checkbox"/> Blocking intended use of facility	<input type="checkbox"/> Safety of other near and around camp
		<input type="checkbox"/> Cleared by scheduled contractors- FAS
		<input type="checkbox"/> Remand to SPU
PRE-JOB SITE ASSESSMENT & INSTRUCTIONS		Specifications/Notes
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	_____
SPU ASSESSMENT & INSTRUCTIONS	Date	Requirements:
<input type="checkbox"/> Litter removed -area more than 20 feet from active camp		<input type="checkbox"/> Field Coordinator accessed
<input type="checkbox"/> Illegal Dumping -Encampment Related Trash		

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 type="checkbox"/> Yes <input checked="" 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	3	Cascadia with no Trailer
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	1	WSDOT Bobcat, Backhoe, Chipper
Number of Light Teams	2	Parks light Teams, 1 Packer, 2 Gators
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

STAGING LOCATION

Date: 11-14-2018 Time: 0900 Location: Airport Way & Bayview

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 James Lohman

CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<u>11-9-2018</u>	<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:)	<u>Emphasis Zone not required</u>	<input type="checkbox"/> Yes	<input checked="" 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
- General Photos of the Encampment
- Photos of Tent ID Numbers
- Individual Tent Contents
- Photos of Storage Bin Contents
- After Photos

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
11-14-2018	3	2	0	0	5


STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES/BEDROLL/VEHICLES				
OWNER PRESENT Accepted Storage	0		ABANDONED TENT Content Storable	0
OWNER PRESENT Removed Tent	4		ABANDONED TENT Content Not Storable	1
OWNER PRESENT Removed tent but stored contents	0		ABANDONED TENT Storable	0
OWNER PRESENT Asked FC to Discard Tent	0		ABANDONED TENT Not Storable	0
Impounded Vehicle(s)	0		ABANDONED BEDROLL Storable	0
Vehicle(s) -Left Premises	0		ABANDONED BEDROLL Not Storable	0

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
0	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.

