

**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.

<b>Site:</b>	Kinneer Park	<b>Date of First Inspection:</b>	9-28-17
<b>Site Address:</b>	Kinneer Park	<b>Date of Clean-Up:</b>	12/4-5/17
<b>Inspection By:</b>	J. Horan; C. Korpi and J. Lohman	<b>SERIS #</b>	13-16, 2471-02
<b>Referred By:</b>	<b>SERIS, Parks, and Community</b>	<b>Photos to FAS?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
9-28-17	7	0	0	0	7
11/22/17	21	1	0	0	22

**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 type="checkbox"/> Yes            | <input checked="" 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 type="checkbox"/> Yes            | <input checked="" 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:                                 | <input type="checkbox"/> Yes            | <input checked="" 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 checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Loose         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Bulky Items   | <input type="checkbox"/> Yes            | <input checked="" 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 type="checkbox"/> Yes            | <input checked="" 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 type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sharps                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Property Damage       | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

<b>TOTAL COUNT:</b>	3
---------------------	---

<b>TOTAL COUNT:</b>	8
---------------------	---

**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

<b>NAVIGATION TEAM ASSESSMENT</b>			
<input checked="" type="checkbox"/> Full Encampment Clean Up	<input type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Hazard Removal	<input type="checkbox"/> Litter Pick Only
	<input type="checkbox"/> Tent on side walk	<input type="checkbox"/> Safety of Occupant	<input type="checkbox"/> Remanded to Illegal Dumping
	<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"/> Cleared by scheduled contractors- SPU
<b>PRE-JOB SITE ASSESSMENT &amp; INSTRUCTIONS</b>		<b>Specifications/Notes</b>	
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	_____	

## B. RESOURCE PLANNING

### SITE CREW ASSESSMENT of FIELD CONDITIONS

#### JOB SITE INSTRUCTIONS

- |                                 |   |  |
|---------------------------------|---|--|
| 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 |
| 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	8	Cascadia
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	2	
Number of Full Time Days On-site Approved	2	
Number of Partial Days On-site Approved	0	
Total Hours Approved	16	

#### INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	0	Parks Dept./Packer Support
Number of Light Teams	2	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

#### STAGING LOCATION

Date: 12-4-17 Time: 08:30 am Location: Kinnear Park

## 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.

Date	Day of Week	Type	Location	Male Outreach	Female Outreach	Total Number of People Contacted	Males who took Shelter	Females who took Shelter	Total Taking Shelter
11/27/2017	Monday	Outreach	Kinnear Park	6	3	9	1	1	2
11/28/2017	Tuesday	Outreach	Kinnear Park	2	3	5	2	1	3
11/30/2017	Thursday	Outreach	Kinnear Park	1	2	3	1	0	1
12/1/2017	Friday	Outreach	Kinnear Park	4	2	6	0	0	0
12/4/2017	Monday	Clean	Kinnear Park	9	1	10	4	0	4

## 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

### CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<u>11-29-17</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>11-30-17</u>	<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
- 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
12-4-17	13	0	0	0	13

### STORAGE SUMMARY


Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES				
OWNER PRESENT Accepted Storage	2		ABANDONED TENT Content Storable	2
OWNER PRESENT Removed Tent	1		ABANDONED TENT Content Not Storable	3

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed tent but stored contents	0	ABANDONED TENT Storable	0
OWNER PRESENT Asked FC to Discard Tent	3	ABANDONED TENT Not Storable	2

**STORAGE TOTALS**

Number of Bins	Bikes	Large Luggage Items	Large Items
10	2	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 A: Site Inspection





















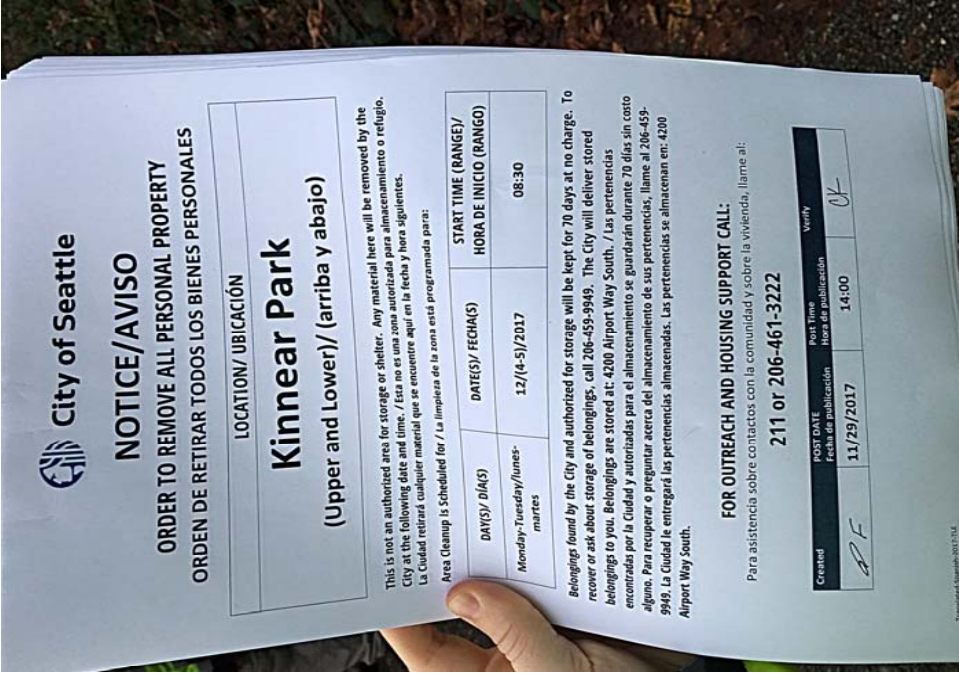
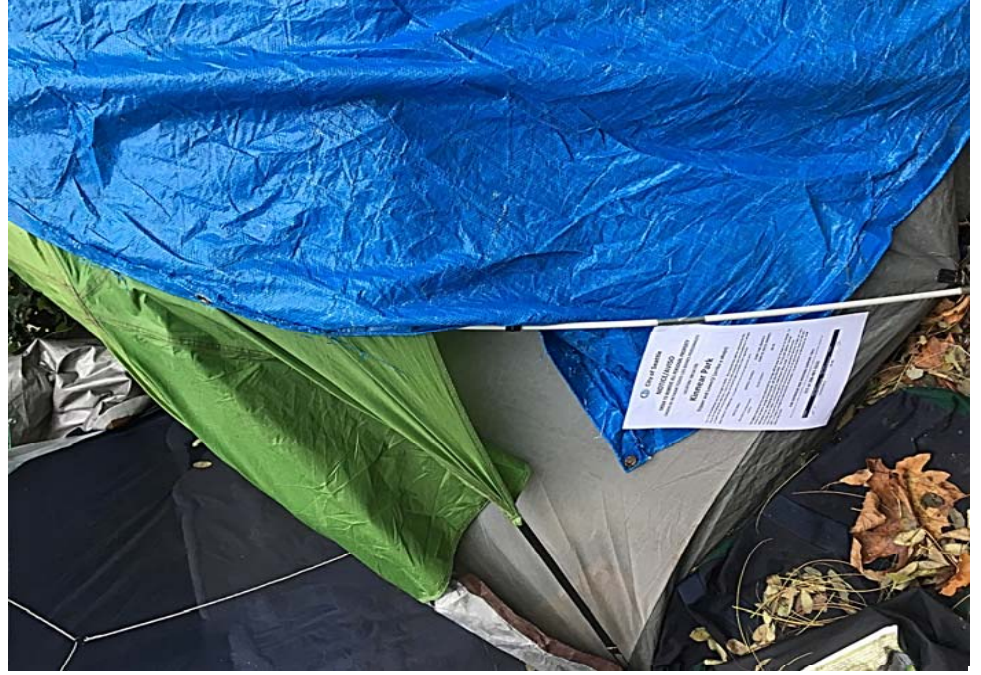




