



**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.

<b>Encampment:</b>	Hing Hay Park		
<b>Site Address:</b>		<b>Date of Inspection:</b>	1/10/2022
		<b>Date of Clean-Up:</b>	1/10/2022
<b>Final Inspector:</b>	James Lohman	<b>CSR #:</b>	
<b>Referred By:</b>		<b>Photos to HSD?</b>	<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
1/10/2022	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  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 type="checkbox"/>	Blocking intended use of facility	<input checked="" type="checkbox"/>	Blocking intended use of Park	<input checked="" type="checkbox"/>	Public Health concern
<input 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**

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**EXTERNAL CONTRACTORS**

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

**INTERNAL CLEAN UP TEAMS**

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

**STAGING LOCATION**

**Date/Time:** \_\_\_\_\_

**Location:** Clean City \_\_\_\_\_

**SITE POSTING PHOTOS**

 No Regular Encampment Clean-up: 72-hour Notice
 

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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:

**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





After Clean Photos

