

**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:** 9th Ave NW and NW Leary Way

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**Site Address:** \_\_\_\_\_ **Date of Inspection:** 6/5/2019

\_\_\_\_\_ **Date of Clean-Up:** 6/18/2019

**Location Description:** \_\_\_\_\_

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**Inspection By:** Sili Kalepo **CSR #:** Not Available – Referred by SPU

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

**SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
6/5/2019	3	0	0	2	5

**SITE CHARACTERISTICS**

- |  |   |  |
|--|---|--|
| Park   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sidewalk   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Within 50ft of a water body or wetland           | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Impeding 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 checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Near Industrial Zone-blocking vehicle site lines | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Forested Area                                    | <input type="checkbox"/> Yes            | <input checked="" 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 more than 27 degrees                       | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Slide Zone                                       | <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 checked="" type="checkbox"/> Yes | <input 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 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 checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Fires                                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Criminal Activity (SPD response needed) | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

Fire Damage  Yes  No  
 Fire Under low Structure  Yes  No  
 Other:  Yes  No  
 Other:  Yes  No

Weapons  Yes  No  
 Open Alcohol  Yes  No  
 Sharps  Yes  No  
 Property Damage  Yes  No

**TOTAL COUNT:** 2

**TOTAL COUNT:** 9

**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**
**Specifications/Notes**

Uneven Terrain (Fall Protection Required)  Yes  No  
 Medical Waste  Yes  No  
 Chemical Waste  Yes  No

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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**
**Specifications/Notes**

Fall Protection Required  Yes  No  
 Waste Hauling to Dump  Yes  No  
 Waste Hauling to Other Location  Yes  No  
 Vegetation Pruning  Yes  No

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Biohazard Waste

 Yes     No

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**EXTERNAL CONTRACTORS**

	<b>Total</b>	<b>Description</b>
Number of City Labor Crew Involved	2	Elm Grove
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**

	<b>Total</b>	<b>Description</b>
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:** 6/18/2019 3:00 PM
**Location:** NW 46th St and 9th Ave NW

## C. PRE-CLEAN UP ACTIVITIES

**EXHIBIT B: SITE POSTING PHOTOS**

 Yes    Regular Encampment Clean-up: 72-hour Notice  


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


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- 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 Number of People Contacted
6/14/2019	Outreach	9th Ave NW	8	2	0	10
6/17/2019	Outreach	9th Ave NW	1	1	2	4

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**      James Shepard

**CHECKLIST for ENCAMPMENT CLEAN UP**

Notice posting is 72 hours in advance of cleanup (Date:)	<u>6/13/2019</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>6/14/2019</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
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6/18/2019	0	0	0	0	0
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**STORAGE SUMMARY**

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed Property and Tent	0	ABANDONED STRUCTURE Content Not Storable	0
OWNER PRESENT Discarded Tent/Discarded Property	0	ABANDONED TENT Content Not Storable	0
OWNER PRESENT Discarded Tent / Stored Property	0	ABANDONED TENT Storable	0
OWNER PRESENT Stored Tent/Removed Property	0	ABANDONED TENT Not Storable	0
OWNER PRESENT Asked FC to Discarded Tent / Stored property	0	ABANDONED TENT Storable, Content Not Storable	0
OWNER PRESENT Asked FC to Discarded Tent / Removed property	0	ABANDONED TENT Not Storable, Content Storable	0
BEDROLL Removed by Owner	0	VEHICLE POSTED FOR IMPOUND	0
ABANDONED BEDROLL Storable	0	IMPOUNDED VEHICLE	0
ABANDONED BEDROLL Not Storable	0	VEHICLE REMOVED BY OWNER	0
ABANDONED STRUCTURE Content 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.

Site Name: 9th Ave NW and NW Leary Way - Nothing Stored

Date of Clean Up: 6/18/2019

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
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# 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**  
**11<sup>th</sup> Ave NW to 8<sup>th</sup> Ave NW between NW 47<sup>th</sup> St to NW 45<sup>th</sup> St**

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 (BANGS) / HORA DE INICIO (RANGO)
Tuesday/Wednesday	6/19/19	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 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**

Granted	POST DATE / Fecha de publicación	Post Time / Hora de publicación	Verify
SK	6/13/19	0900	65

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# Exh D - Clean Up Photos













Exh D - Clean Up Photos





**City of Seattle**

**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

CLEANUP DATE / FECHA DE LIMPIEZA	LOCATION / UBICACIÓN
6/18/19	11 <sup>th</sup> Ave NW to 8 <sup>th</sup> Ave NW between NW 47 <sup>th</sup> St to NW 45 <sup>th</sup> St

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 Pertencencias Están En Almacenamiento

**YES / SÍ** **NO / No**

**TO RECOVER OR ASK ABOUT BELONGINGS**  
**CALL:** 206-459-9949  
PARA RECUPERAR SUS PERTENCENCIAS, 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:**  
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Translated Spanish 2017 TLE



