



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 location.

Encampment:	Woodland Park	
Site Address:	Date of Inspection:	1/3/2022
	Date of Clean-Up:	1/3/2022
Final Inspector:	James Lohman	CSR #:
Referred By:		Photos to HSD? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



CPT/Bike SPD Response? Yes No

Date of Call to Duty Officer : _____

Time of Call to Duty Officer: _____

Date of Call to FC : _____

Time of Call to FC: _____

Date of FC Response : _____

Time FC arrived on site: _____

Time of FC departure from site: _____

Action: _____

System Navigator Called? Yes No

Name of SN: _____

Date of Call to SN : _____

Time of Call to SN: _____

Time SN arrived on site: _____

Offer of Shelter Made?: Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1/3/2022	0	0	0	0	0

PRIORITY CONDITION DATA

VULNERABLE POPULATIONS

- Perceived Elderly (60+ years old) Yes No
- Perceived Infants/Children (≤ 14 years old) Yes No
- Perceived Youth (15-24 years old) Yes No
- Perceived Not Ambulatory Yes No
- Perceived Wounds Yes No
- Near Facilities for Children (e.g., school, daycare) Yes No
- Near Facilities for the Elderly (e.g., nursing home) Yes No

PUBLIC HEALTH/BIOWASTE

- Rats/Mice Yes No
- Hazardous Materials Yes No
- Bio Waste Yes No
- Chemical Waste Yes No
- Food Waste Yes No
- Within 50ft of a water body or wetland Yes No
- Loose Sharps Yes No



- Perceived Women Yes No
- Perceived Couples Yes No
- LGBTQIA (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank) Yes No
- POC (DATA ONLY COLLECTED IF ASKED-- otherwise leave blank) Yes No
- Presence of Alcohol Yes No
- Presence of Contained Sharps Yes No

TOTAL COUNT:

PUBLIC SAFETY/STRUCTURAL CONCERNS

- Weapons Yes No
- Park Yes No
- Sidewalk Yes No
- Proximity to Bridge Yes No
- Impeding Roadway Yes No
- Within 50ft of a Guardrail Yes No
- Heavy Traffic Yes No
- Slope more than 27 degrees Yes No
- Slide Zone Yes No
- Fires Yes No
- Exposed Electrical Wiring Yes No
- Other Yes No

TOTAL COUNT:

TOTAL SCORE:

TOTAL COUNT:

SOLID WASTE

- Disorganized Garbage Yes No
- Bagged Garbage Yes No
- Loose Garbage Yes No
- Bulky Items Garbage Yes No
- Metal Yes No

TOTAL COUNT:

STRUCTURAL CONCERNS/ENVIRONMENTAL RISKS/EMERGENCY RISKS

- Near Industrial Zone-blocking vehicle site lines Yes No
- Falling Trees/Limbs Yes No
- Forested Area Yes No
- Rented Area Yes No
- Property Damage Yes No

TOTAL COUNT:



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 cleanup
- Litter pick
- Reported to SPU as illegal dump
- Obstruction or hazard cleanup
- Clean - no campers

B. LITTER PICK

Reason for Litter Removal					
<input type="checkbox"/>	Blocking intended use of facility	<input checked="" type="checkbox"/>	Blocking intended use of Park	<input checked="" type="checkbox"/>	Public Health concern
<input checked="" type="checkbox"/>	Litter on sidewalk			<input type="checkbox"/>	Safety or Hazard concern for others near litter

a. LITTER PICK PRE-CLEANUP ACTIVITIES

SPD or WSP officers are present to support cleanup

Yes No

Crew is present and ready to support cleanup

Yes No

Emphasis Zone (Date:)

Yes No

b. LITTER PICK RESOURCE PLANNING

SITE CREW ASSESSMENT of FIELD CONDITIONS



JOB SITE INSTRUCTIONS

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

Specifications/Notes

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew	2	Cascadia
Number of Hazmat Crew	1	
Number of Truck Drivers	1	
Contractors Labor Crew Hours On-Site	2	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Crew	0	
Heavy Crew Hours On-Site	0	
Number of Labor Crew	1	SPR light team w/packer
Labor Crew Hours On-Site	2	

STAGING LOCATION

Date/Time: _____

Location: Clean City _____

SITE POSTING PHOTOS

 No Regular Encampment Clean-up: 72-hour Notice

- 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:

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
------	------	----------	---------------	-----------------	---------------------	-----------------------------

LITTER PICK STORAGE TOTALS

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

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
--------------------------------	----------------	----------	--	-----------	------------	--------------	------------------	-------------------

Inspection Photos











Litter Pick Clean Up Photos