Exh A - Inspection Photos







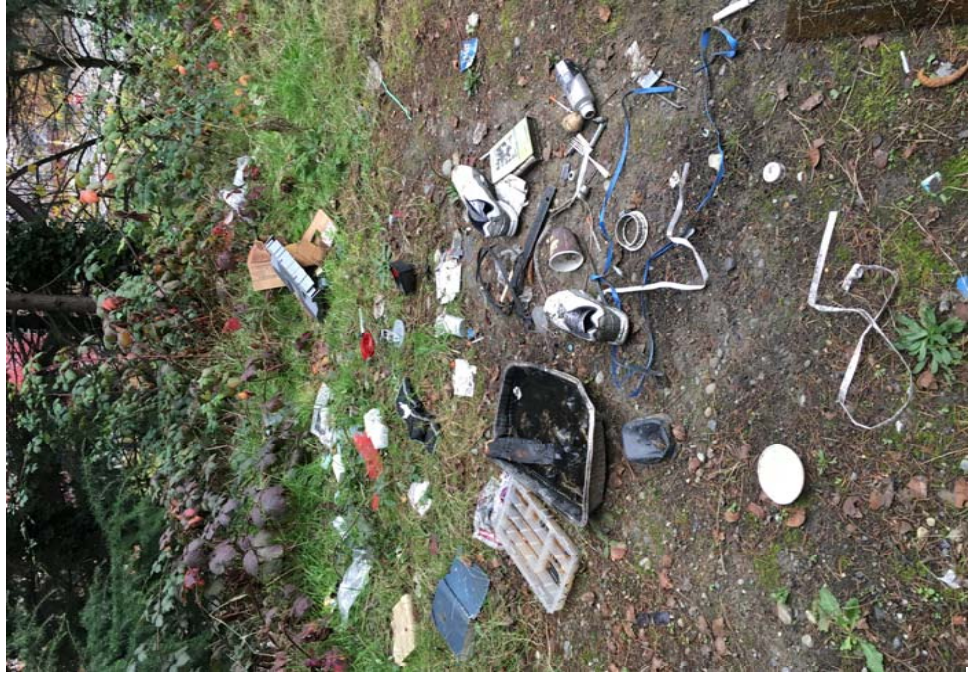








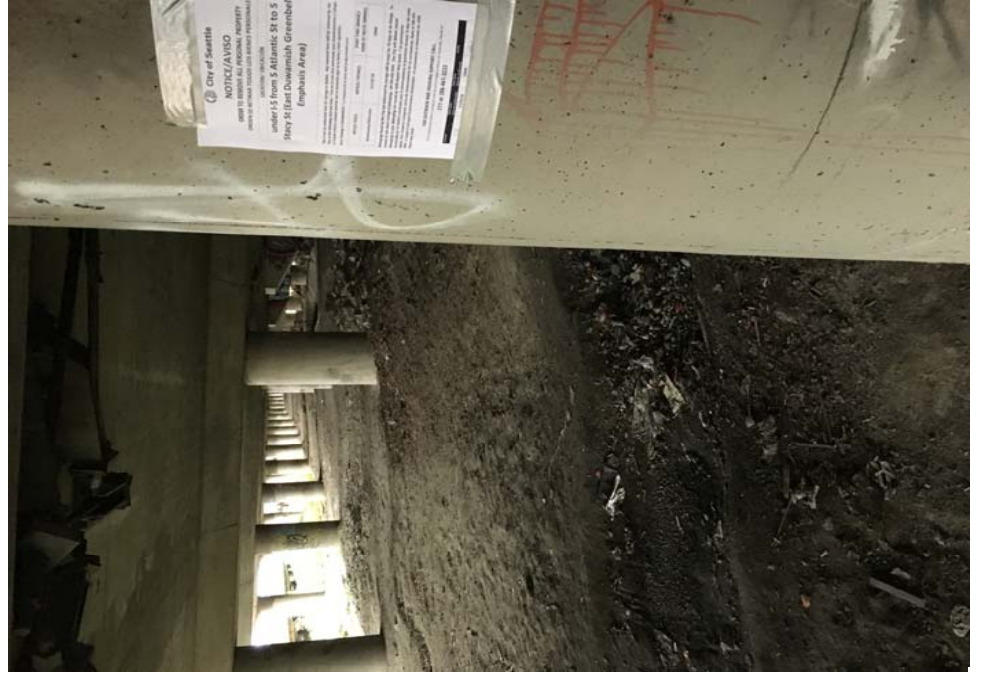
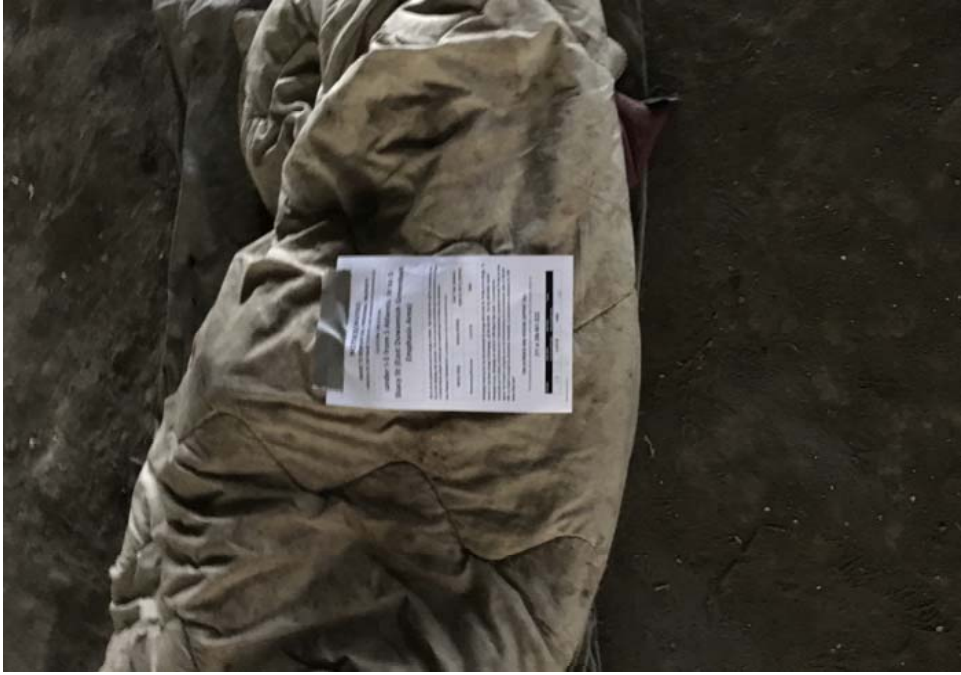
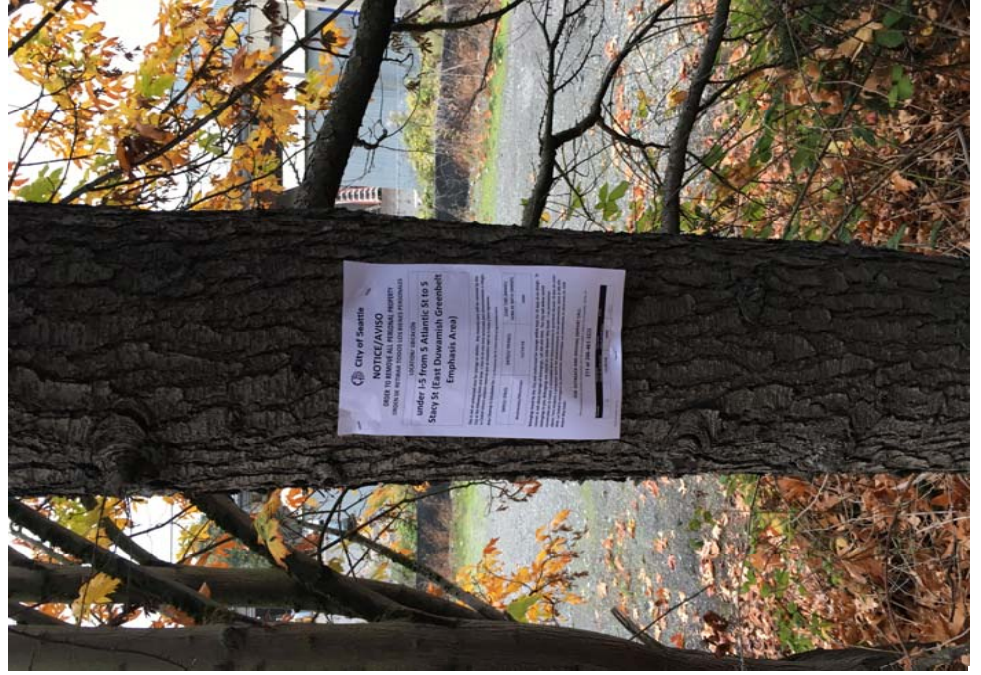
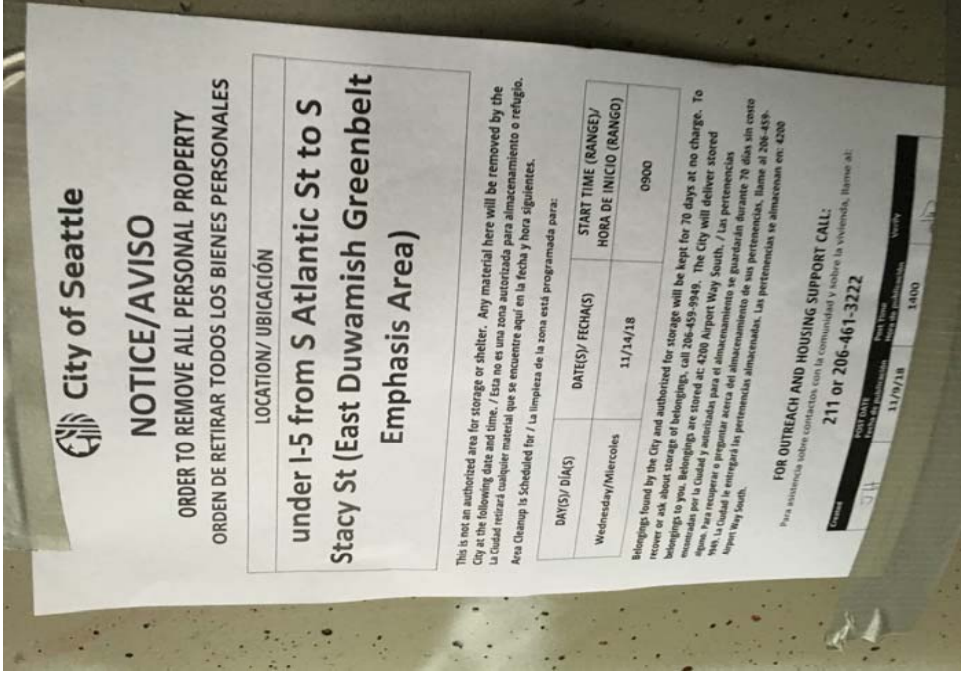


