

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

Site: 3901 7th Ave S **Date of First Inspection:** 9-27-17
Site Address: 7th Ave S between Andover St & Charlestown St **Date of Clean-Up:** 5/21/18
Inspection By: Jeff Horan **SERIS #** 2750-01, 161-02
Referred By: SERIS **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

| Date of Inspection | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|---------------------------------------|-------|------------|-----------|----------|-------------|
| 9-27-17 (also conducted litter pick) | 9 | 0 | 0 | 5 | 14 |
| 10-19-17 (also conducted litter pick) | 4 | 0 | 0 | 1 | 5 |
| 4-2-18 (also conducted litter pick) | 4 | 0 | 0 | 0 | 4 |
| 5/15/18 | 1 | 0 | 0 | 2 | 3 |
| | | | | | |

SITE CHARACTERISTICS

- Park Yes No
- Sidewalk Yes No
- Within 50ft of a water body or wetland Yes No
- Roadway Yes No
- Within 50ft of a Guardrail Yes No
- Heavy Traffic Yes No
- Near Industrial Zone Yes No
- Forested Area Yes No
- Play Area Yes No
- Rented Area Yes No
- Slope Yes No
- Slide Zone Yes No
- Fire Yes No
- Other: Yes No
- Other: Yes No
- Other: 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 Yes No
- Weapons Yes No
- Open Alcohol Yes No
- Sharps Yes No
- Property Damage Yes No

TOTAL COUNT: 3

TOTAL COUNT: 6

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
- Obstructions or Hazards
- General Photos of the Encampment
- Debris Fields
- Vehicles/RVs /License Plates

NAVIGATION TEAM ASSESSMENT

| | | | |
|--------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Full Encampment Clean Up | <input type="checkbox"/> Obstruction Removal | <input type="checkbox"/> Hazard Removal | <input type="checkbox"/> Cleared by scheduled contractors- FAS |
| | <input type="checkbox"/> Tent on side walk | <input type="checkbox"/> Safety of Occupant | |
| | <input type="checkbox"/> Blocking intended use of facility | <input type="checkbox"/> Safety of other near and around camp | <input type="checkbox"/> Remand to SPU |

PRE-JOB SITE ASSESSMENT & INSTRUCTIONS

Uneven Terrain (Fall Protection Required) Yes No

Waste Hauling to Dump Yes No

Waste Hauling to Other Location Yes No

Specifications/Notes

| SPU ASSESSMENT & INSTRUCTIONS | Date | Requirements: |
|----------------------------------------------------------------------------------|------|-----------------------------------------------------|
| <input type="checkbox"/> Litter removed -area more than 20 feet from active camp | | <input type="checkbox"/> Field Coordinator accessed |
| <input type="checkbox"/> 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Vegetation Pruning | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Biohazard Waste | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Specifications/Notes

EXTERNAL CONTRACTORS

| | Total | Description |
|-------------------------------------------|-------|-------------|
| Number of Labor Crew Involved | 4 | Cascadia |
| 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 | 2 | |

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: 5/21/18 Time: 1200 Location: 7th Ave S & S Andover St

C. PRE-CLEAN UP ACTIVITIES

EXHIBIT B: SITE POSTING PHOTOS

- Regular Encampment Clean-up: 72-hour Notice
 Obstruction or Hazard Clean-up: Notice of Immediate Removal

- Cross Street Signs
- Postings on Individual Tents
- Documentation of the Actual Obstruction or Hazard
- General Photos of the Encampment
- Postings within the Vicinity

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 | Males who took Shelter | Females who took Shelter | Non-specific Gender who took Shelter | Total Taking Shelter |
|-----------|----------|--------------------------|---------------|-----------------|---------------------|----------------------------------|------------------------|--------------------------|--------------------------------------|----------------------|
| 4/5/2018 | Outreach | 7th Ave S & S Andover St | 1 | 2 | 0 | 3 | 0 | 0 | 0 | 0 |
| 5/2/2018 | Outreach | 7th and Andover | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5/2/2018 | Outreach | 7th and Andover | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5/8/2018 | Outreach | 3900 block Andover | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 0 |
| 5/9/2018 | Outreach | 3900 block Andover | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| 5/16/2018 | Outreach | 7th & Andover | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5/17/2018 | Outreach | 7th and Andover | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5/17/2018 | Outreach | 3900 7th Ave & Andover | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5/21/2018 | Clean | 3900 & Andover | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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>5/17/18</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>5/17/18</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.

- Cross Street Signs
- Photos of Tent ID Numbers
- Photos of Storage Bin Contents
- General Photos of the Encampment
- Individual Tent Contents
- After Photos

SITE OCCUPANCY DATA

| Day of Clean-up | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|-----------------|-------|------------|-----------|----------|-------------|
| 5/21/18 | 0 | 0 | 0 | 0 | 0 |


STORAGE SUMMARY

Total should equal total in Occupancy Data

| TOTAL TENTS/STRUCTURES | | | |
|---------------------------------------------------|---|----------------------------------------|---|
| OWNER PRESENT Accepted Storage | 0 | ABANDONED TENT Content Storable | 0 |
| OWNER PRESENT Removed Tent | 0 | ABANDONED TENT Content Not Storable | 0 |
| OWNER PRESENT Removed tent but stored contents | 0 | ABANDONED TENT Storable | 0 |
| OWNER PRESENT Asked FC to Discard Tent | 0 | ABANDONED TENT Not 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. This includes regular, obstruction and hazard clean-ups.

Exh A: Site Inspection Photos









Exh B: Site Posting Photos





City of Seattle

NOTICE/AVISO

ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES

LOCATION/ UBICACIÓN
7th Ave S from
S. Charlestown St to S. Andover 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)/ DÍA(S) | DATE(S)/ FECHA(S) | START TIME (RANGE)/ HORA DE INICIO (RANGO) |
|----------------|-------------------|--------------------------------------------|
| Monday/ Lunes | 05/21/2018 | 1100 |

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 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

Created: [Signature] POST DATE: Fecha de publicación: 05/17/2018
 Verified: [Signature] Hora de publicación: 1200
 Verifier: JH





Exh D: Clean Up & Storage Photos







City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

| CLEANUP DATE/ FECHA DE LIMPIEZA | LOCATION/ UBICACIÓN |
|------------------------------------|--------------------------------------------------|
| 5/21/18 | 7th Ave S between Andover St & Charlestown 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 Pertencias Están En Almacenamiento

YES / SÍ **NO/ No**

TO RECOVER OR ASK ABOUT BELONGINGS
CALL: **206-459-9949**

PARA RECUPERAR SUS PERTENENCIAS, LLAME AL: **206-459-9949**

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 almacenarán en: 4200 Airport Way South.

FOR OUTREACH AND HOUSING SUPPORT CALL:
Para asistencia sobre contacto con la comunidad y sobre la vivienda, llame al: **211 or 206-461-3222**

Document Number: 2017-181

Site Name: 3901 7th Ave S

 Date of Clean Up: 5/21/18

 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 |
|--------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------|------------|--------------|------------------|-------------------|
| Nothing stored | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |

| Owner Name <i>or</i> Tent/Structure # | Owner Present? | Storage? | Not Storable? <i>Check All That Apply</i> | # of Bins | # of Bikes | # of Luggage | # of Large Items | Short Description |
|------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------|------------|--------------|------------------|-------------------|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged | | | | | |

