

SITE JOURNAL CONTENTS

- Completed Site Journal
- Exhibit A: Site Inspection Photos
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- 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 Encampments directory on the G:Drive.

Site Name: Airport Way S & S Snoqualmie St **Date of Inspection:** 04/26/17
Site Address: Airport Way S & S Snoqualmie St **Date of Clean-Up:** 05/02/17 – 05/04/17
Inspection By: G.Kim & K. Ewalt **SERIS #** 645-02
Referred By: SPU, SDOT, Parks **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
28	10	2	0	40

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: 4

TOTAL COUNT: 13

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

NAVIGATION TEAM ASSESSMENT (Choose One Type)

Full Encampment Clean Up
 Obstruction Removal
 Hazard Removal
 Litter Pick Only

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

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Biohazard Waste	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Specifications/Notes

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew Involved	0	
Number of Hazmat Crew Involved	8/4/2	Belfor Days 1/2/3
Number of Truck Drivers Approved	0	
Number of Full Time Days On-site Approved	3	
Number of Partial Days On-site Approved	0	
Total Hours Approved	24	

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	1	
Number of Light Teams	0	
Number of Full Time Days On-site Approved	3	
Number of Partial Days On-site Approved	0	
Total Hours Approved	24	

STAGING LOCATION

Date: Daily Time: 8:30AM Location: Sunny Jim Parking Lot

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.

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 William Gholston

CHECKLIST *for* ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup	<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	<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

STORAGE SUMMARY

TOTAL TENTS/STRUCTURES	OWNER PRESENT Accepted Storage	OWNER PRESENT Declined Storage	NOT PRESENT Storable	NOT PRESENT Not Storable
17	1	16	0	1

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
5	0	1	2

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.

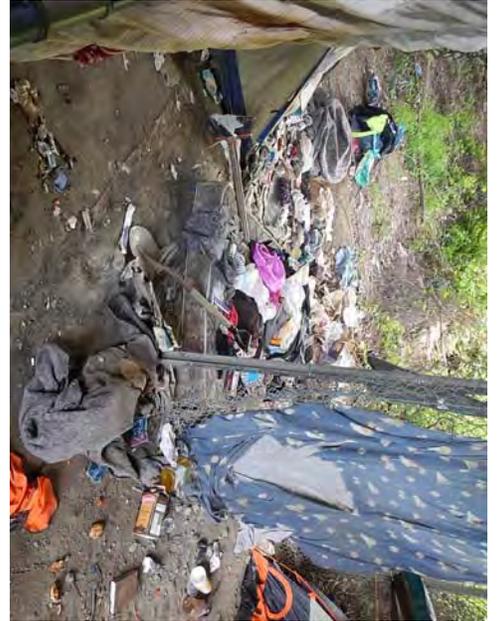
AIRPORT WAY S & S SNOQUALMIE ST - LOWER LEVEL

05/02/17 Regular Encampment Clean Up

We are cleaning up to where the access road ends. When you get to the end of the road, you will see a trail to the right. This trail leads to a large encampment under the freeway lid - **we are not cleaning that area right now so do not post in that area.** It is fine to conduct outreach there.