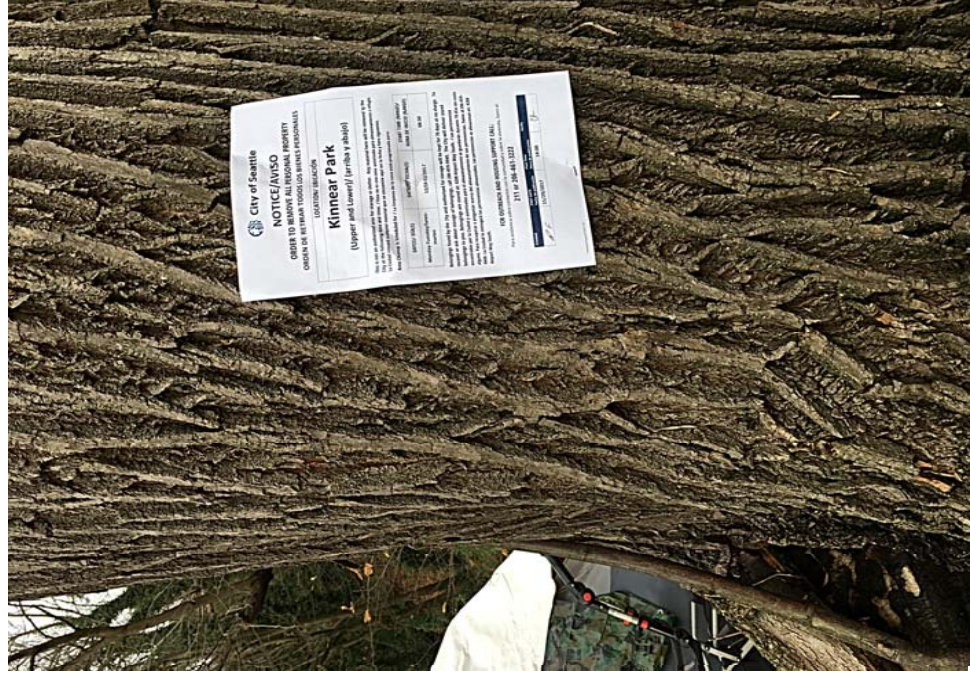
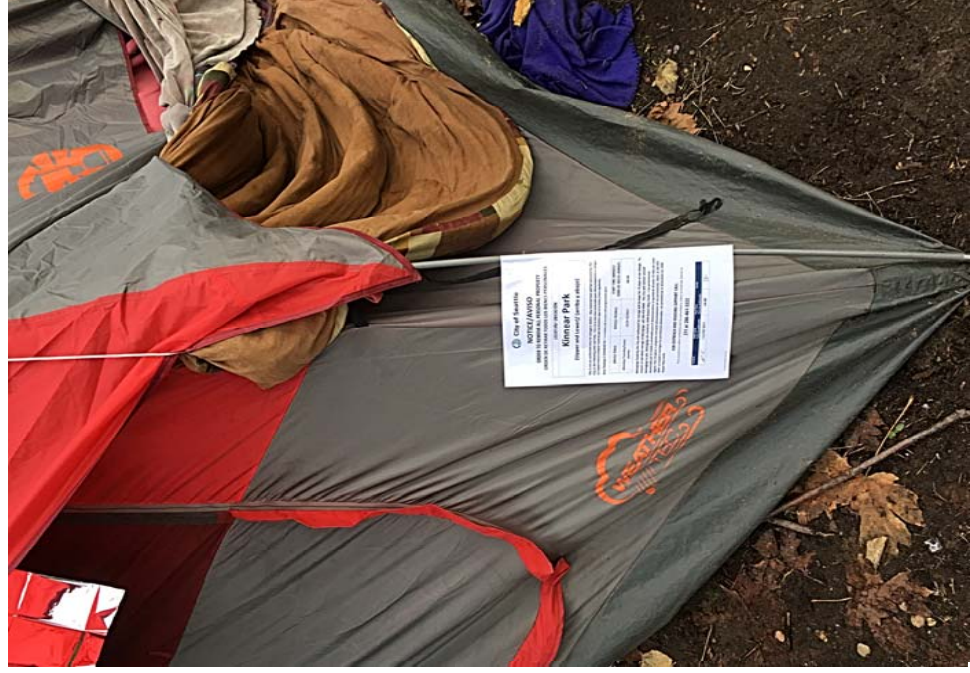