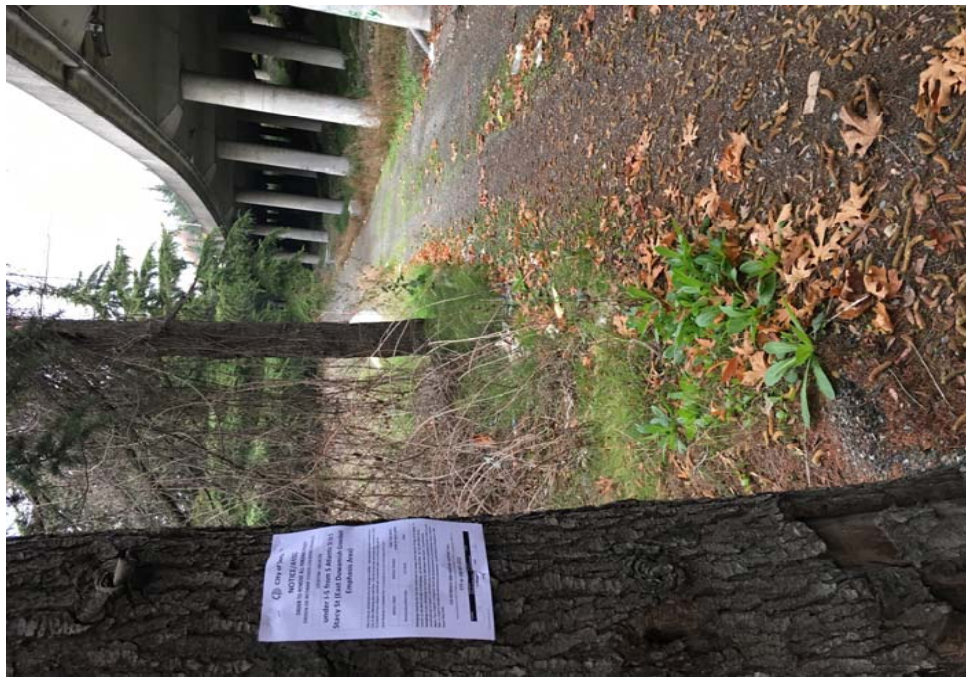
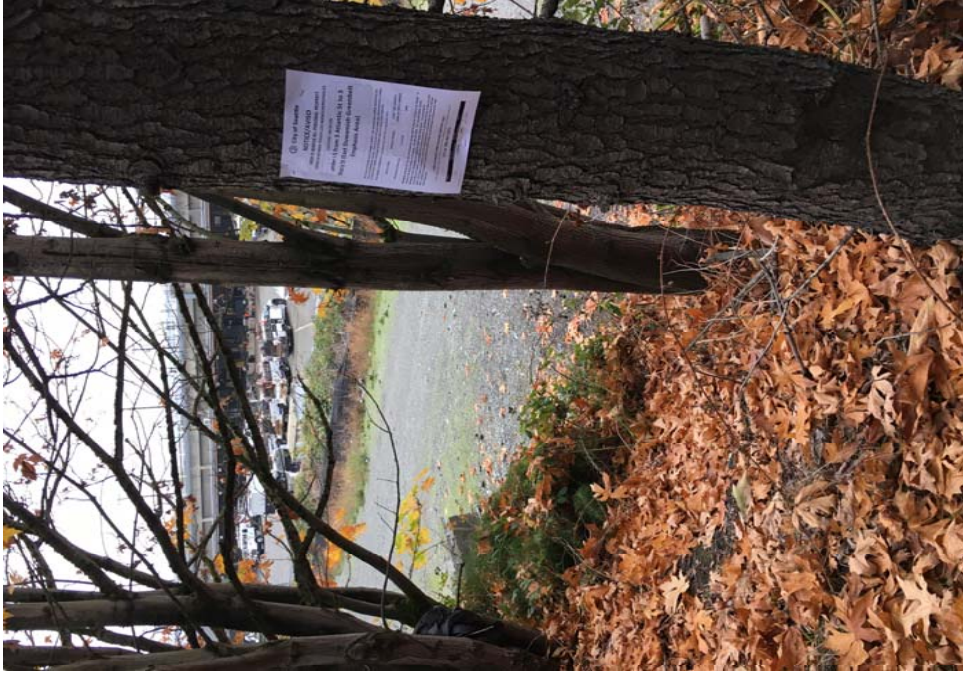