EXHIBIT A - SITE INSPECTION





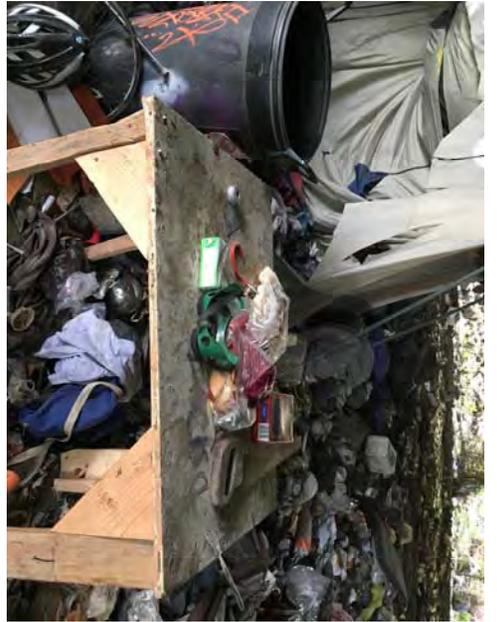
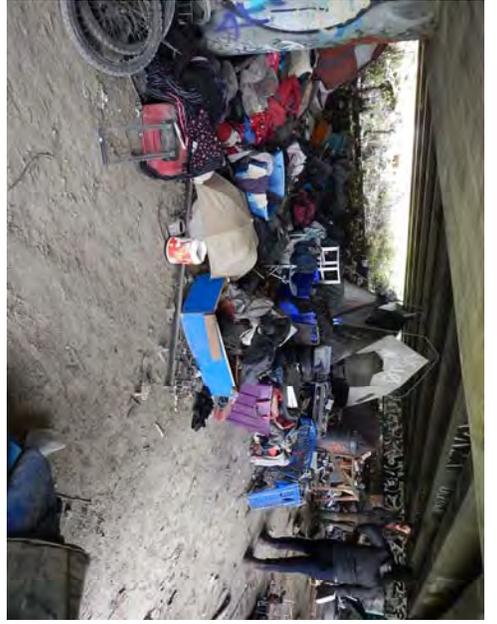
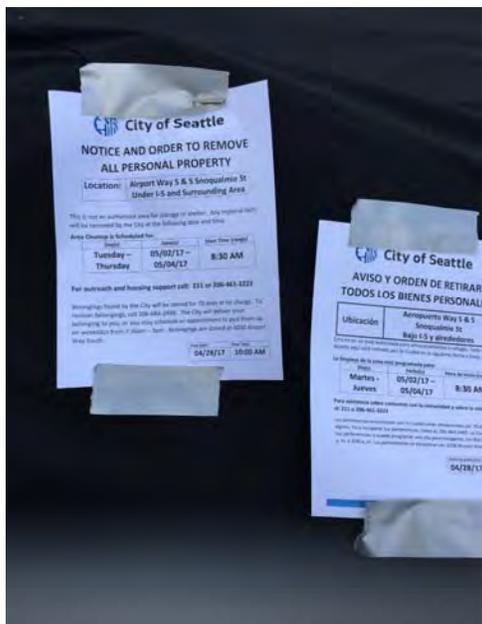
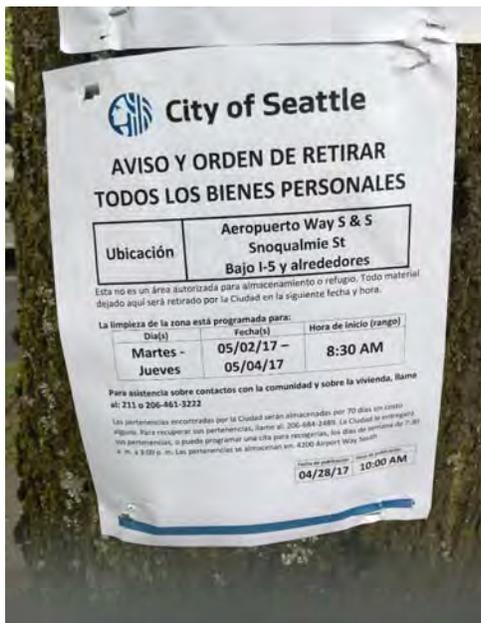
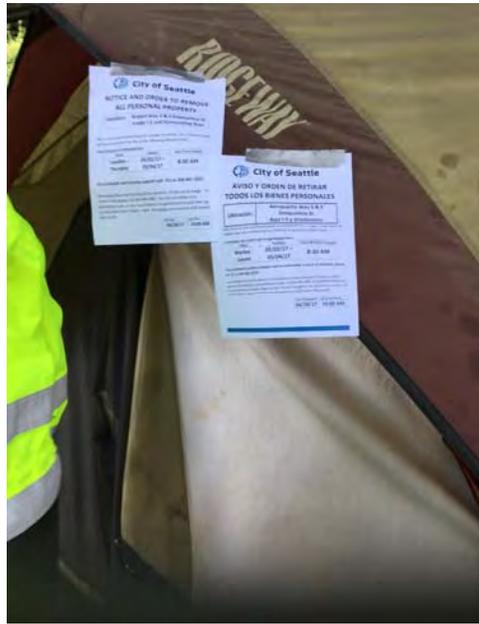
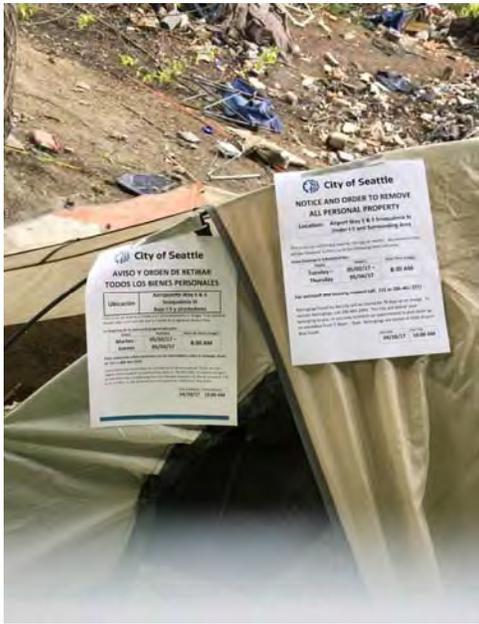
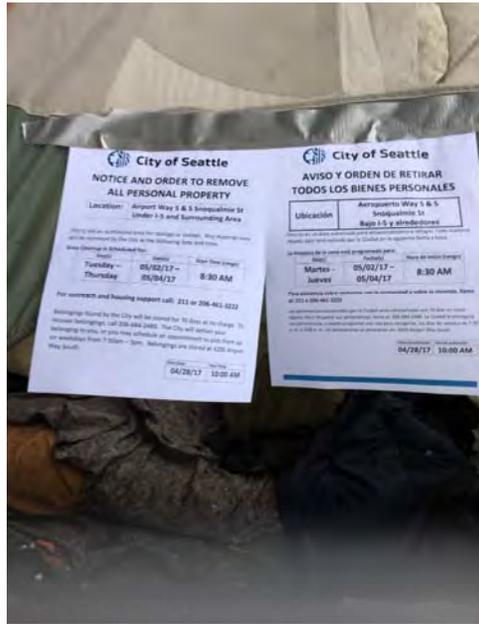
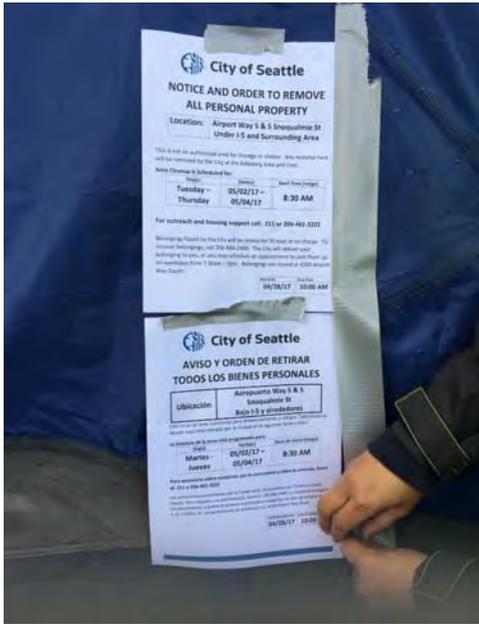
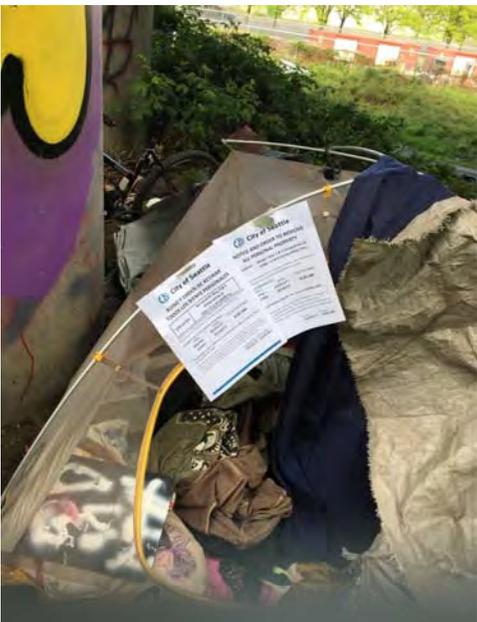