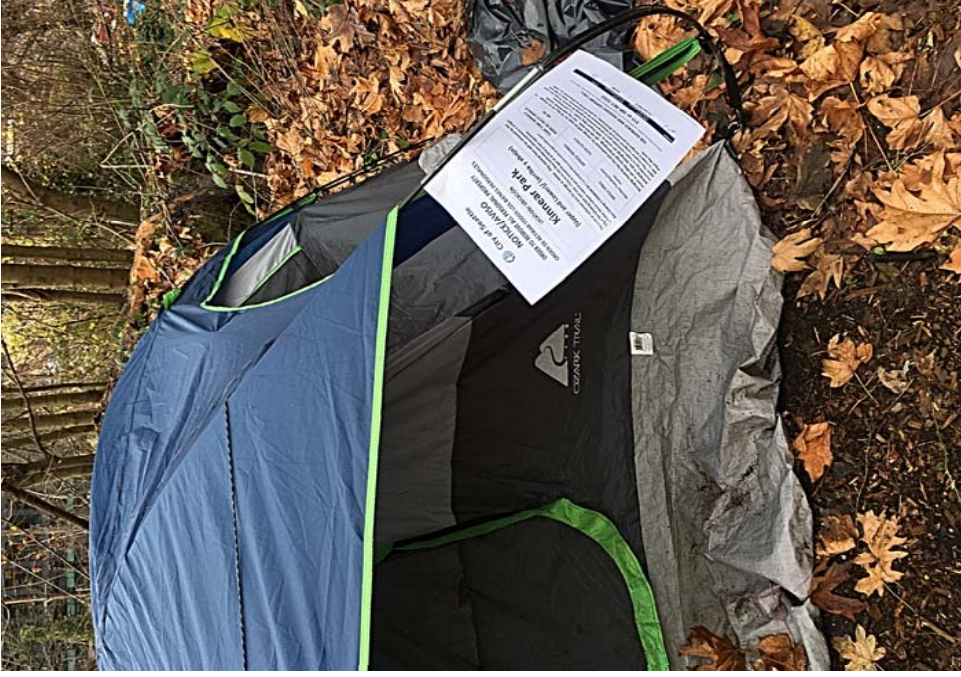
Exhibit B: Site Posting



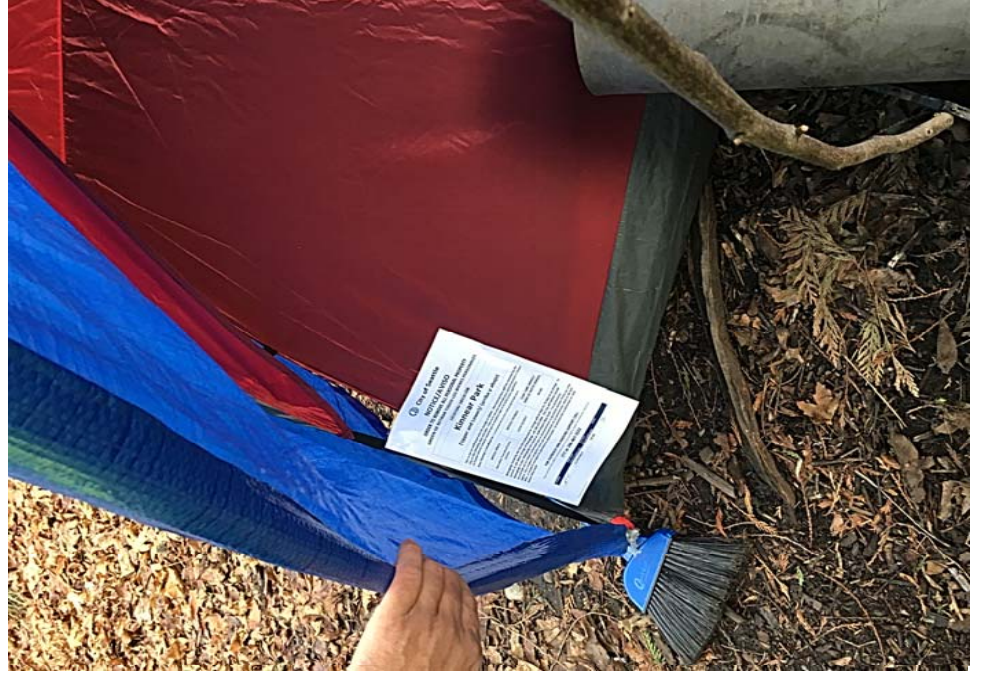




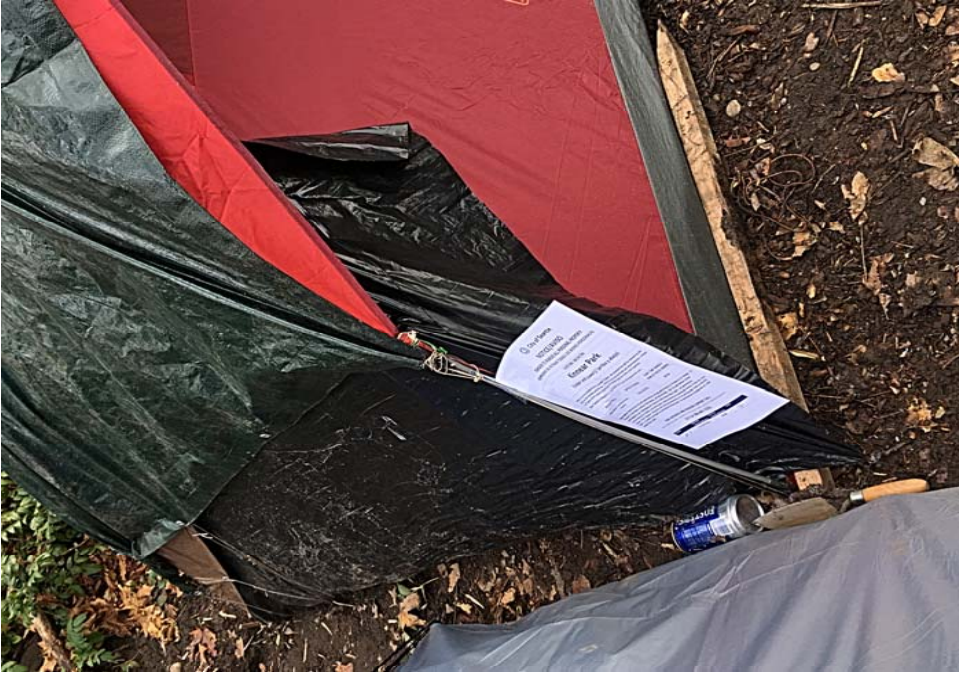




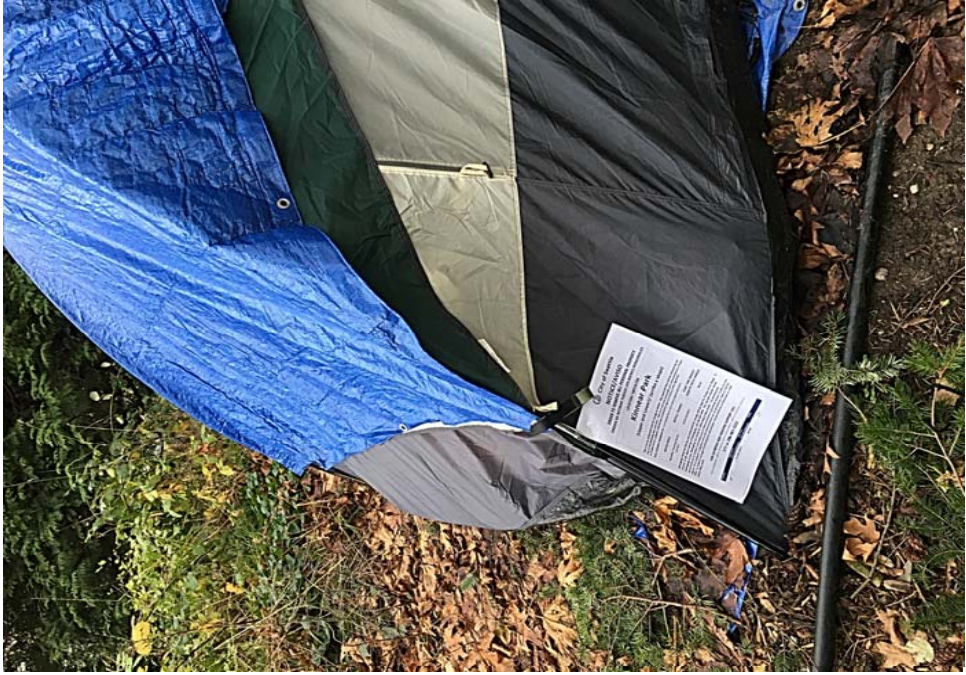