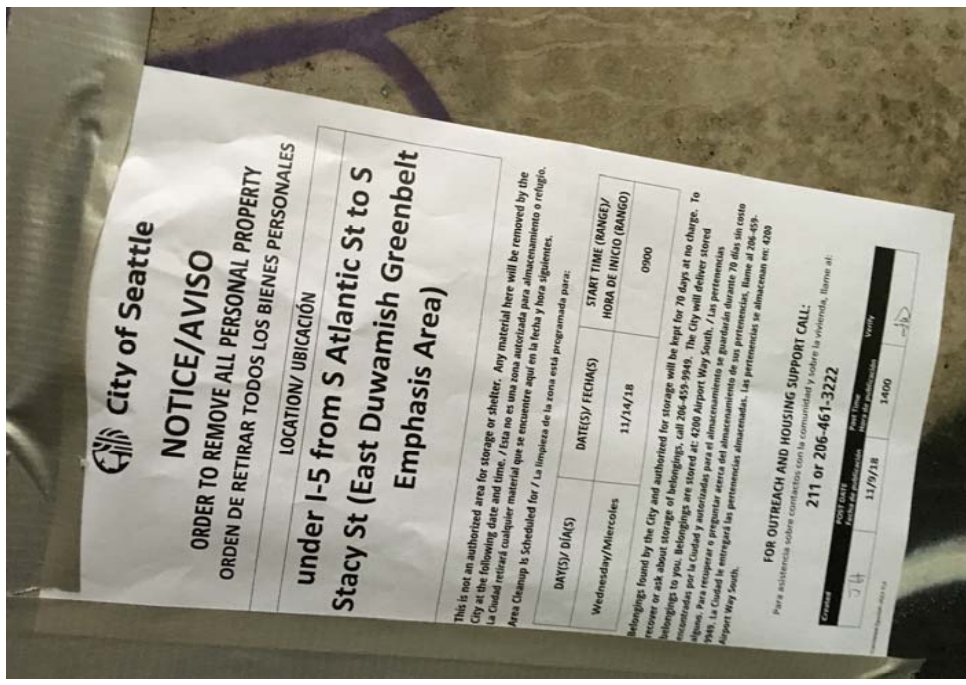




Exh B - Posting Photos







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

LOCATION/ UBICACIÓN
under I-5 from S Atlantic St to S
Stacy St (East Duwamish Greenbelt
Emphasis Area)

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. / No es una zona autorizada para almacenamiento o refugio. La Ciudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.
 Area Cleanup Is Scheduled for / La limpieza de la zona está programada para:

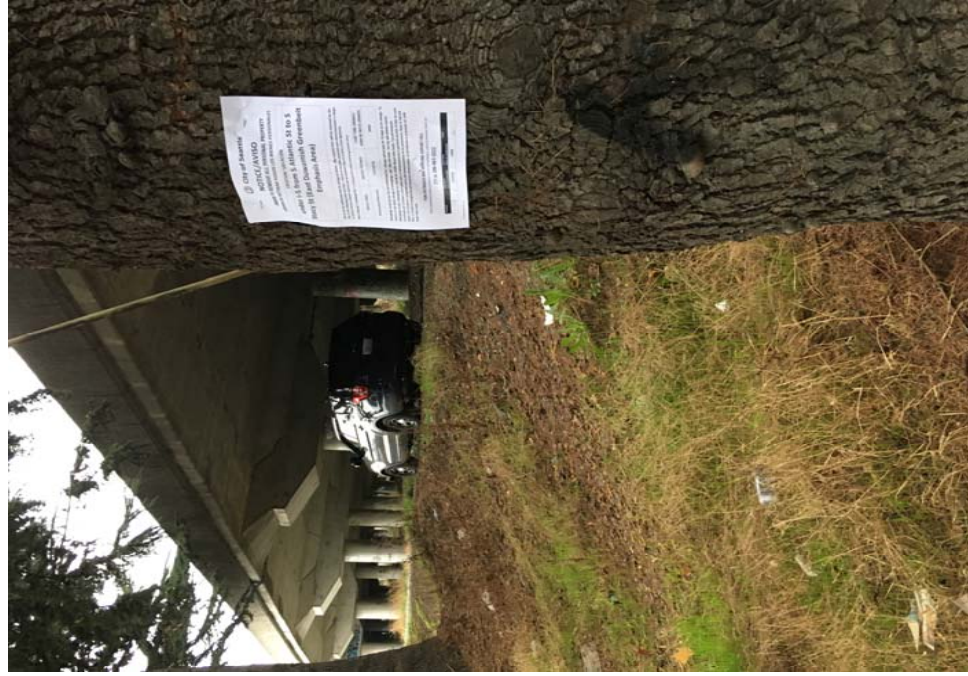
DAYS/ DÍAS	DATE(S)/ FECHA(S)	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Wednesday/Miércoles	11/14/18	0900

