

SITE JOURNAL CONTENTS

- Completed Site Journal
- Exhibit A: Site Inspection Photos
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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: 1ST Ave S & Denver Ave S **Date of First Inspection:** 8/30/2017
Site Address: 1ST Ave S & Denver Ave S **Date of Clean-Up:** 1/22-1/24/18
Inspection By: J. Horan; C. Korpi **SERIS #** 820-02, 2870-01
Referred By: SERIS & Community **Photos to FAS?** ☒ Yes ☐ No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
8/30/2017	5	8	0	0	13
9/27/2017	8	9	0	0	17
10/10/17	8	14	0	0	22
10/19 & 10/24/17 Conducted litter picks so work can be done in a cable vault on 11/2/17	-	-	-	-	-
10-25-17 (also conducted litter pick)	9	19	0	0	28
11-2-17	10	18	0	2	30
11/17/17	10	25	1	2	38
11-29-17 Litter pick completed	-	-	-	-	-

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

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

Other: ☐ Yes ☒ No
 Other: ☐ Yes ☒ No

Sharps ☒ Yes ☐ No
 Property Damage ☒ Yes ☐ No

TOTAL COUNT: 3

TOTAL COUNT: 14

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

- ☒ Full Encampment Clean Up ☐ Obstruction Removal ☐ Hazard Removal ☐ Cleared by scheduled contractors- FAS
- ☐ Tent on side walk ☐ Safety of Occupant
- ☐ Blocking intended use of facility ☐ Safety of other near and around camp ☐ 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

- ☐ Litter removed -area more than 20 feet from active camp
- ☐ Illegal Dumping -Encampment Related Trash

Date

Requirements:

- ☐ Field Coordinator accessed

B. 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

Specifications/Notes

EXTERNAL CONTRACTORS

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

Total

Description

1/22-1/23/18 (1/24/18) Cascadia

INTERNAL CLEAN UP TEAMS

Number of Heavy Teams 1

Total

Description

Parks

Number of Light Teams	1	Parks
Number of Full Time Days On-site Approved	2	1/23-1/24/18
Number of Partial Days On-site Approved	0	
Total Hours Approved	16	

STAGING LOCATION

 Date: 1/22-24/18 Time: 9:00am Location: 1st Ave S & Denver Ave S

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	Day of Week	Type	Location	Male Outreach	Female Outreach	Total Number of People Contacted	Males who took Shelter	Females who took Shelter	Total Taking Shelter
1/19/2018	Friday	Outreach	1st & Denver	3	2	5	0	0	0
1/22/2018	Monday	Clean	1st & Denver	10	9	19	1	2	3
1/23/2018	Tuesday	Clean	1st & Denver	15	4	19	2	1	3
1/23/2018	Tuesday	Clean	1st & Denver	5	2	7	1	2	3
1/24/2018	Wednesday	Clean	1st & Denver	2	0	2	0	0	0
1/24/2018	Wednesday	Clean	1st & Denver	3	0	3	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
J. Horan & James Lohman
CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:):

1/18/2018
☒ Yes ☐ No

Cleanup is occurring on date specified in notice

☒ Yes ☐ No

Outreach was provided before the cleanup (Date:):

1/18/2018
☒ Yes ☐ No

Outreach team is present at cleanup site

☒ Yes ☐ No

Personnel are ready to identify and collect belongings

☒ Yes ☐ No

SPD or WSP officers are present to support cleanup

☒ Yes ☐ No

Crew is present and ready to support cleanup

☒ Yes ☐ 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
1/22/18	9	14	0	2 (same owner)	25 (24)
1/23/18	4	3	0	2 (same owner)	9 (8)
1/24/18	0	0	0	0	0

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES								
Date	1/22/18	1/23/18	1/24/18		Date	1/22/18	1/23/18	1/24/18
OWNER PRESENT Accepted Storage	0	0	0		ABANDONED TENT Content Storable	0	0	0
OWNER PRESENT Removed Tent	10	6	0		ABANDONED TENT Content Not Storable	0	0	0
OWNER PRESENT Removed tent but stored contents	0	0	0		ABANDONED TENT Storable	0	0	0
OWNER PRESENT Asked FC to Discard Tent	2	0	0		ABANDONED TENT Not Storable	4	1	0
OWNER REMAINED ON SITE (some owners took down tents but then put tents back up overnight)	8	0	0		1/23/18 1 RV was thrown away, then the owner showed up and took the remaining RV off site	N/A	N/A	N/A

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
4	1	0	1

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.

Exhibit A: Site Inspection









Exhibit A: Site Inspection (10/10/2017)

