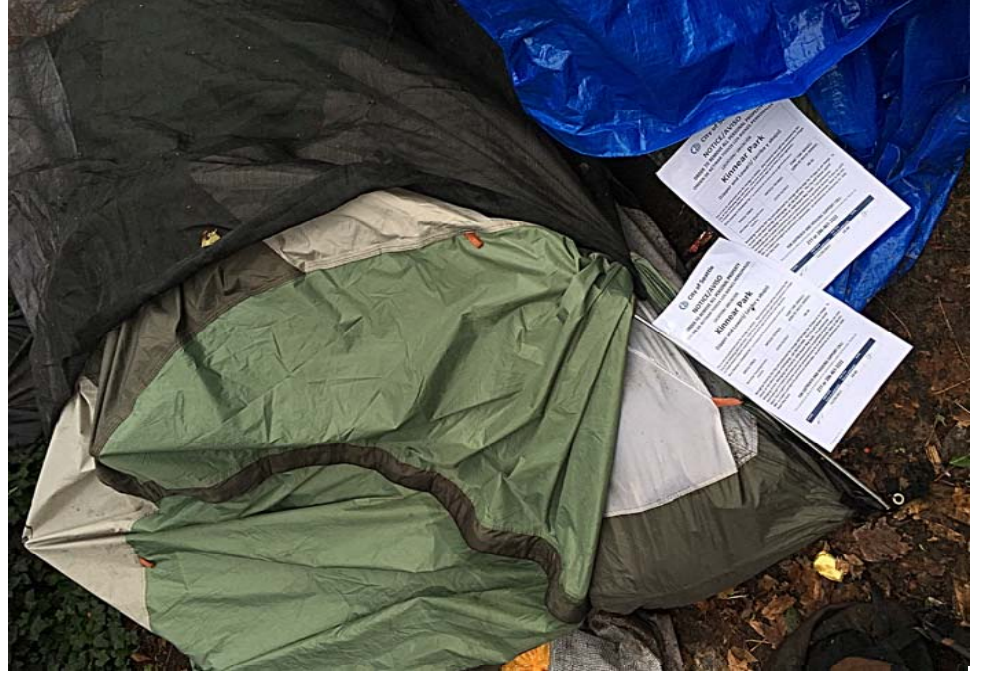




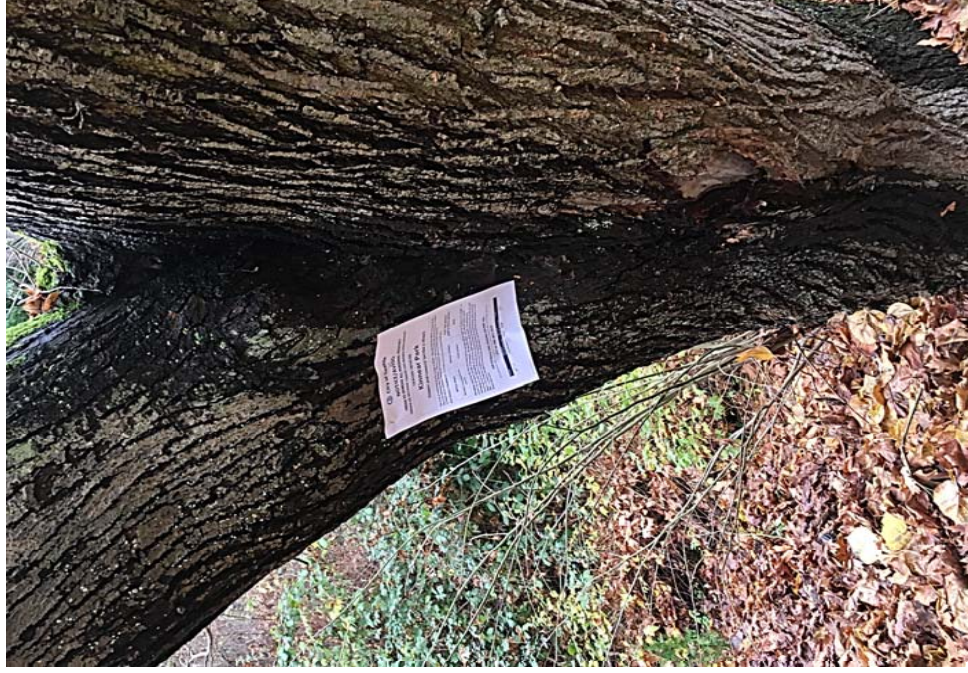




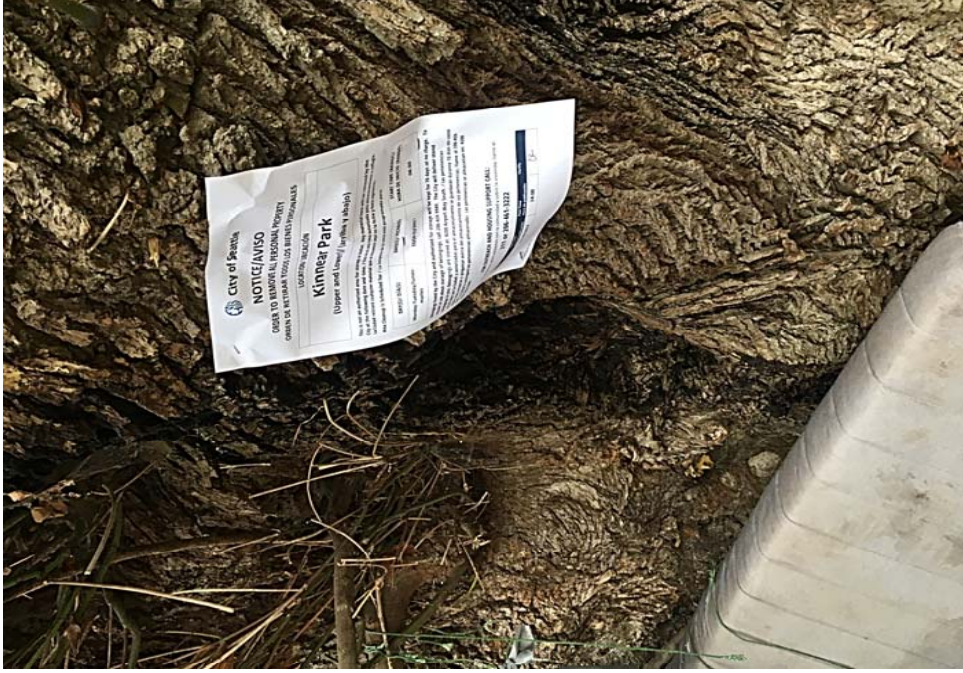
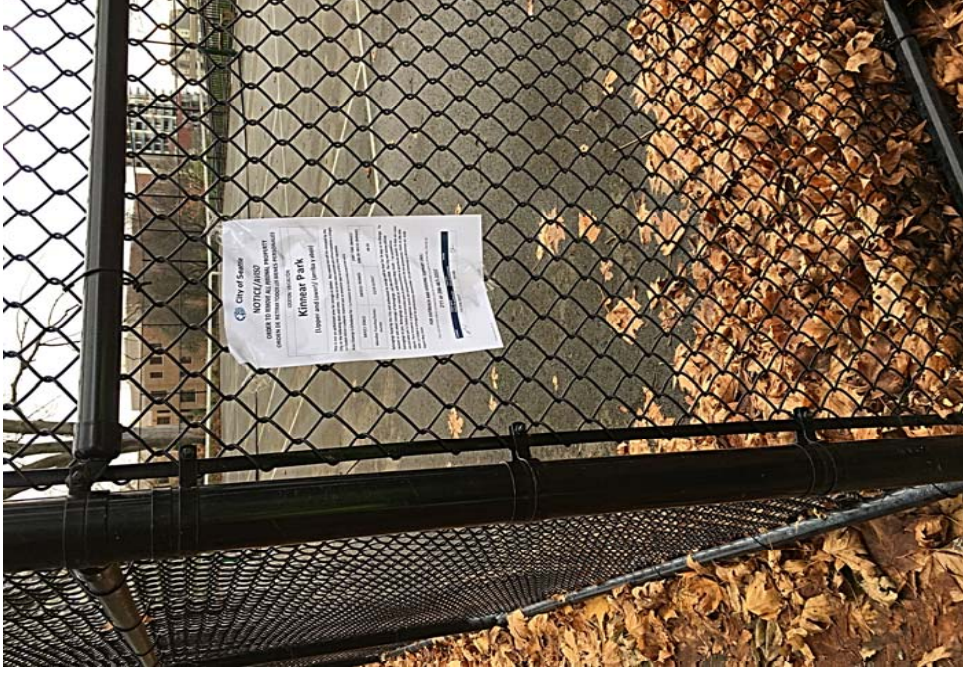