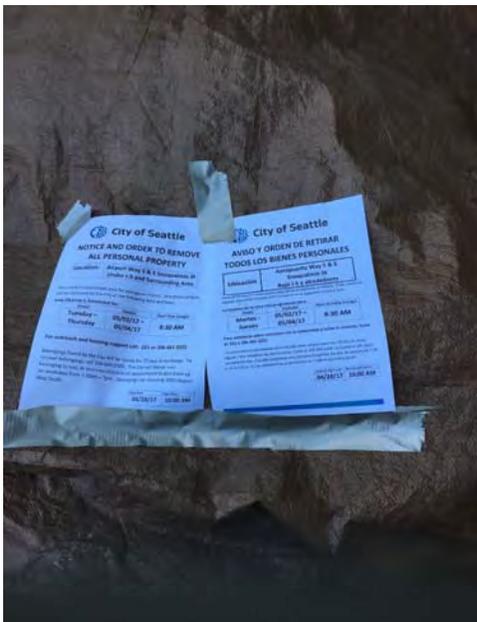
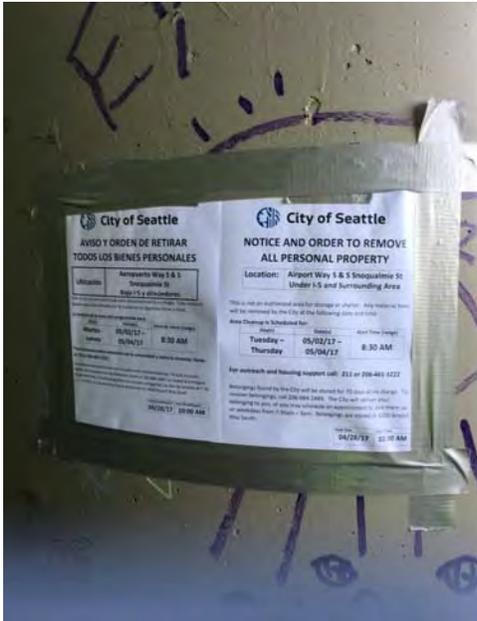
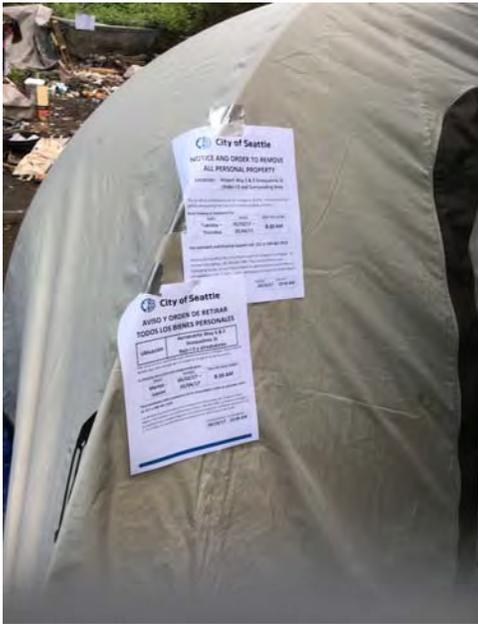


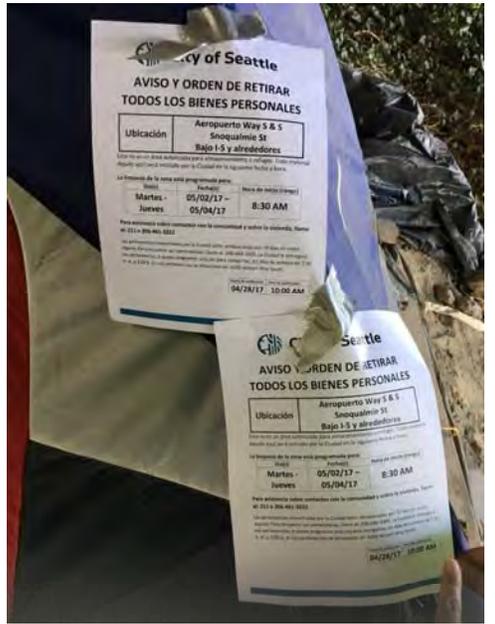
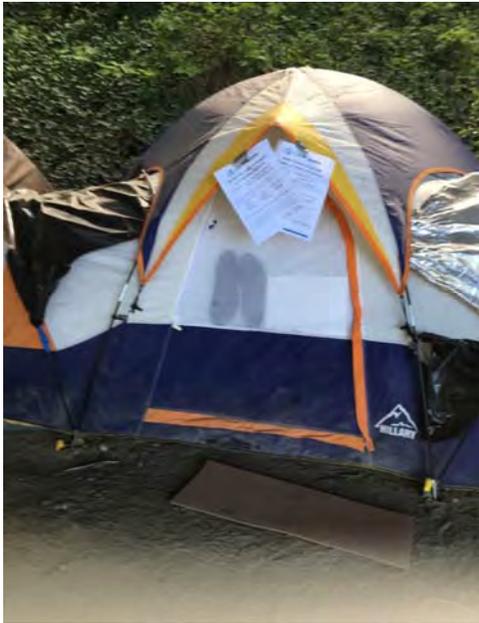
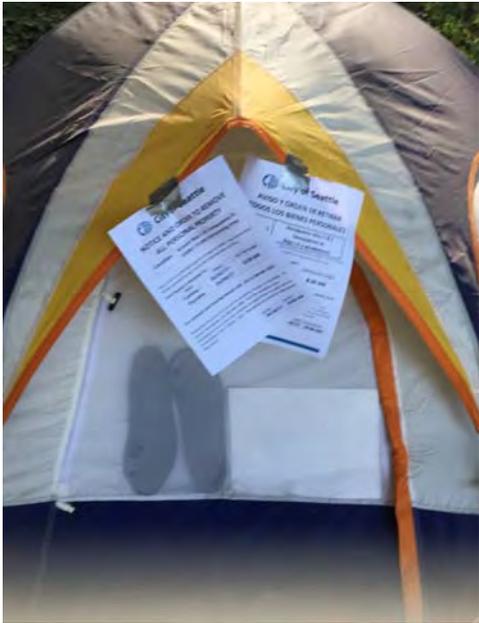
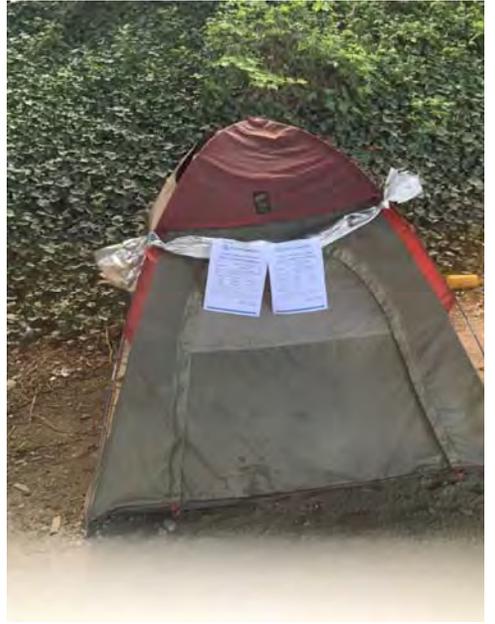
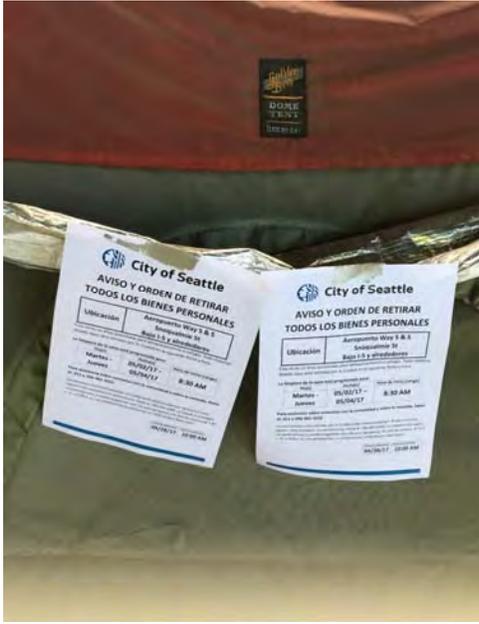
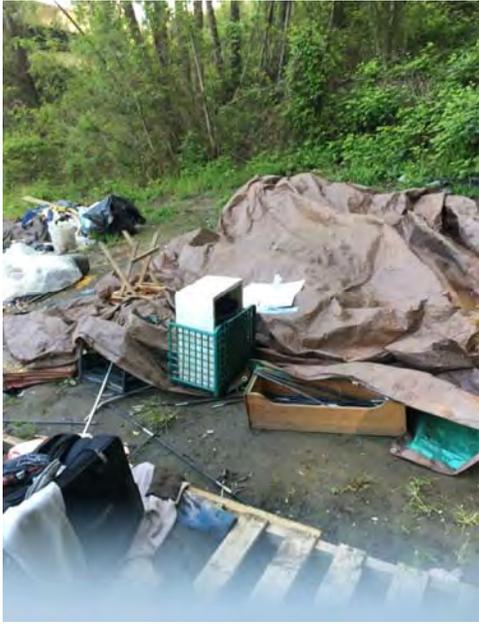
EXHIBIT B - POSTING