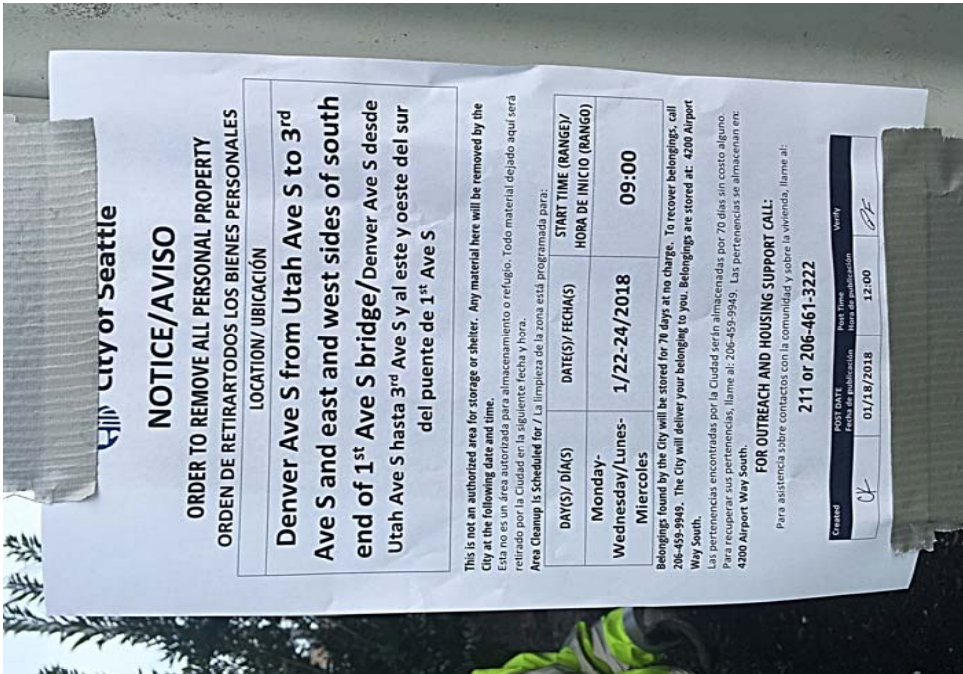
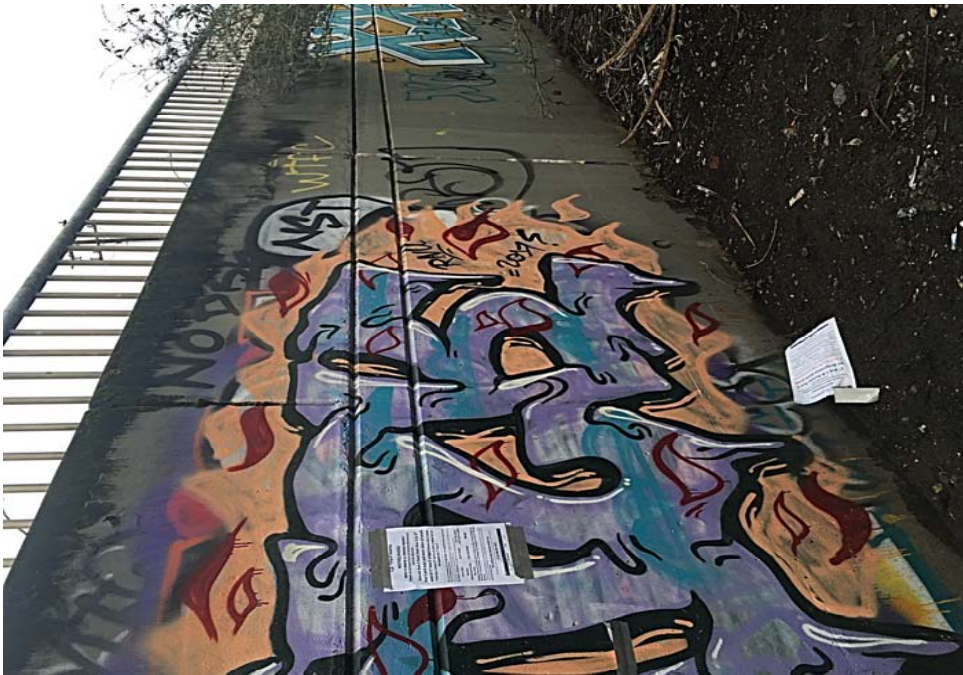




