



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:	Magnuson Park	
Site Address:		Date of Inspection: 1/4/2022
		Date of Clean-Up: 1/4/2022
Final Inspector:	James Lohman	CSR #: _____
Referred By:		Photos to HSD? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



CPT/Bike SPD Response? [] Yes [x] 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 [x] No Name of SN: _____

Date of Call to SN : _____ Time of Call to SN: _____

Time SN arrived on site: _____ Offer of Shelter Made?: [] Yes [x] No

SITE OCCUPANCY DATA

Table with 6 columns: Date of Inspection, Tents, Structures, Bed Rolls, Vehicles, TOTAL COUNT. Row 1: 1/4/2022, 0, 0, 0, 0, 0

PRIORITY CONDITION DATA

VULNERABLE POPULATIONS

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

PUBLIC HEALTH/BIOWASTE

- Rats/Mice [] Yes [x] No
Hazardous Materials [] Yes [x] No
Bio Waste [] Yes [x] No
Chemical Waste [] Yes [x] No
Food Waste [] Yes [x] No
Within 50ft of a water body or wetland [] Yes [x] No
Loose Sharps [] Yes [x] 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 Yes No
lines
- 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 checked="" 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
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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
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Inspection Photos













Litter Pick After Clean Photos