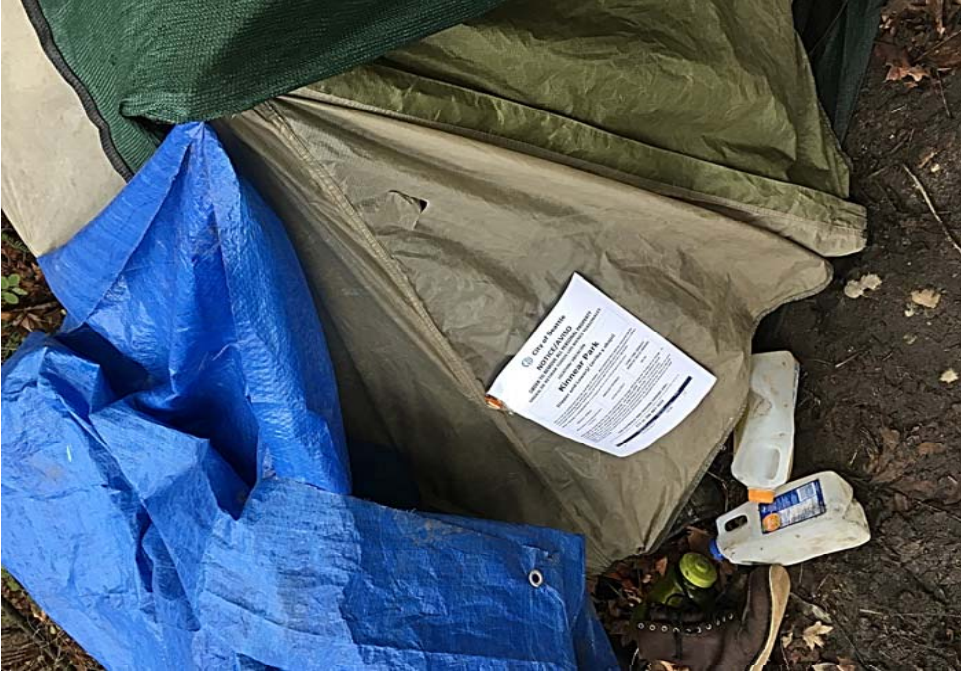




















Exhibit D: Site Clean up















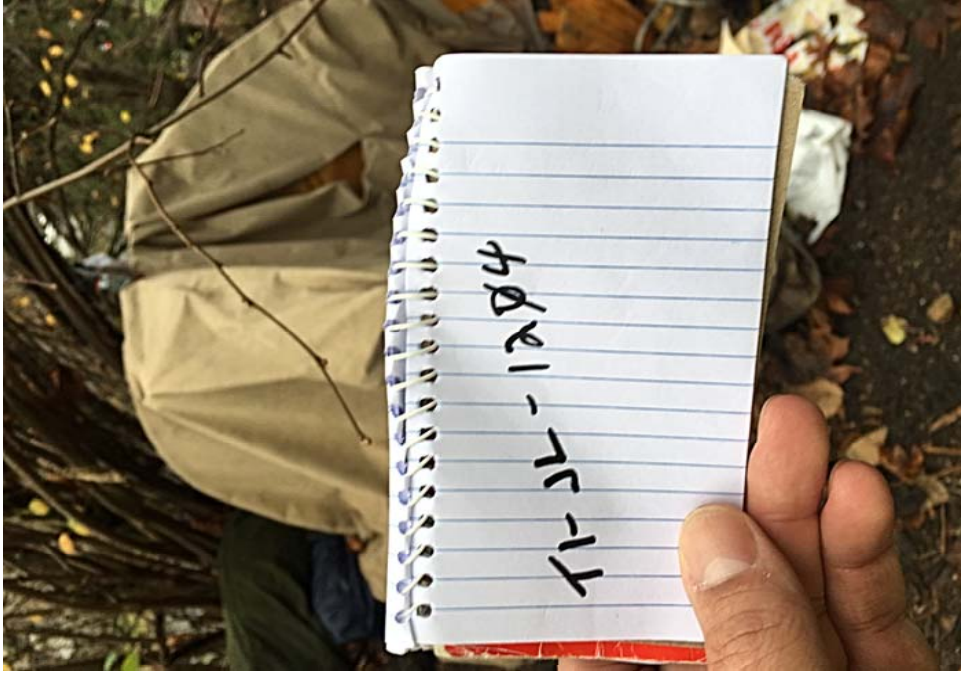