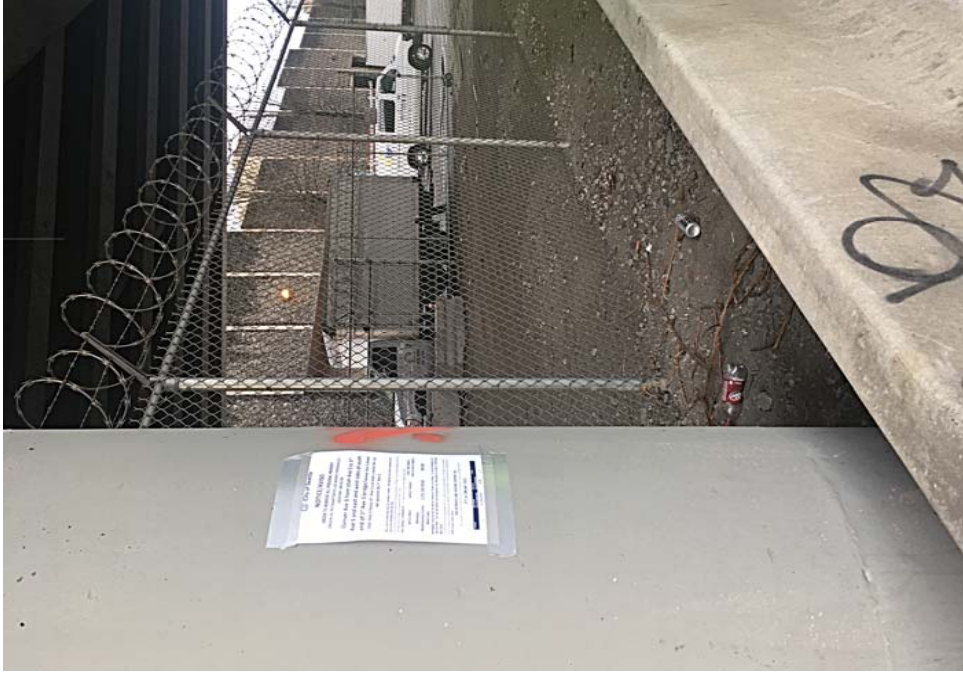




Exhibit B: Site Posting











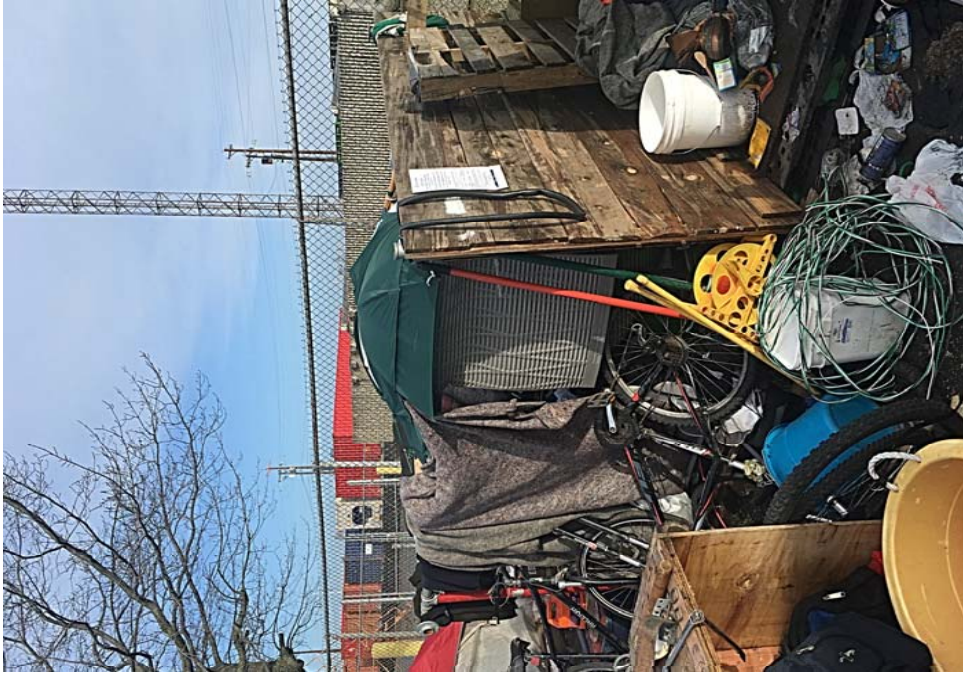
































City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
1/22-24/18	1 st Ave S & Denver Ave S

This is not an authorized area for storage or shelter. Material found here was removed by the City.
 Esta no es un área autorizada para almacenamiento o refugio. El material encontrado aquí será retirado por la Ciudad

BELONGINGS ARE IN STORAGE:
 Las Pertenencias Están En Almacenamiento

YES / SI NO/ No

TO RECOVER BELONGINGS CALL:
 PARA RECUPERAR SUS PERTENENCIAS, LLAME AL:

206-459-9949

Belongings found by the City will be stored for 70 days at no charge. The City will deliver your belonging to you, or you may schedule an appointment to pick them up on weekdays from 7:30am - 3pm. Belongings are stored at: 4200 Airport Way South.

Las pertenencias encontradas por la Ciudad serán almacenadas por 70 días sin costo alguno. La Ciudad le entregará sus pertenencias, o puede programar una cita para recogerlas los días de semana de 7:30 a. m. a 3:00 p. m. 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