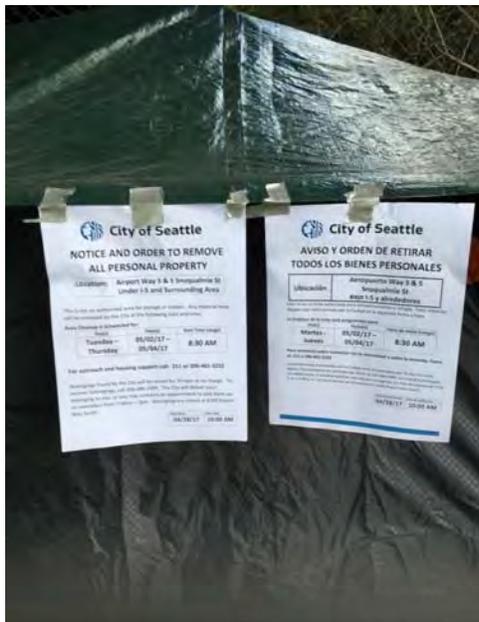
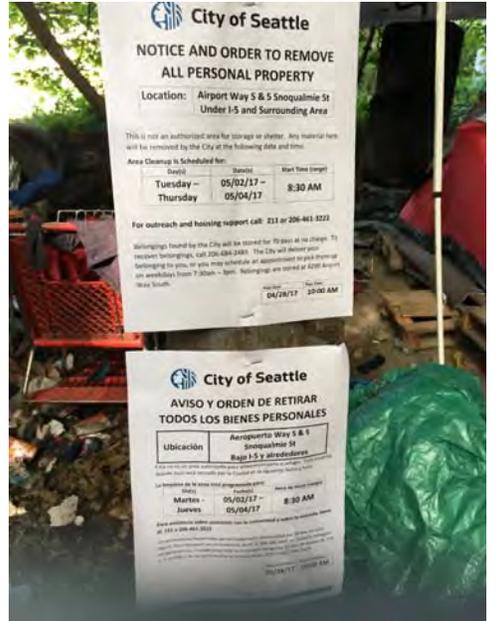
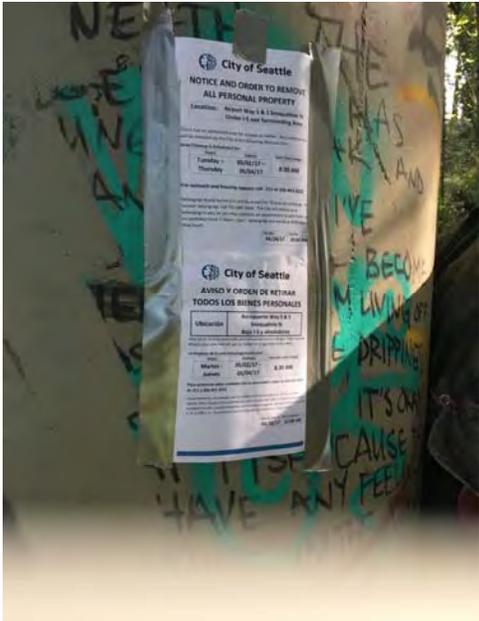
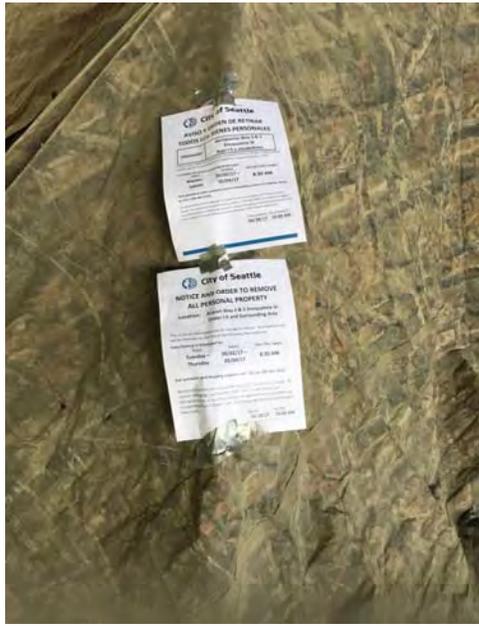