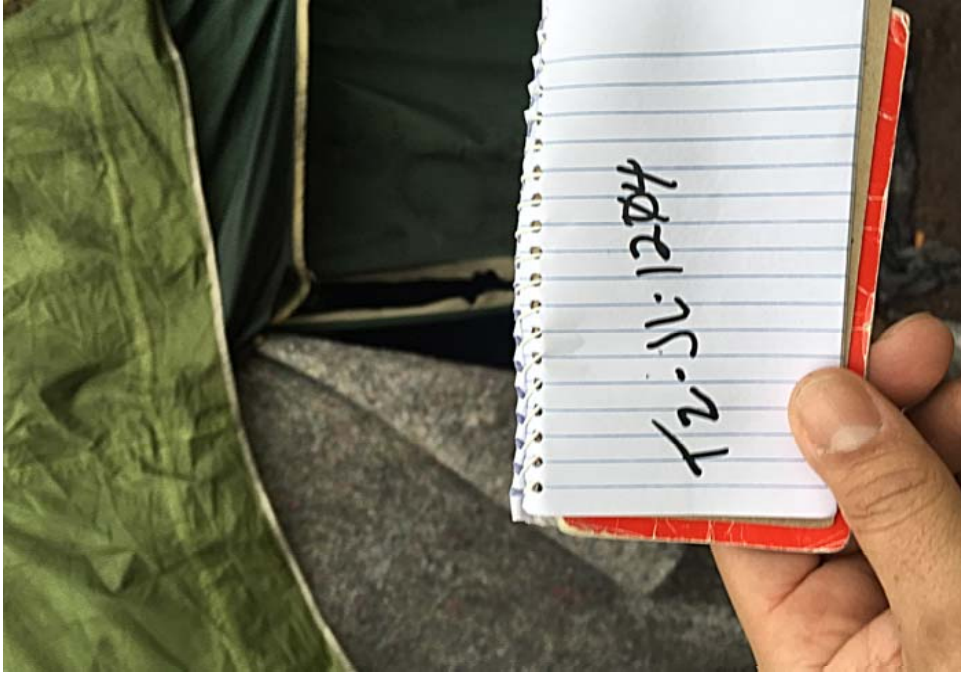




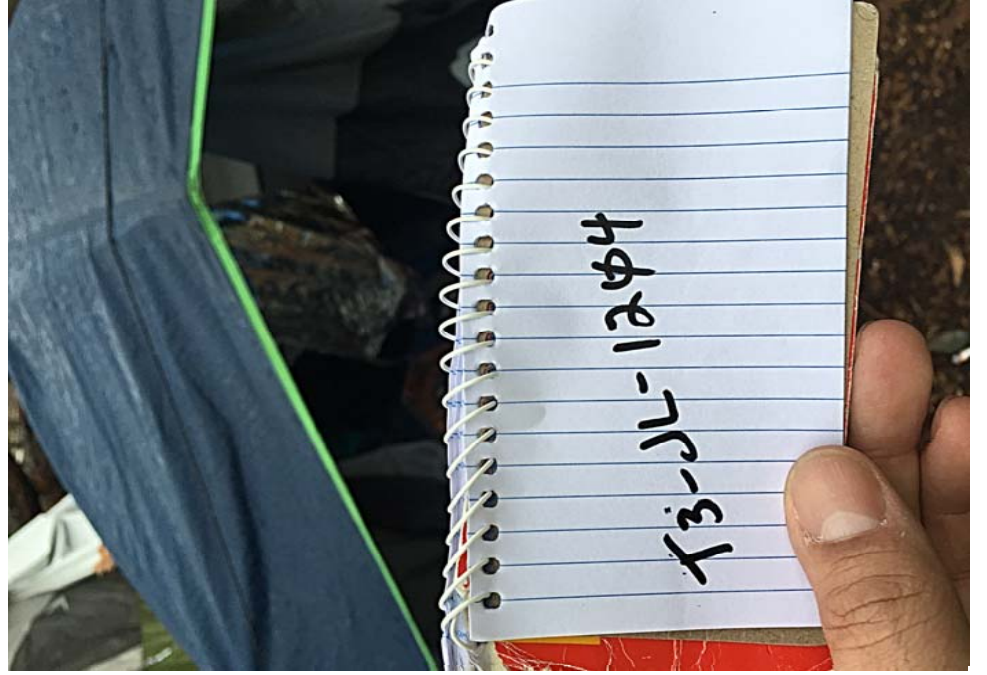








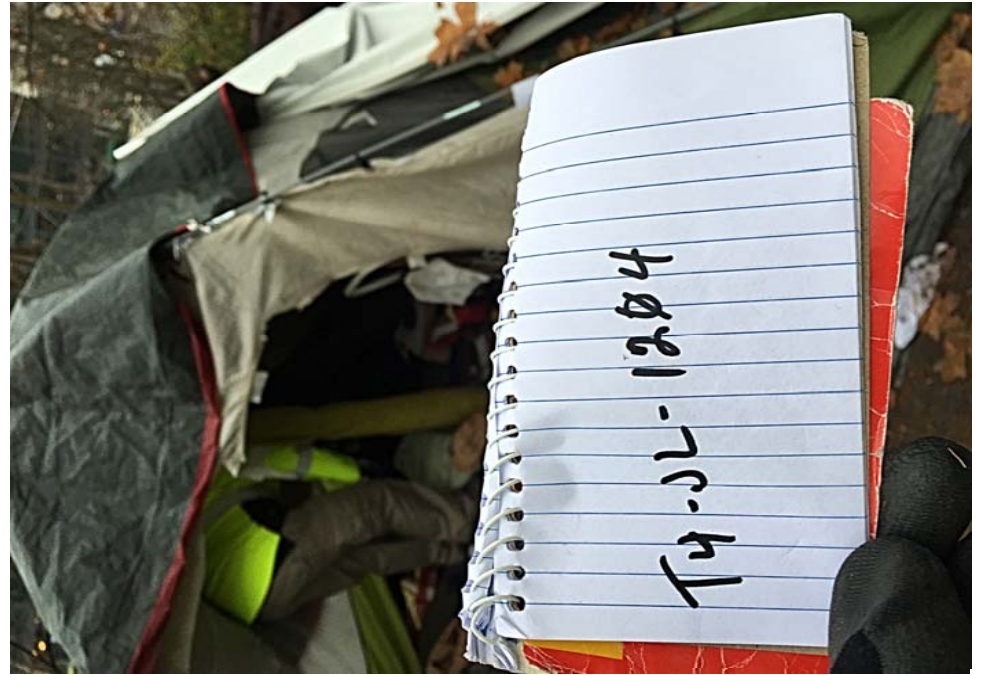