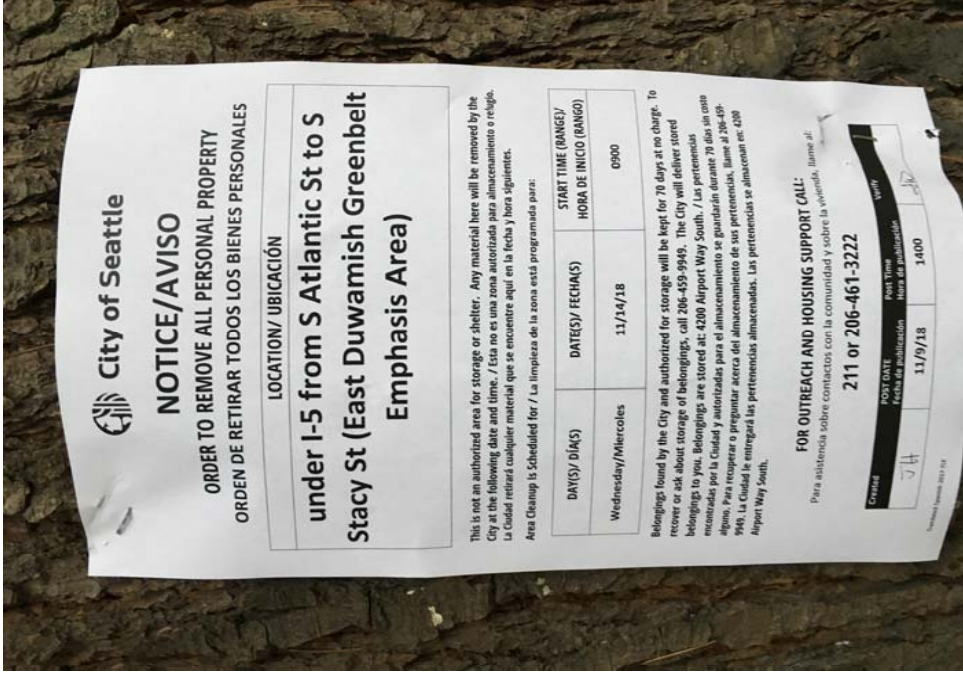
Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-459-9949. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Las pertenencias encontradas por la ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. Para recuperar o preguntar acerca del almacenamiento de sus pertenencias, llame al 206-459-9949. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenan en: 4200 Airport Way South.

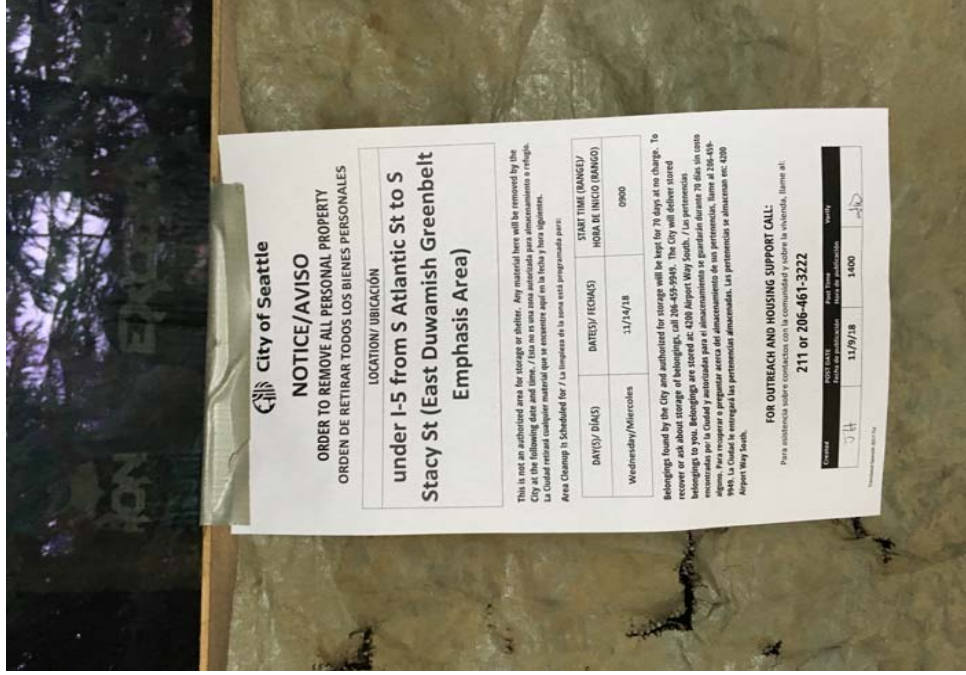
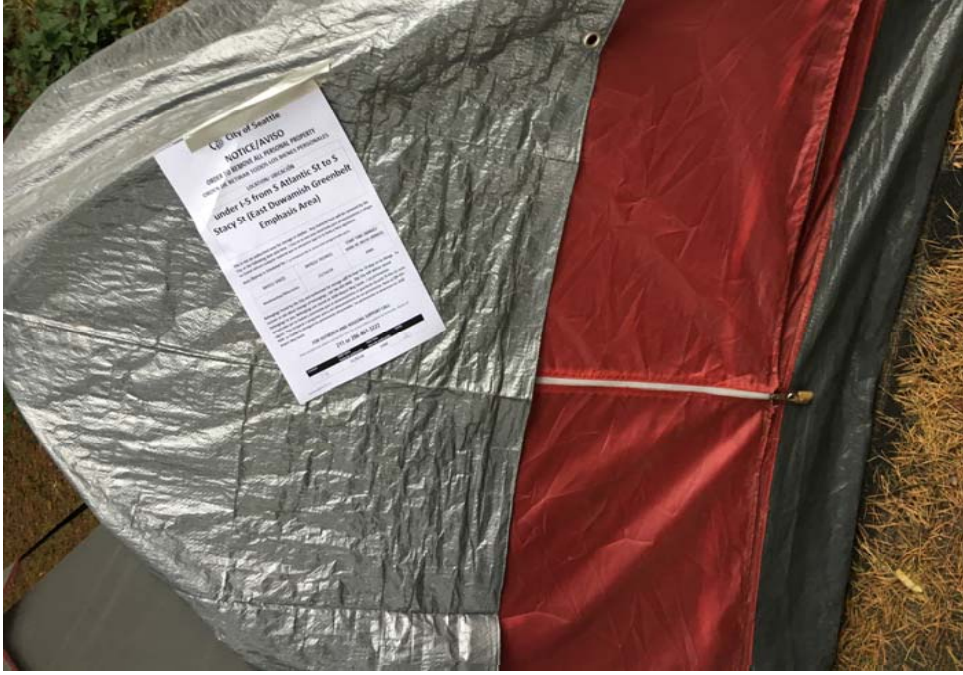
FOR OUTREACH AND HOUSING SUPPORT CALL:
 Para asistencia sobre contactos con la comunidad y sobre la vivienda, llame al:
211 or 206-461-3222