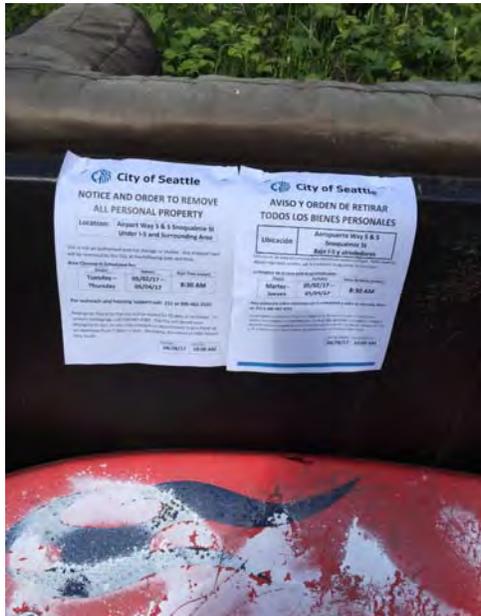
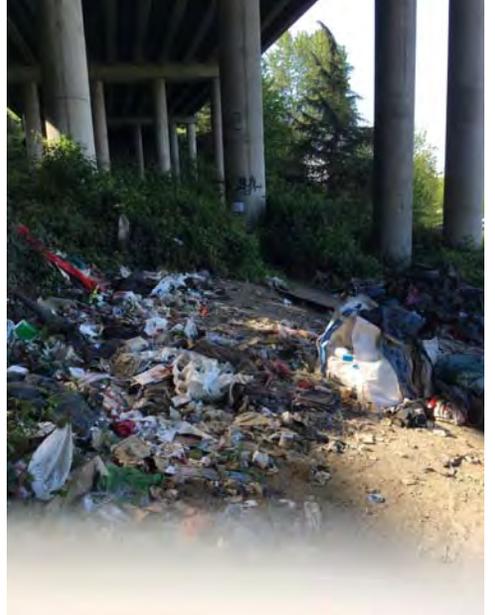
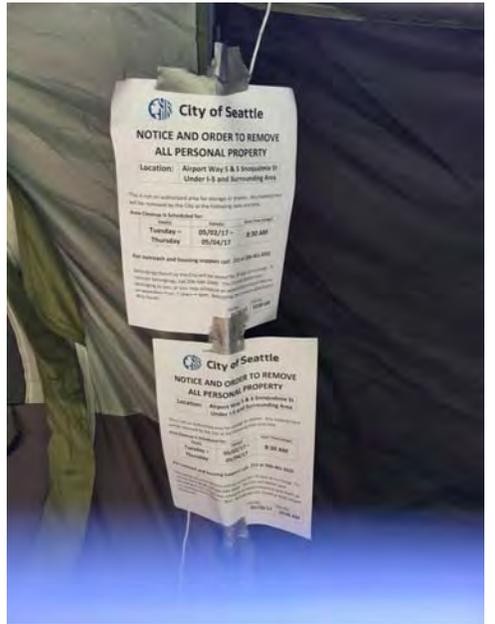
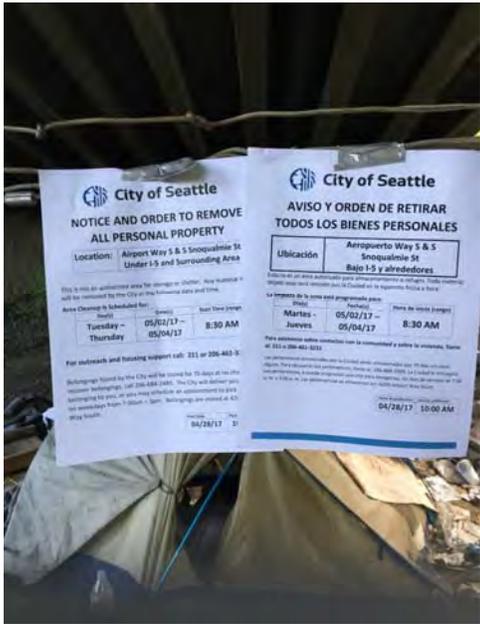
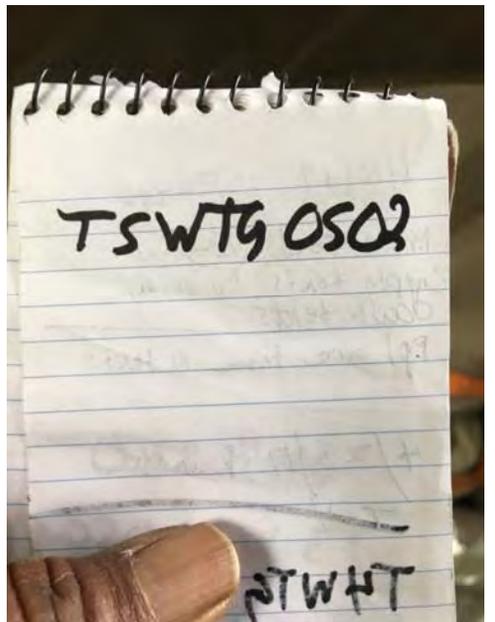
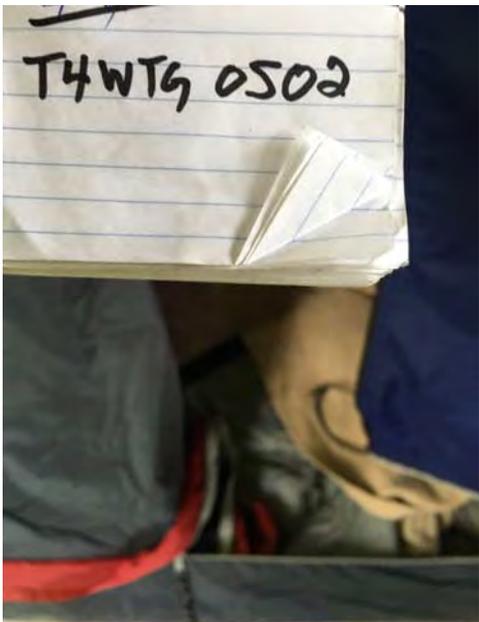