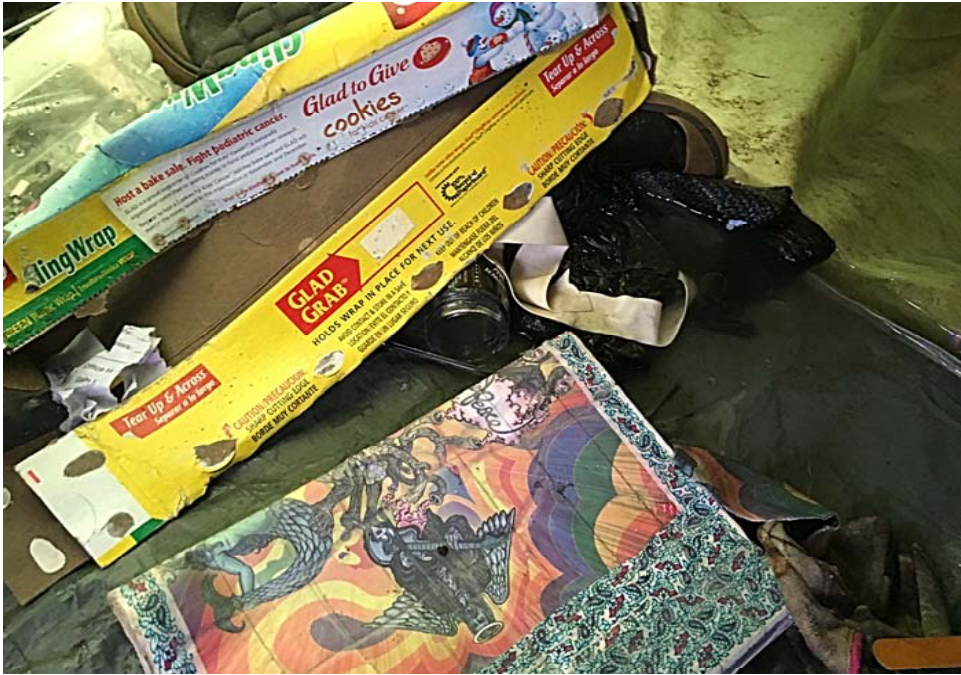




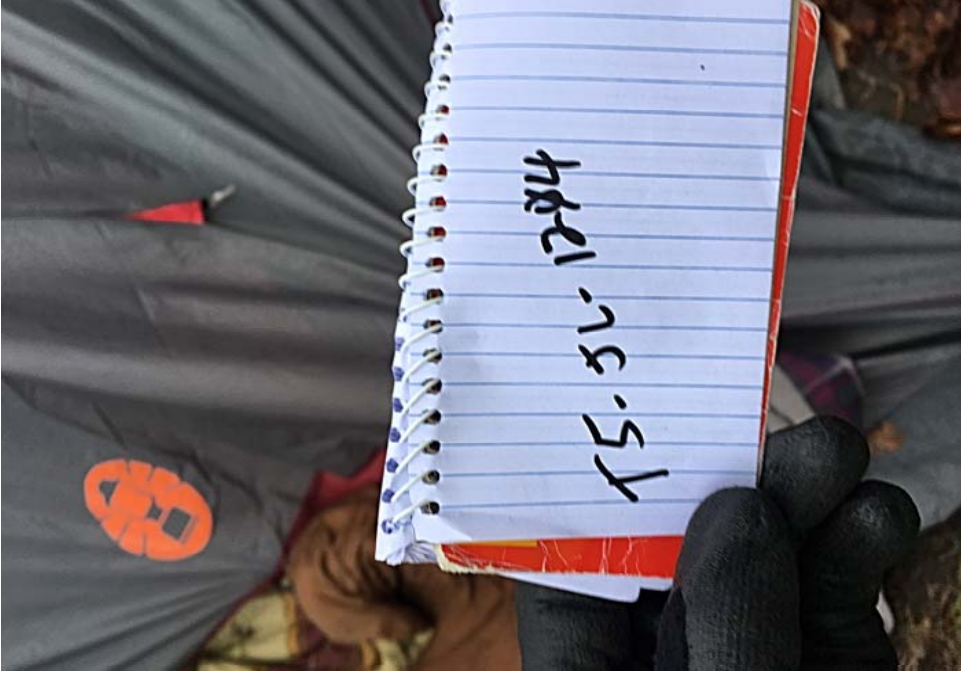
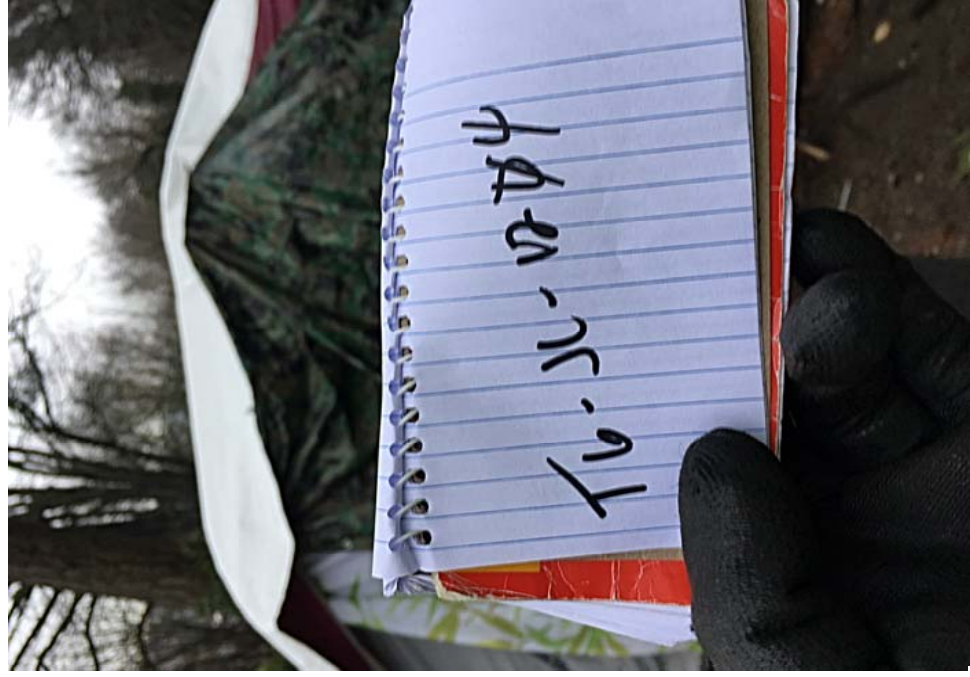