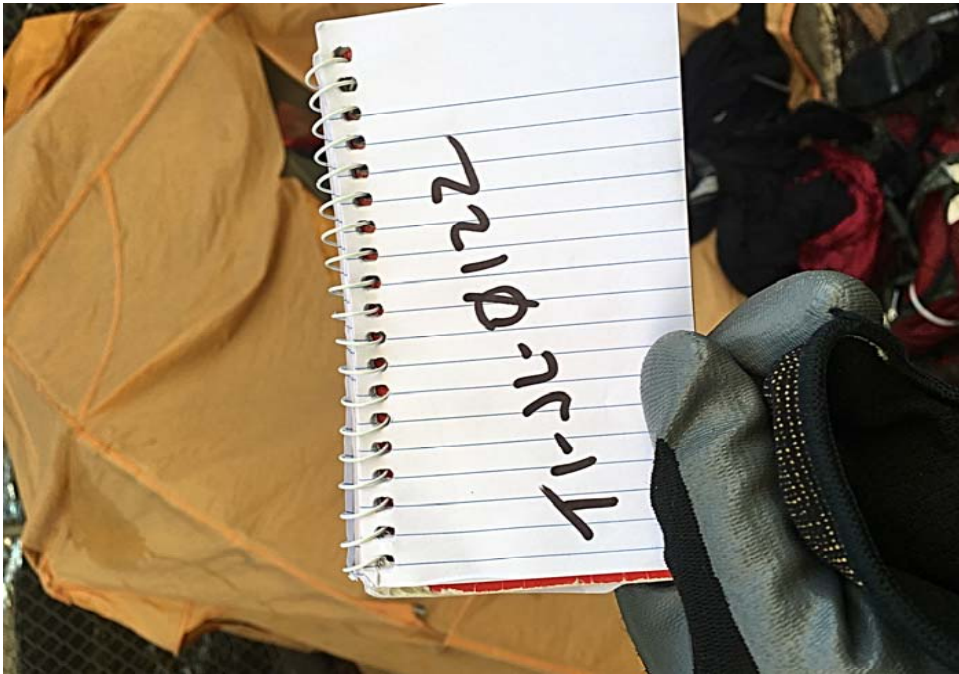


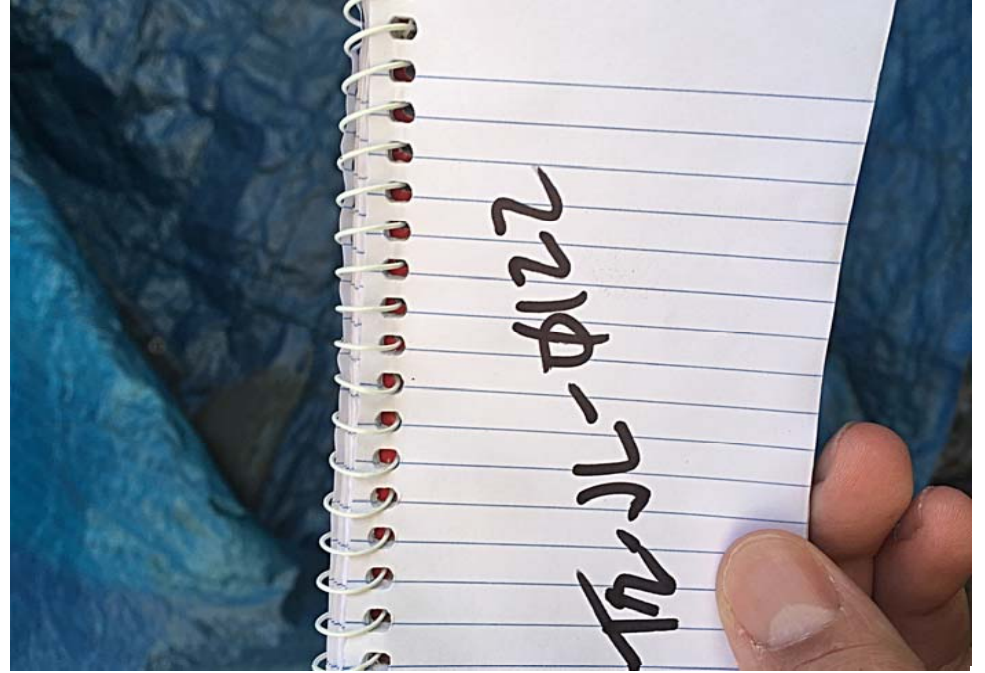






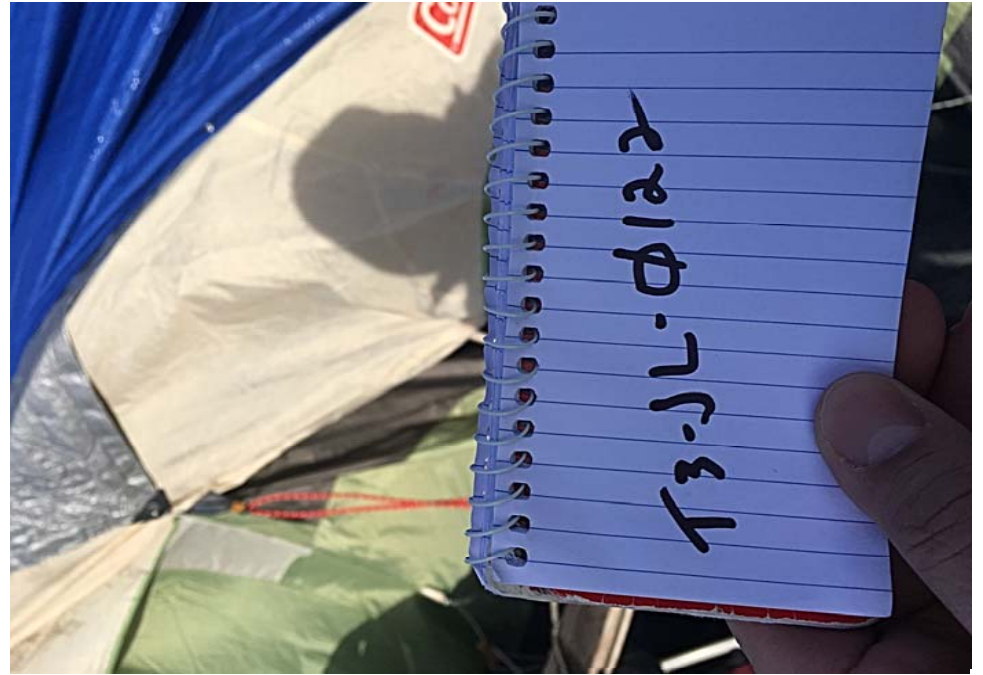
Exhibit D: Site Clean up

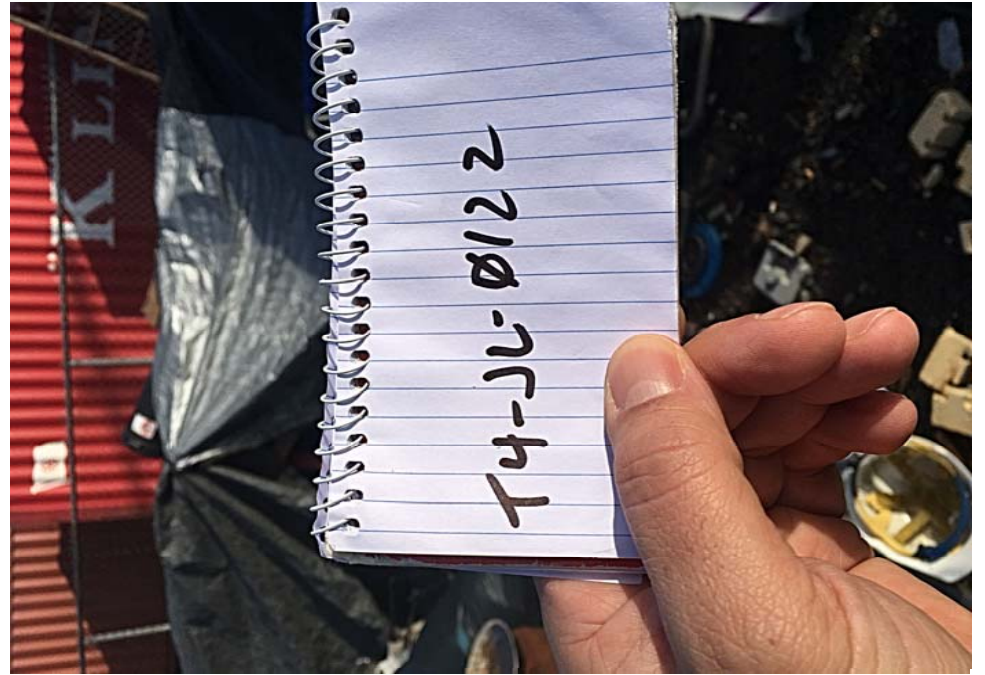




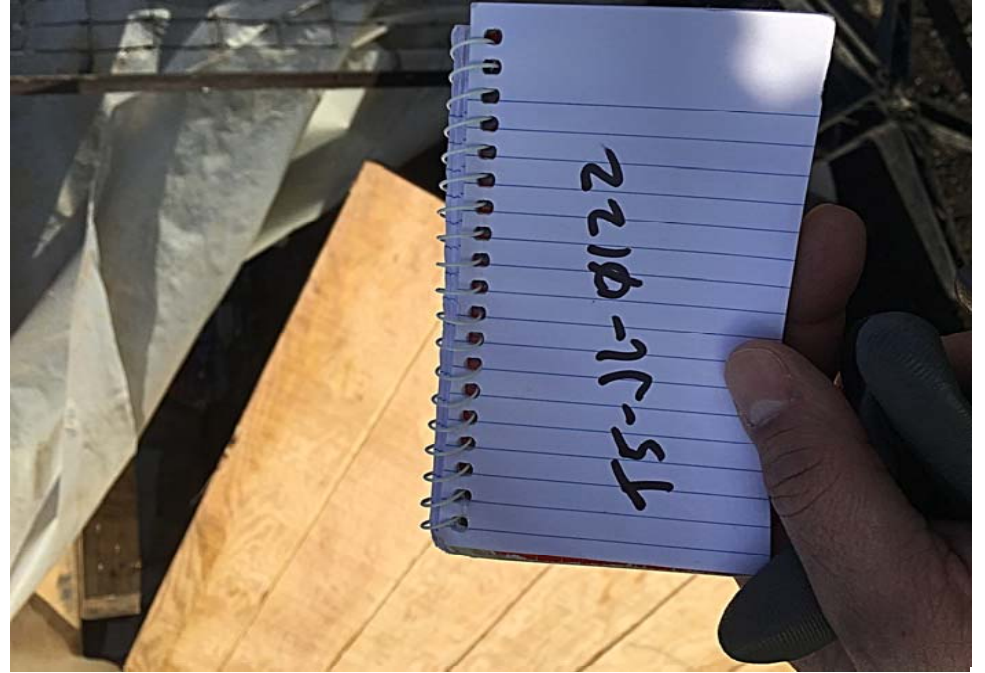


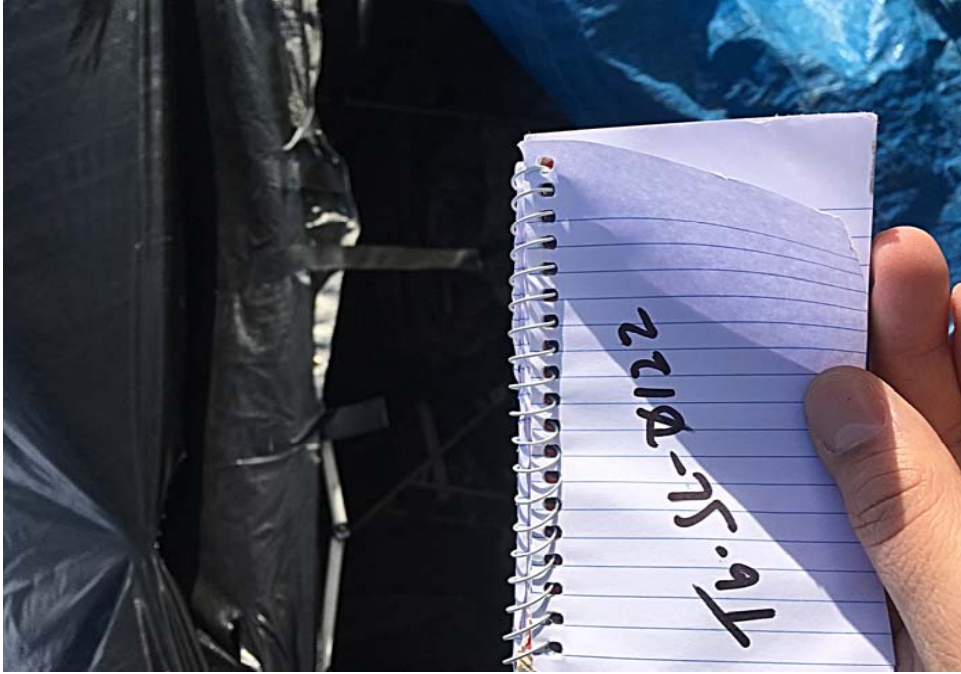


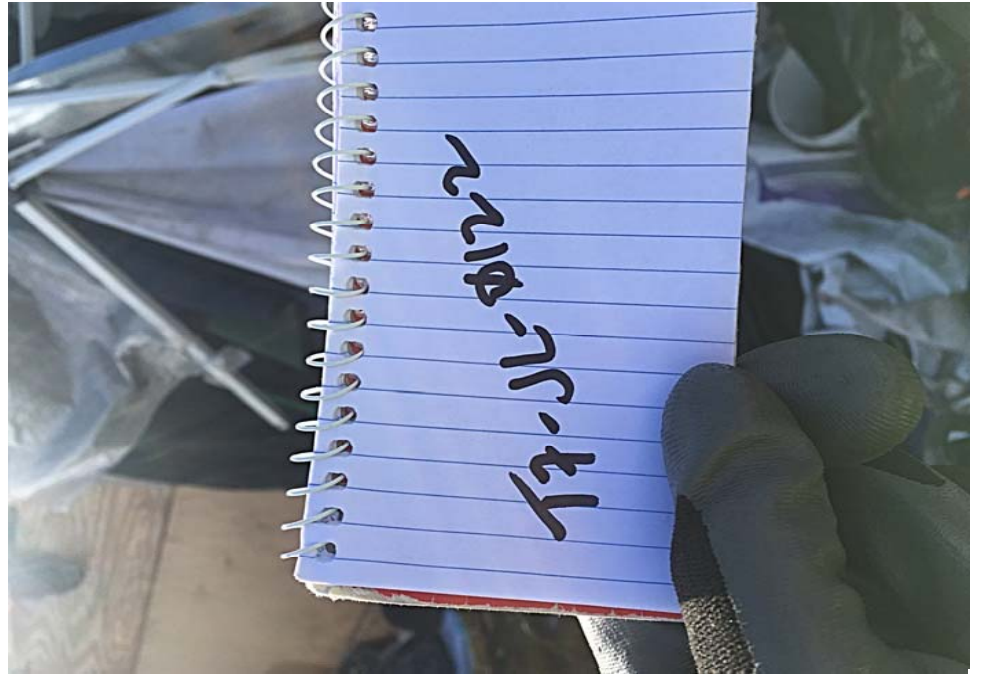
