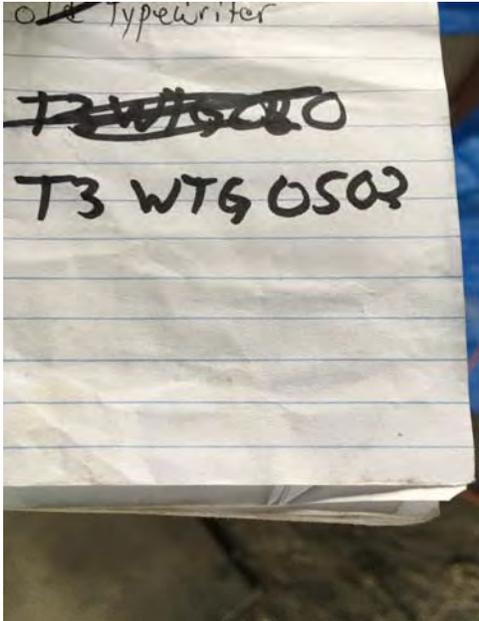
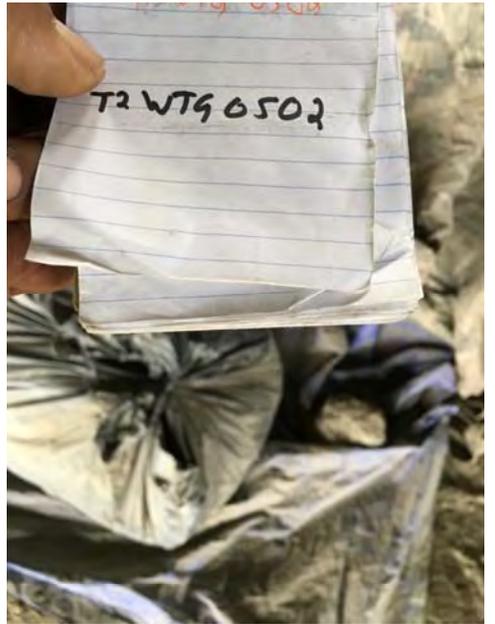
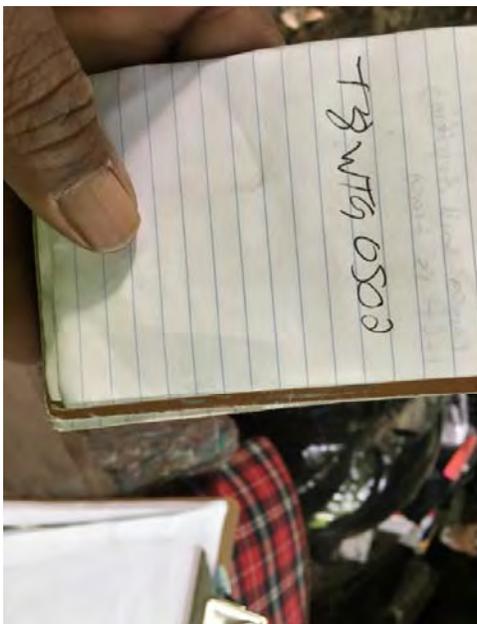
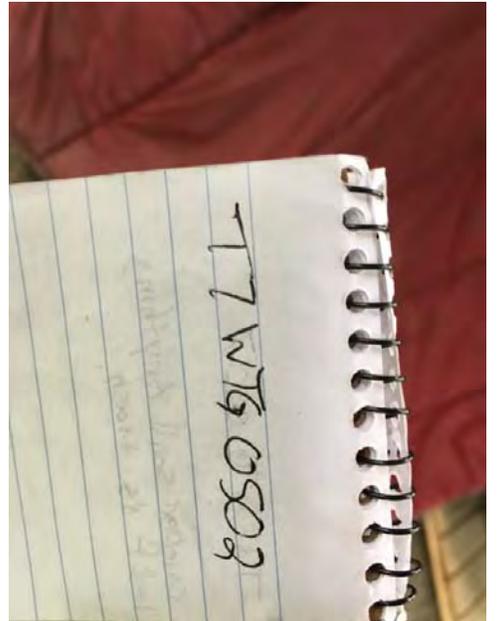
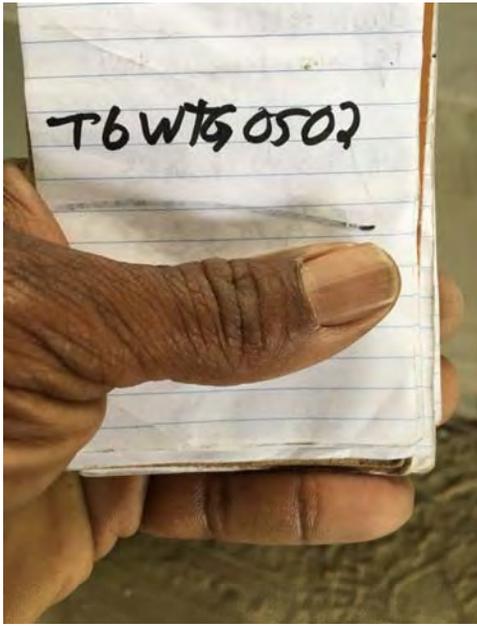