Created	POST DATE Fecha de publicación	Post Time Hora de publicación	Verify
✓H	11/9/18	1400	✓H

Translated Spanish 2017-714







City of Seattle
NOTICE/AVISO
 ORDER TO REMOVE ALL PERSONAL PROPERTY
 ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES
 Under I-5 from S Atlantic St to S
 Stacy St (East Duwamish Greenbelt
 Emphasis Area)

City of Seattle
NOTICE/AVISO
 ORDER TO REMOVE ALL PERSONAL PROPERTY
 ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES
 Location/Ubicación
**under I-5 from S Atlantic St to S
 Stacy St (East Duwamish Greenbelt
 Emphasis Area)**

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 una zona autorizada para almacenamiento o refugio. La Ciudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.
 Area Closures is Scheduled for / La limpieza de la zona está programada para:

DATE(S)/FECHA(S)	START TIME (RANGO)/HORA DE INICIO (RANGO)
Wednesday/Miércoles	11/7/18 0900

Belongings found by the City and authorized for storage will be kept for 79 days at no charge. To recover or ask about storage of belongings, call 326-429-5995. The City will attempt to contact you if you have belongings stored here. Belongings are stored at 4200 Airport Way. For information on how to retrieve belongings, call 326-429-5995. / Los bienes encontrados por la Ciudad y autorizados para el almacenamiento de sus pertenencias, serán a su costo almacenados por 79 días sin cargo. Para recuperar o preguntar por el almacenamiento de sus pertenencias, llame al 326-429-5995. La Ciudad le intentará contactar si usted tiene pertenencias almacenadas. Las pertenencias se almacenarán 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

Created: 11/7/18 14:00
 Date/Time: 11/7/18 14:00
 User: [redacted]

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

LOCATION/UBICACIÓN
under I-5 from S Atlantic St to S Stacy St (East Duwamish Greenbelt Emphasis Area)

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 una zona autorizada para almacenamiento o refugio. La Ciudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.
Area Cleanup is Scheduled for / La limpieza de la zona está programada para:

DAY(S)/DÍAS	DATE(S)/FECHAS	START TIME (RANGE)/HORA DE INICIO (RANGO)
Wednesday/Miércoles	11/14/18	0900

Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-459-9948. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. Para recuperar o preguntar acerca del almacenamiento de sus pertenencias, llame al 206-459-9948. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenarán en: 4200 Airport Way South.

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

CONTACT	POST DATE / FECHA DE PUBLICACIÓN	POST TIME / HORA DE PUBLICACIÓN	STATUS
✓H	11/9/18	1400	✓H



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

LOCATION/UBICACIÓN
under I-5 from S Atlantic St to S Stacy St (East Duwamish Greenbelt Emphasis Area)

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 una zona autorizada para almacenamiento o refugio. La Ciudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.
Area Cleanup is Scheduled for / La limpieza de la zona está programada para:

DAY(S)/DÍAS	DATE(S)/FECHAS	START TIME (RANGE)/HORA DE INICIO (RANGO)
Wednesday/Miércoles	11/14/18	0900

Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-459-9948. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. Para recuperar o preguntar acerca del almacenamiento de sus pertenencias, llame al 206-459-9948. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenarán en: 4200 Airport Way South.

