

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

Encampment: WSDOT Peninsula

Site Address: _____ **Date of Inspection:** 6/18/2019

_____ **Date of Clean-Up:** 6/24/2019

Location Description: _____

Inspection By: Jeff Horan **CSR #:** Not Available – Referred by WSDOT

Referred By: WSDOT **Photos to HSD?** Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
6/18/2019	2	1	0	0	3

SITE CHARACTERISTICS

- Park Yes No
- Sidewalk Yes No
- Within 50ft of a water body or wetland Yes No
- Impeding Roadway Yes No
- Within 50ft of a Guardrail Yes No
- Heavy Traffic Yes No
- Near Industrial Zone-blocking vehicle site lines Yes No
- Forested Area Yes No
- Play Area Yes No
- Rented Area Yes No
- Slope more than 27 degrees Yes No
- Slide Zone 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 (SPD response needed) Yes No

Fire Damage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Weapons	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Fire Under low Structure	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Open Alcohol	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other: In construction site	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sharps	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Property Damage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

TOTAL COUNT:	4	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
- Vehicle/RVs/License Plates
- General Photos of the Encampment
- Debris Fields

NAVIGATION TEAM ASSESSMENT

Full Encampment Clean Up
 Litter Pick
 Remanded to SPU
 Reported back to CSB

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS Uneven Terrain (Fall Protection Required) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Medical Waste <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Chemical Waste <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specifications/Notes _____ _____ _____
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SPU ASSESSMENT & INSTRUCTIONS	Date	Requirements:
Litter removed -area more than 20 feet from active camp		No
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No Vegetation Pruning <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specifications/Notes _____ _____ _____ _____
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Biohazard Waste

 Yes No

EXTERNAL CONTRACTORS

	Total	Description
Number of City Labor Crew Involved	4	Graham Construction provided contractors
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	1	
Number of Full Time Days On-site Approved	0	
Number of Partial Days On-site Approved	1	
Total Hours Approved	4	

INTERNAL CLEAN UP TEAMS

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

STAGING LOCATION
Date/Time: 6/24/2019 8:00 AM
Location: Lake Washington BLVD & E Miller St

C. PRE-CLEAN UP ACTIVITIES

EXHIBIT B: SITE POSTING PHOTOS

 Yes Regular Encampment Clean-up: 72-hour Notice

 No Obstruction or Hazard Clean-up: Notice of Immediate Removal

- Cross Street Signs
- General Photos of the Encampment
- Close up to read post signage
- At a distance to view entire camp
- After Photos

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	Type	Location	Male Outreach	Female Outreach	Non-specific Gender	TOTAL # of People Contacted
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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 (Date:)	<u>6/18/2019</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>WSDOT Construction Project</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.

- Photo of Storage Post
- Photos of Not Storable content
- Photos of Storable tents
- General Photos of the Encampment
- Tent/Structure Contents
- After Photos

SITE OCCUPANCY DATA (Clean-up)

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
6/24/2019	1	1	0	0	2

STORAGE SUMMARY

Total should equal total in Occupancy Data



TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed Property and Tent	1		ABANDONED STRUCTURE Content Not Storable
OWNER PRESENT Discarded Tent/Discarded Property			ABANDONED TENT Content Not Storable
OWNER PRESENT Discarded Tent / Stored Property			ABANDONED TENT Storable
OWNER PRESENT Stored Tent/Removed Property			ABANDONED TENT Not Storable
OWNER PRESENT Asked FC to Discarded Tent / Stored property			ABANDONED TENT Storable, Content Not Storable
OWNER PRESENT Asked FC to Discarded Tent / Removed property			ABANDONED TENT Not Storable, Content Storable
BEDROLL Removed by Owner			VEHICLE POSTED FOR IMPOUND
ABANDONED BEDROLL Storable			IMPOUNDED VEHICLE
ABANDONED BEDROLL Not Storable			VEHICLE REMOVED BY OWNER
ABANDONED STRUCTURE Content storable	1		

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
3	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.

Site Name: WSDOT Peninsula

Date of Clean Up: 6/24/2019



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-JH-0624	No	N/A		1	0	0	0	Structure was plywood under a road structure. Stored CD case, container w/ power cords, container w/misc. screws & bag w/ misc. tools.
Found in debris	No	N/A		2	0	0	0	Stored CD case, S.S card [REDACTED] misc. photos & paperwork, bookshelf in box, paint gun, fish net, bag w/ car stereo, camo back-pack w/ misc. clothes.