EXHIBIT D - CLEAN UP PHOTOS

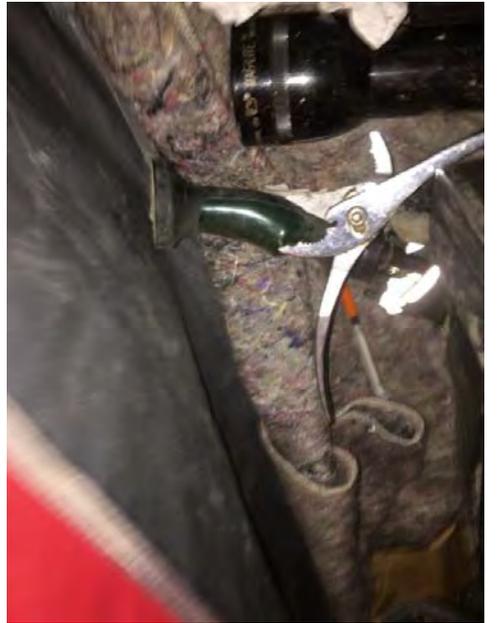




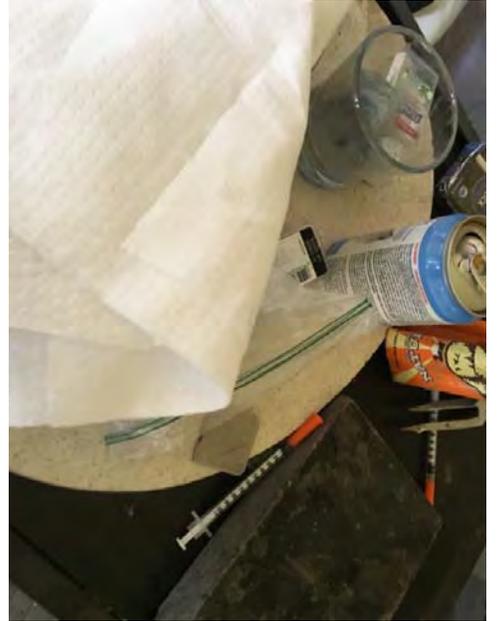
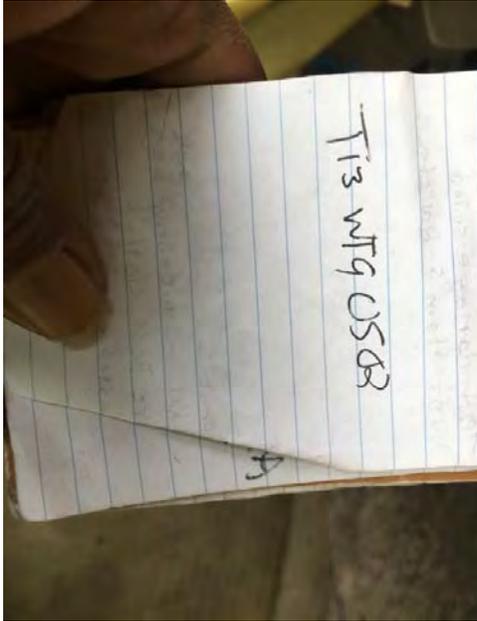
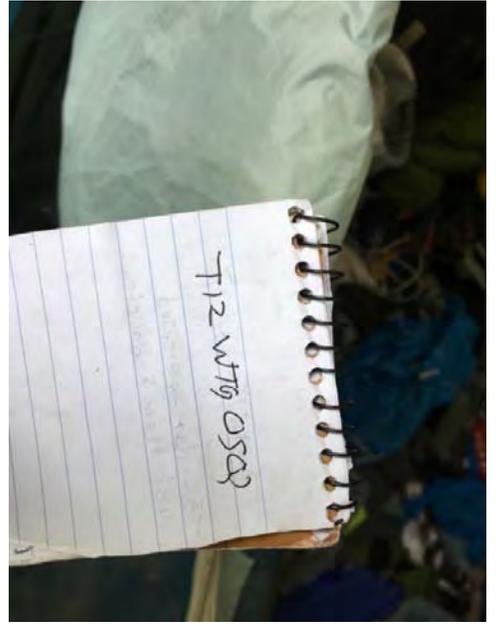
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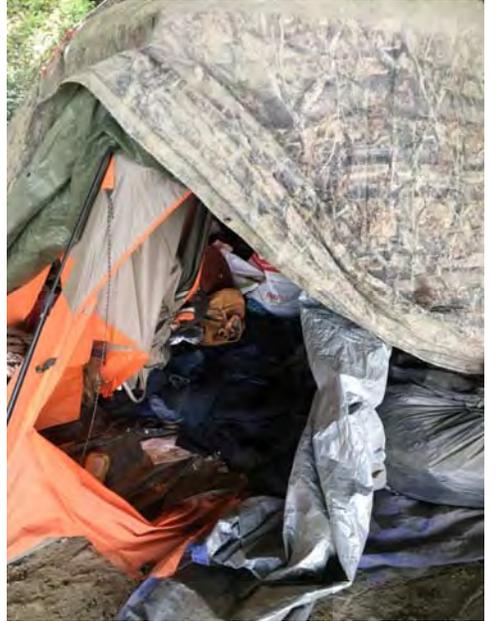
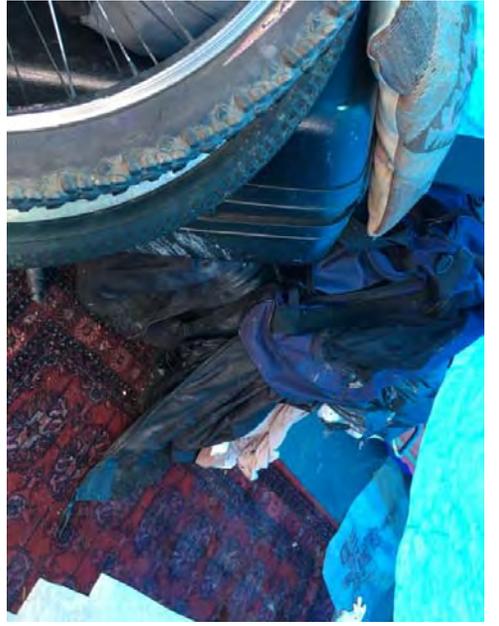
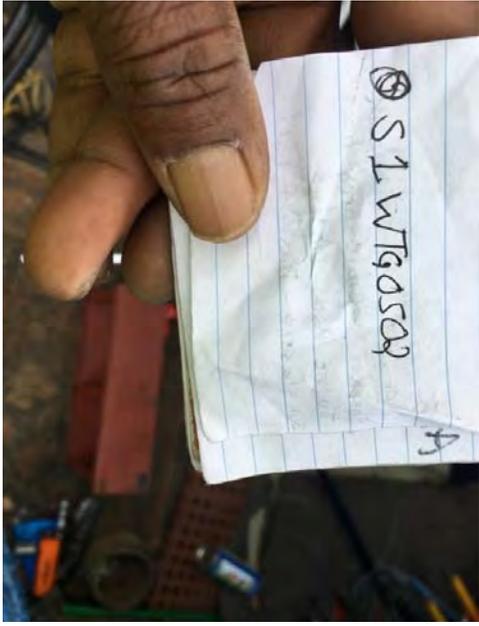