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

CONTACT	POST DATE / FECHA DE PUBLICACIÓN	POST TIME / HORA DE PUBLICACIÓN	STATUS
✓H	11/9/18	1400	✓H





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

LOCATION/ UBICACIÓN
under I-5 from S Atlantic St to S
Stacy St (East Duwamish Greenbelt
Emphasis Area)

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 una zona autorizada para almacenamiento o refugio. La Ciudad retirará cualquier material que se encuentre aquí en la fecha y hora siguientes.
 Area Cleanup is Scheduled for / La limpieza de la zona está programada para:

DAY(S)/DÍ(A)S	DATE(S)/FECHA(S)	START TIME (RANGE)/HORA DE INICIO (RANGO)
Wednesday/Miércoles	11/14/18	0900

Belongings found by the City and authorized for storage will be kept for 70 days at no charge. To recover or ask about storage of belongings, call 206-461-3222. The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South. / Las pertenencias almacenadas por la ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin cargo. Para recuperar o preguntar acerca del almacenamiento de sus pertenencias, llame al 206-461-3222. La Ciudad entregará las pertenencias almacenadas. Las pertenencias se almacenan en: 4200 Airport Way South.

FOR OUTREACH AND HOUSING SUPPORT CALL:
 Para asistencia y apoyo comunitario con la comunidad y sobre la vivienda, llame al:

211 or 206-461-3222

Print
 PDF
 Spanish
 Chinese
 Vietnamese
 Tagalog
 Khmer
 Other

Print
 PDF
 Spanish
 Chinese
 Vietnamese
 Tagalog
 Khmer
 Other

Print
 PDF
 Spanish
 Chinese
 Vietnamese
 Tagalog
 Khmer
 Other

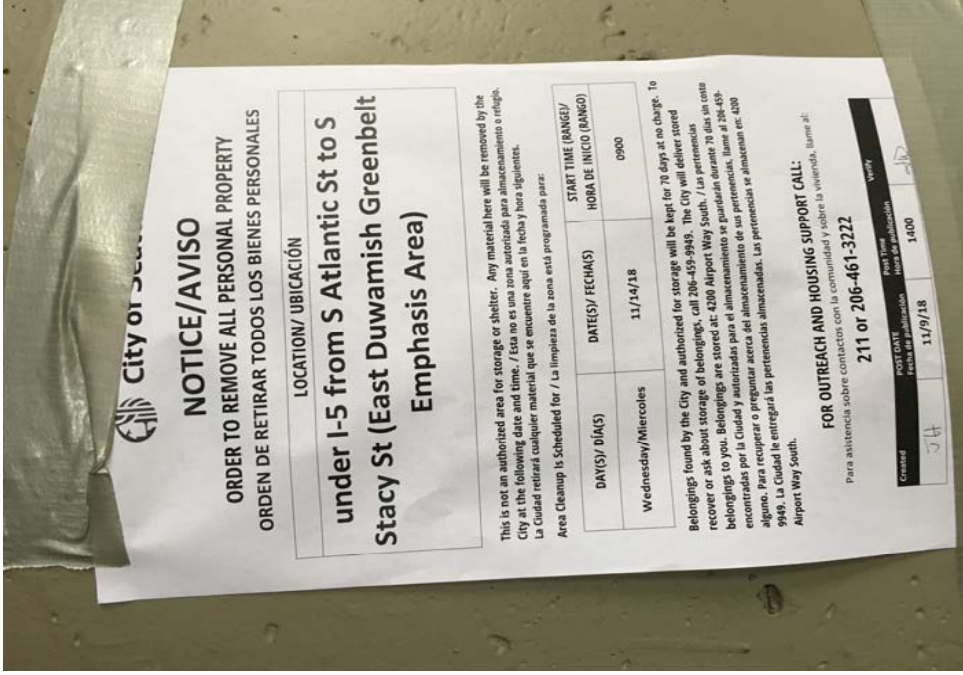
Print
 PDF
 Spanish
 Chinese
 Vietnamese
 Tagalog
 Khmer
 Other