Exh A - Inspection Photos

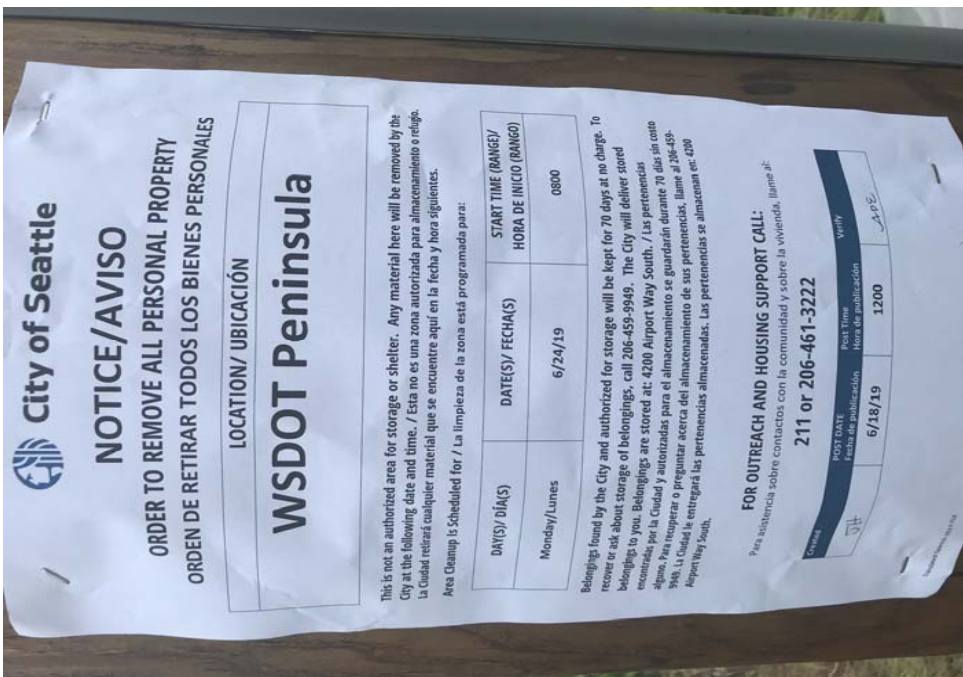




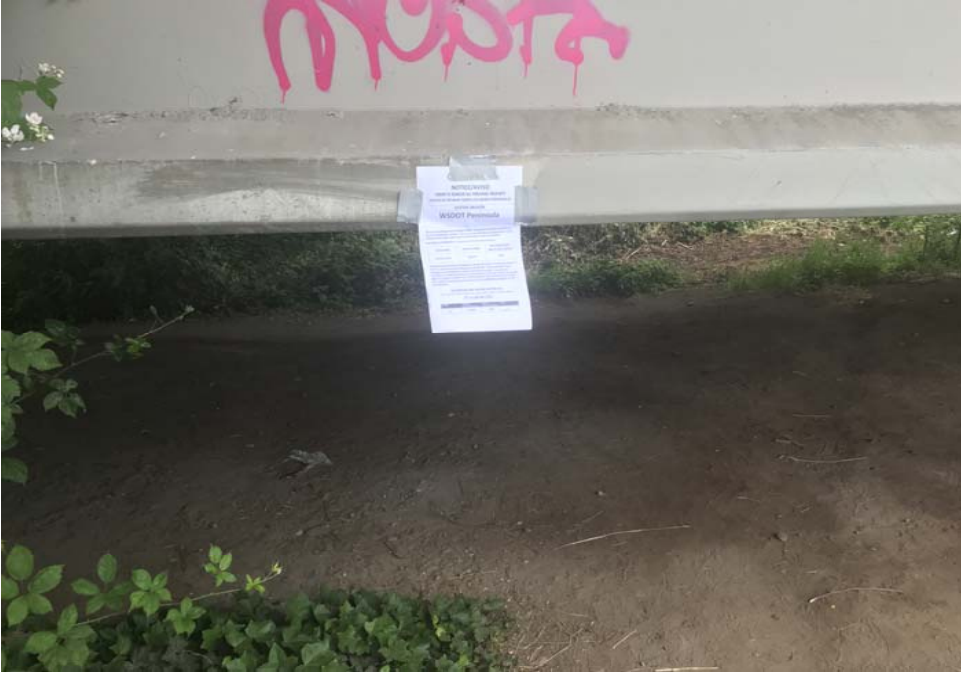




Exh B - Posting Photos











Exh D - Clean Up Photos







TJ-JH-0624







City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
6/24/19	WSDOT Peninsula

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 Pertenenencias Están En Almacenamiento

YES / SI NO/ No

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

Belongings found by the City and authorized for storage will be kept for 70 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 70 días sin costo alguno. 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





After Clean Photos