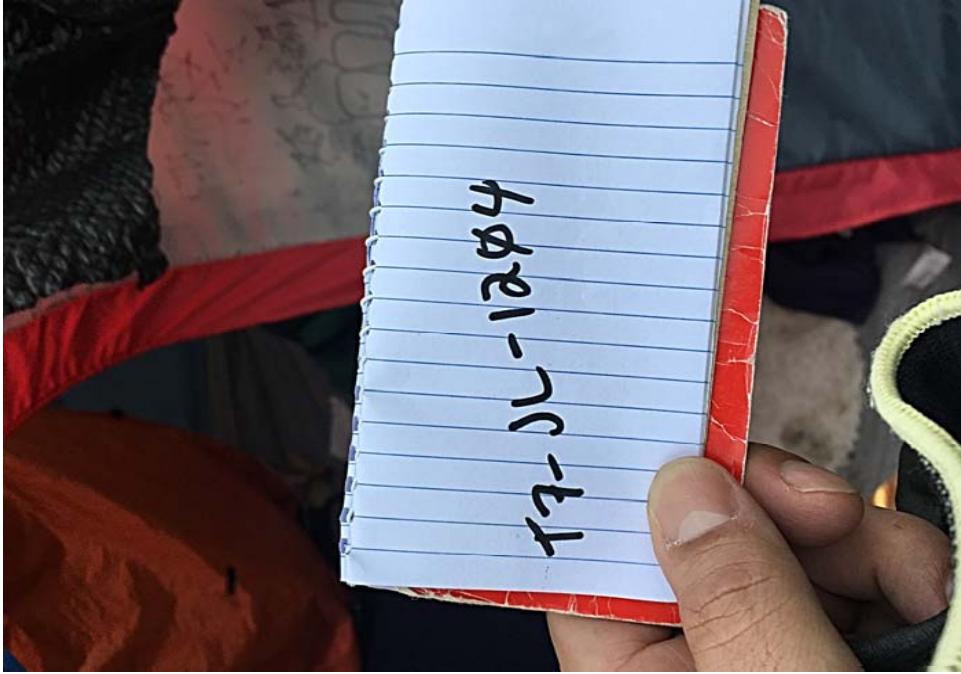








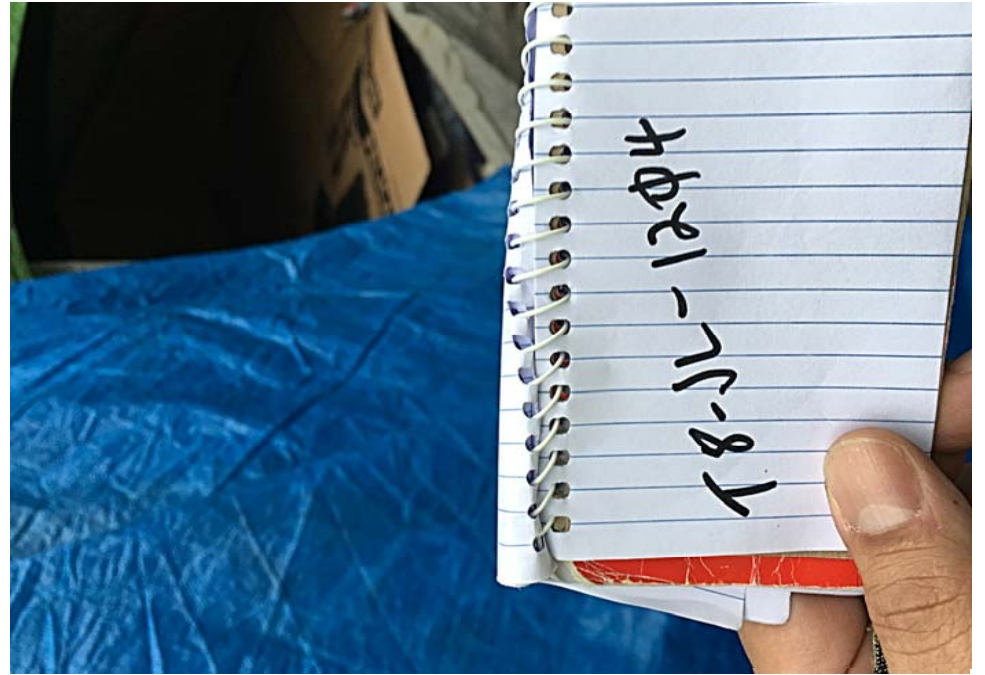




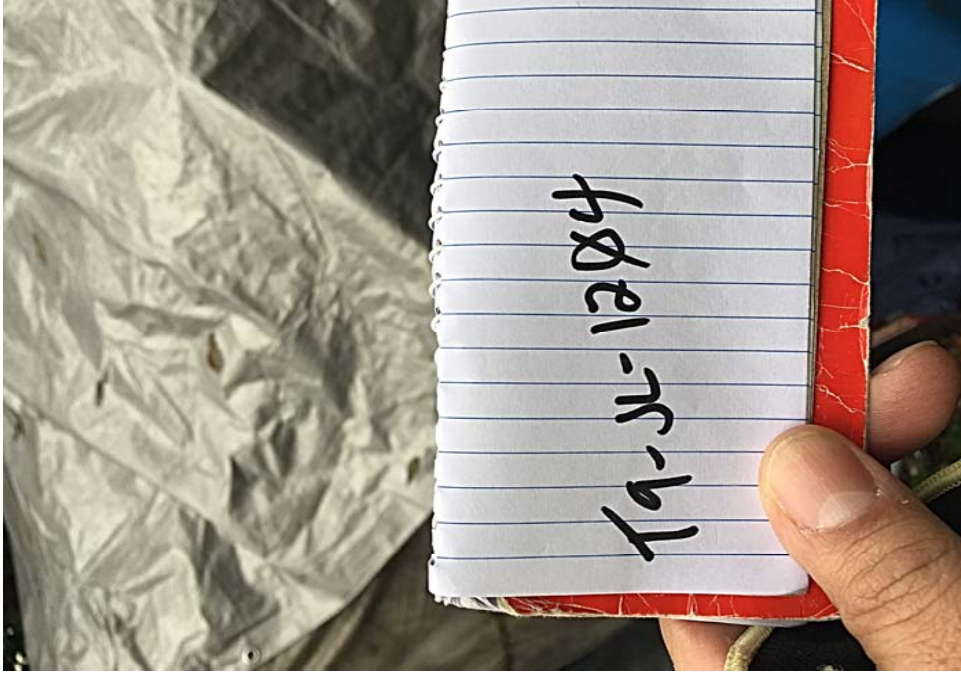
















**City of Seattle**

**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
12-4-17	<b>Kinnear Park</b>

This is not an authorized area for storage or shelter. Material found here was removed by the City. / Esta no es una zona autorizada para almacenamiento o refugio. El material que se encontró aquí fue retirado por la Ciudad.

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

YES / SI     NO / No

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

Belongings found by the City and authorized for storage will be kept for 90 days at no charge. 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 90 días sin cargo. La Ciudad le entregará las pertenencias almacenadas. Las pertenencias se almacenan en: 4200 Airport Way South.

**FOR OUTREACH AND HOUSING SUPPORT CALL:** 206-459-9949  
Para asistencia sobre cuestiones de vivienda llame al: **211** or **206-465-3329**

















Site Name: Kinnear Park

 Date of Clean Up: 12/4/17

 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 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	2	0	0	0	██████████ self-stored two tarps, three sleeping bags, and a few misc. items.
██████████	<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	4	0	0	0	██████████ self stored 2 blk suit cases, skateboard, blue suitcase, red bag
T1-JL-1204	<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	Stored white bag w/clothes- tent not storable, wet and moldy contents.
T2-JL-1204	<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	0	0	0	0	Nothing stored-contents wet and moldy.
T3-JL-1204	<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	0	0	0	0	Nothing stored-garbage inside, unknown puddles of liquid inside.
T4-JL-1204	<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	0	2	0	0	Stored 2 bikes 1 red 1 blue-tent ripped, garbage, syringes inside.



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
T5-JL-1204	<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	Nothing stored- owner ██████████ stated all left behind was garbage.
T6-JL-1204	<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	Nothing stored- owner ██████████ stated all left behind was garbage.
T7-JL-1204	<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	Stored green sleeping bag- tent ripped.
T8-JL-1204 ██████████	<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	2	0	0	0	██████████, self stored large red bag w/clothes, 1 black bag w/clothes
T9-JL-1204	<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, ██████████ stated all 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 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					