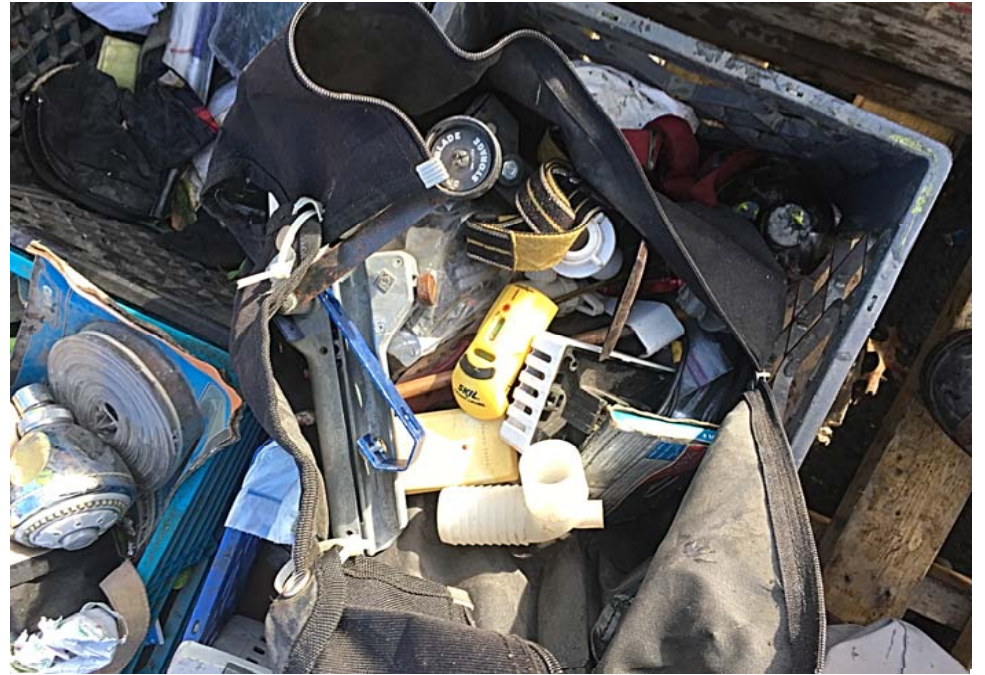














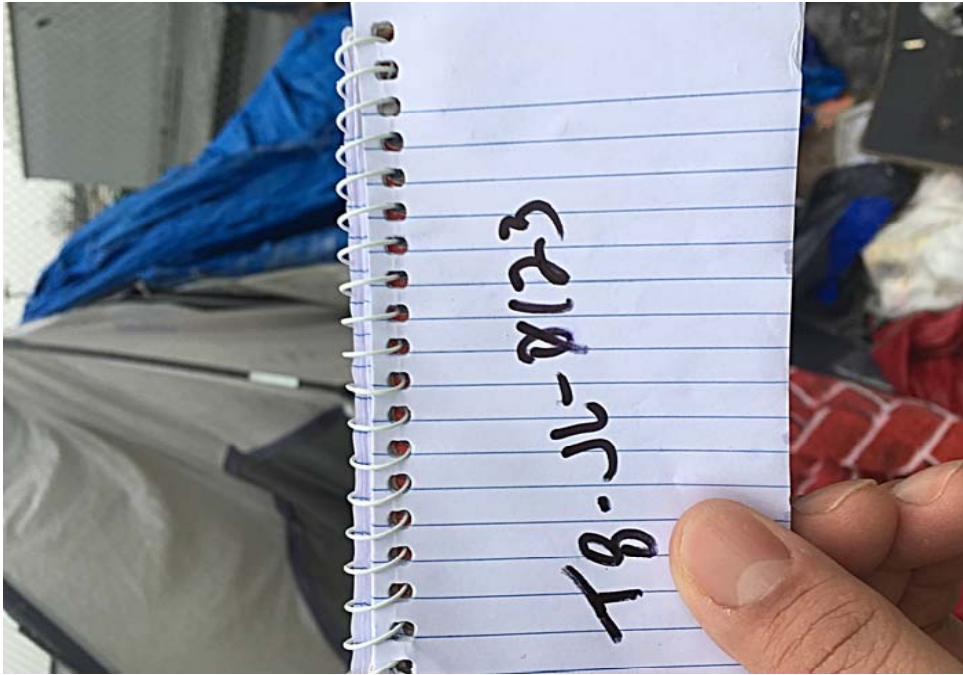




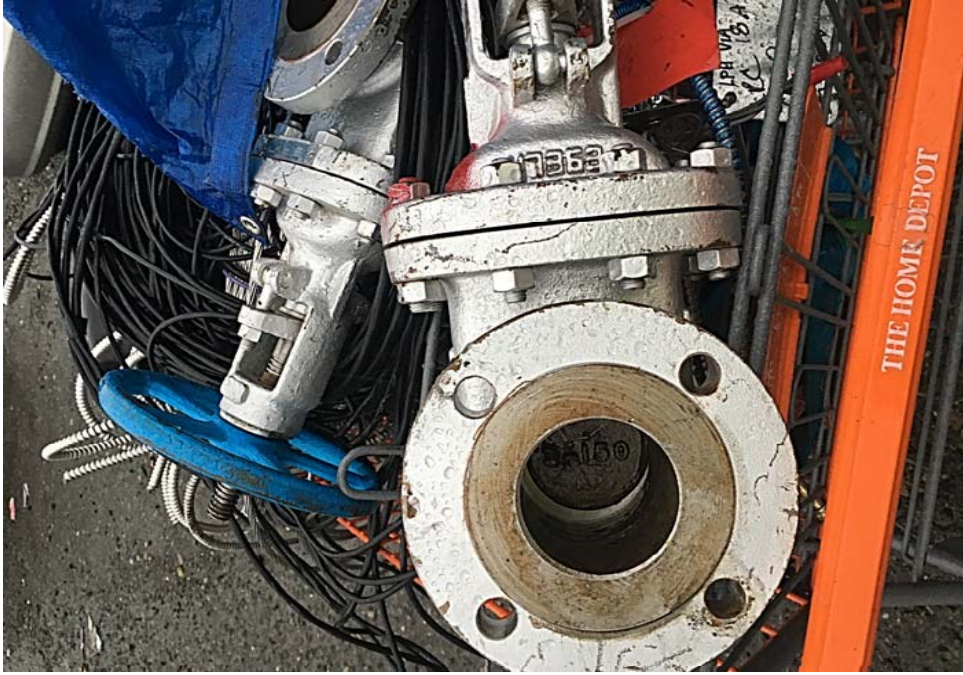




















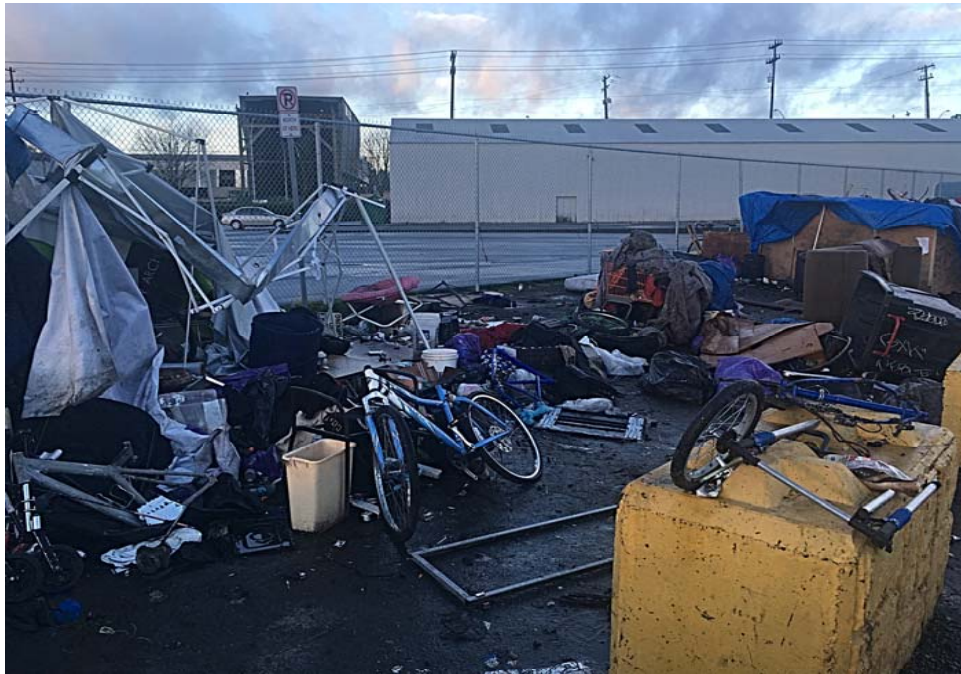


















































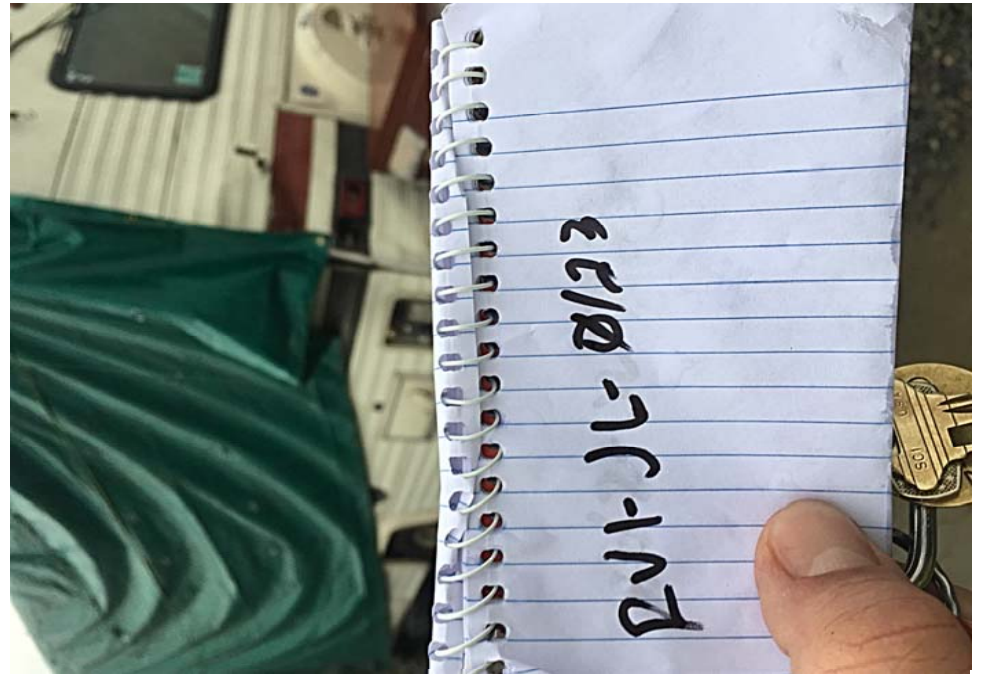