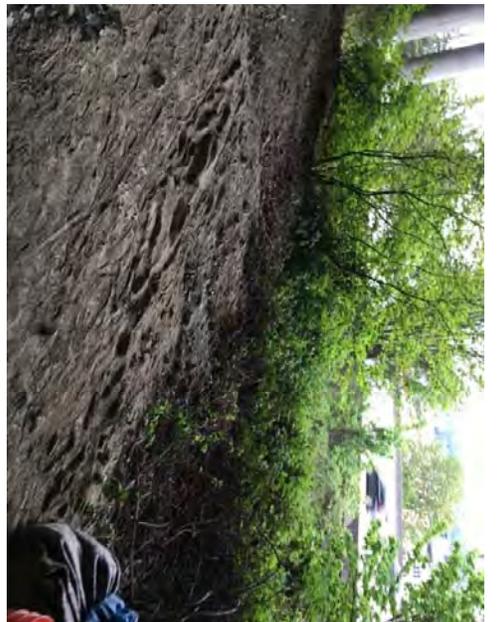
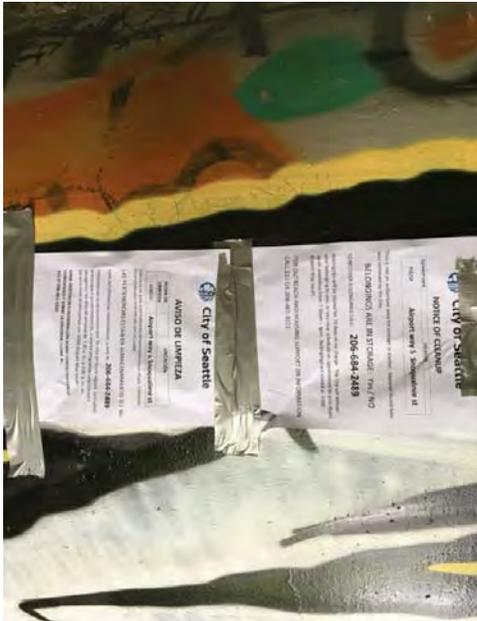
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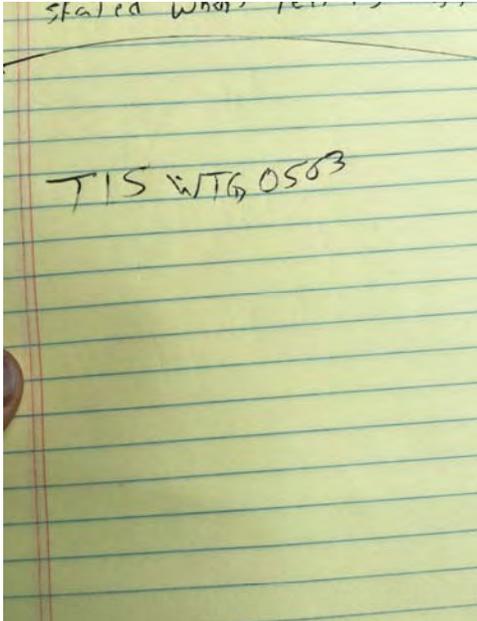
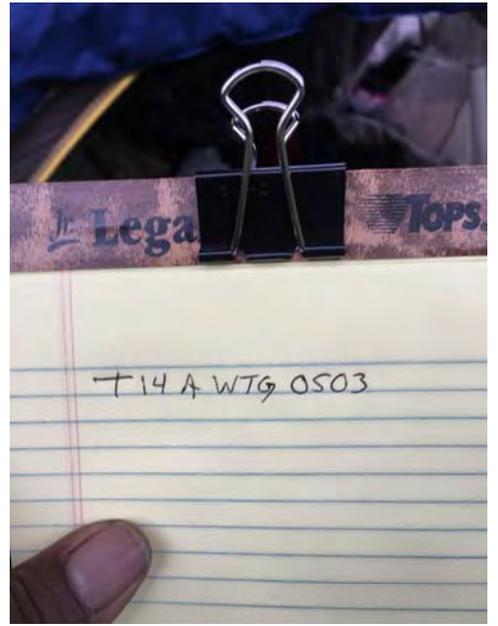


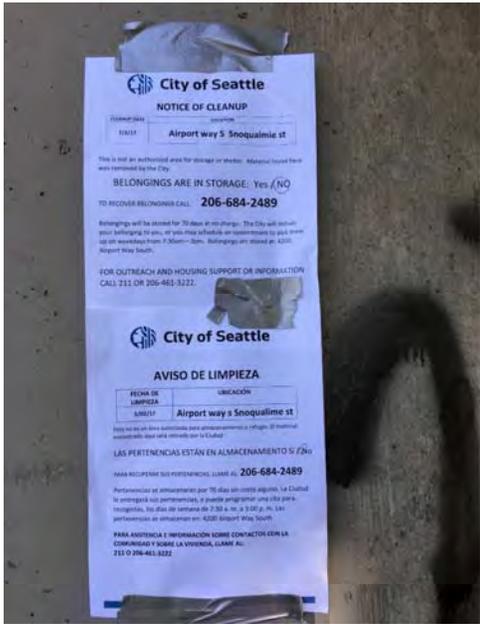
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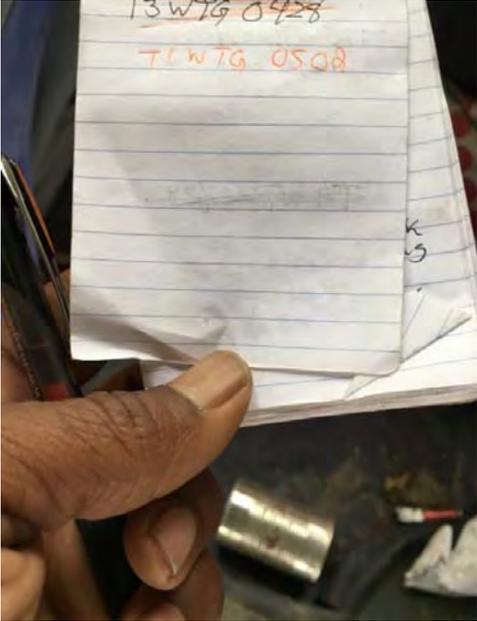












Site Name: Airport way \$ Snoqualmie st

 Date of Clean Up: 5/3-5/5/17

 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
Structure 1WTG0503	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	5	0	0	3	Owner stated anything left is trash
Tent 1 WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	
Tent 2WTG0503	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Owner left
Tent 3WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash
Tent 4WTG0503	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Owner moved to upper level
Tent 5WTG0503	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Declined <input type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Owner moved to upper level

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
Tent 6WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash needles
Tent 7WTG0503	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Owner left
Tent 8WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash
Tent 9WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash
Tent 10WTG0503	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash
Tent 11WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash
Tent 12WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash
Tent 13WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash
Tent 14WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash

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
Tent 15 WTG0503	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Accepted <input type="checkbox"/> Declined <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input checked="" type="checkbox"/> Human Waste <input checked="" type="checkbox"/> Damaged Beyond Repair	0	0	0	0	Trash