Print
 PDF
 Spanish
 Chinese
 Vietnamese
 Tagalog
 Khmer
 Other





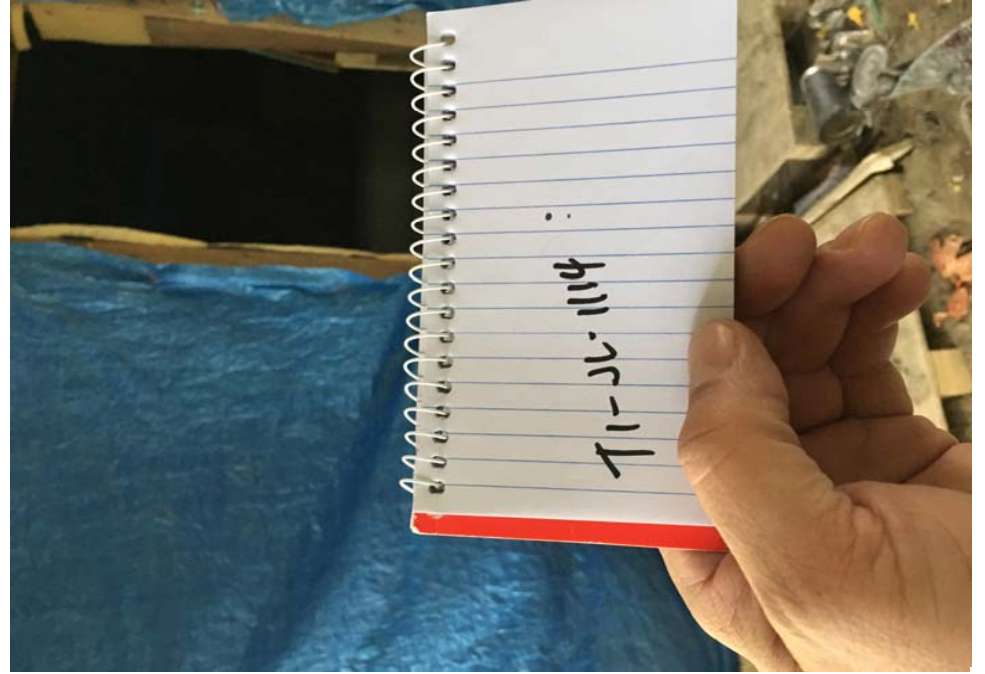






Exh D - Clean Up Photos













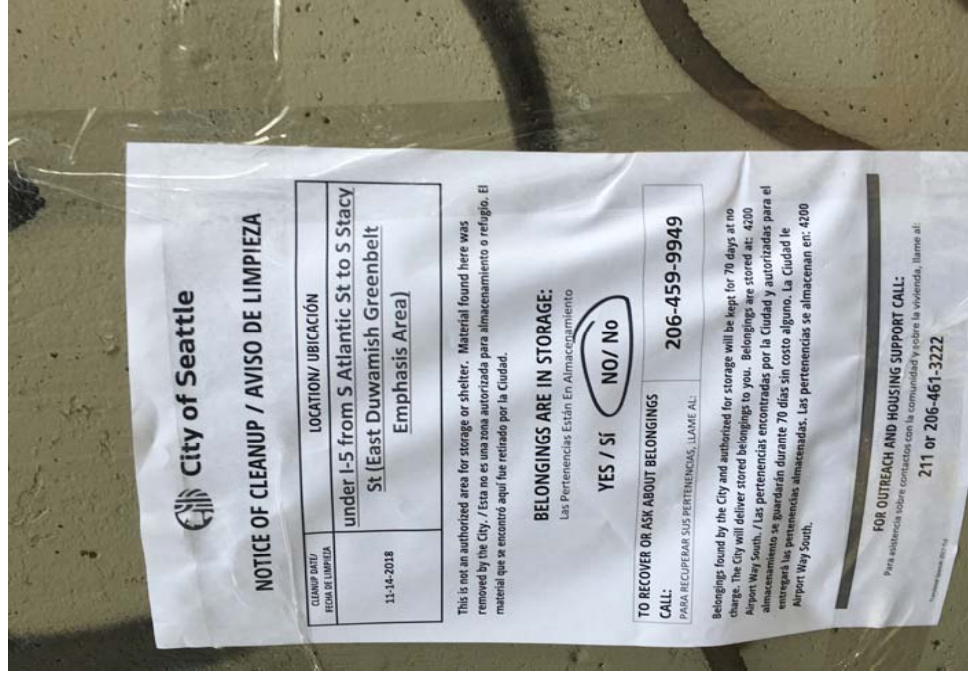


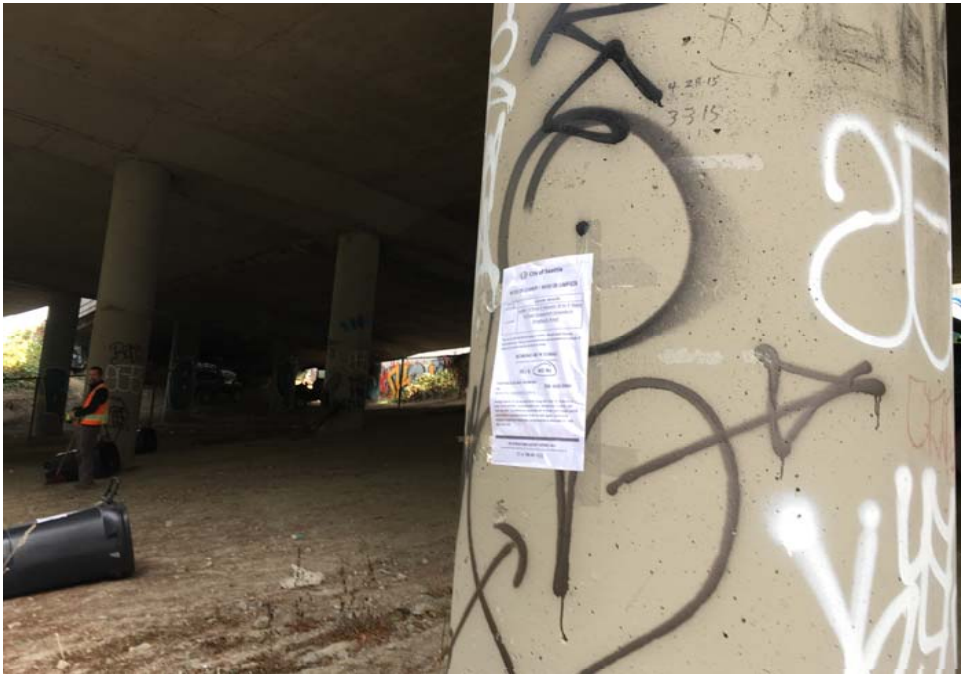




After Clean Photos









Site Name: East Duwamish Greenbelt Under I5

 Date of Clean Up: 11-14-18

 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-1114	<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- large wood structure, moldy bedding/mattress, moldy clothing and urine bottles inside structure.
	<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					