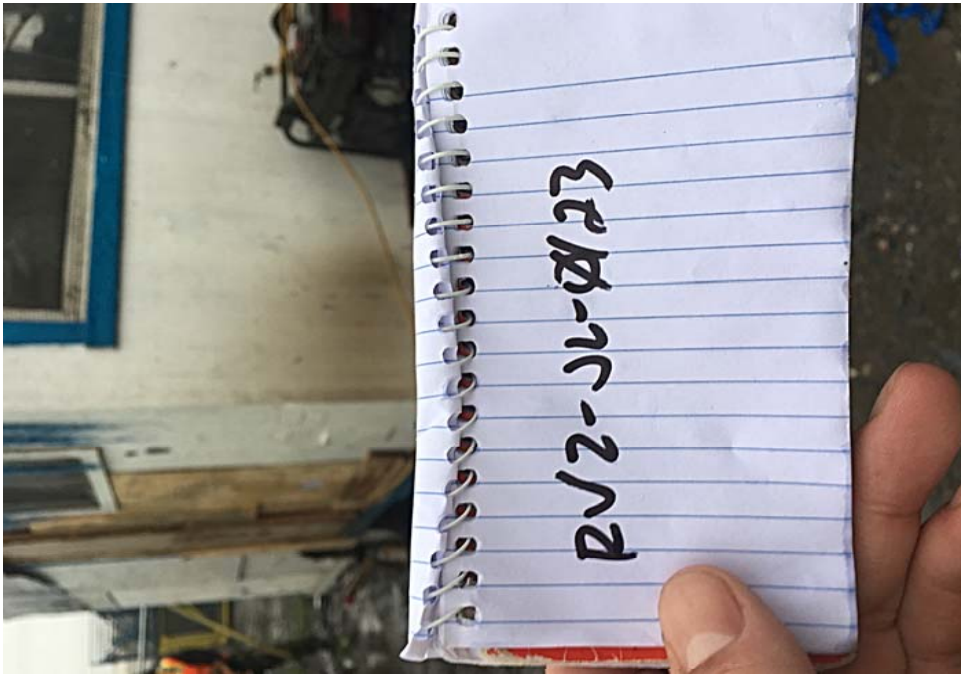














Site Name: 1st Ave S & Denver Ave S (Work Zone)

Date of Clean Up: 1-17-18

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
T1-JL-0117	<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	0	0	0	0	Owner- stated all left behind was garbage
T2-JL-0117	<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	0	0	0	0	Nothing storable-tent ripped, wet and moldy clothing and bedding, urine bottles
T3-JL-0117	<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 type="checkbox"/> Damaged	0	0	0	0	Nothing storable-tent was used as bathroom
T4-JL-0117	<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	0	0	0	0	Nothing storable-tent ripped, garbage inside and wet and moldy bedding
T5-JL-0117	<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	2	0	0	0	Stored-purple bag w/cloths x2, yellow bag w/clothes, clear bag w/clothes, green bag w/shoes
	<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					