

**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:** Queen Anne Greenbelt (West) **Date of First Inspection:** 10-3-17  
**Site Address:** 1154 Elliot Ave W (behind Super Supplements) **Date of Clean-Up:** 10-11-17  
**Inspection By:** Jeff Horan **SERIS #** 542-06, 2801-01, 14-22, 363-04  
**Referred By:** Community, SERIS, PARKS **Photos to FAS?** ☐ Yes ☐ No

**SITE OCCUPANCY DATA**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
10-3-17	12	3	0	0	15

**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:**

12

**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"/> Tent on side walk  <input type="checkbox"/> Blocking intended use of facility	<input type="checkbox"/> Hazard Removal <input type="checkbox"/> Safety of Occupant  <input type="checkbox"/> Safety of other near and around camp	<input type="checkbox"/> Litter Pick Only <input type="checkbox"/> Remanded to Illegal Dumping <input type="checkbox"/> Cleared by scheduled contractors- FAS <input type="checkbox"/> Cleared by scheduled contractors- SPU
<b>PRE-JOB SITE ASSESSMENT &amp; INSTRUCTIONS</b> Uneven Terrain (Fall Protection Required) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Waste Hauling to Dump <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Waste Hauling to Other Location <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>Specifications/Notes</b> <hr/> <hr/> <hr/>	

## B. RESOURCE PLANNING

### SITE CREW ASSESSMENT *of* FIELD CONDITIONS

#### JOB SITE INSTRUCTIONS

Fall Protection Required	<input checked="" type="checkbox"/> Yes	<input 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

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#### EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew Involved	8	8 Belfor On 10-11/ 4 Cascadia 10-12
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	1	
Number of Full Time Days On-site Approved	2	
Number of Partial Days On-site Approved	0	
Total Hours Approved	16	

#### INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	1	Parks heavy & light team- Thurs. 10-12-17
Number of Light Teams	1	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

#### STAGING LOCATION

Date: 10-11/12-17 Time: 08:30am Location: Queen Ann West

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

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
10/6/2017	Friday	Outreach	Queen Anne West	1	0	1	0	0	0
10/9/2017	Monday	Outreach	Queen Anne West	5	3	8	0	0	0
10/11/2017	Wednesday	Clean	Queen Anne West	6	2	8	1	0	1
10/10/2017	Tuesday	Outreach	Queen Anne West	2	2	4	0	0	0
10/11/2017	Wednesday	Clean	Queen Anne West	7	2	9	0	1	1
10/12/2017	Thursday	Clean	Queen Anne West	4	1	5	1	0	1
10/12/2017	Thursday	Clean	Queen Anne West	4	1	5	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. Lohman

### CHECKLIST for ENCAMPMENT CLEAN UP

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

10-06-17

☒ Yes ☐ No

Cleanup is occurring on date specified in notice

☒ Yes ☐ No

Outreach was provided before the cleanup (Date:)

10-09-17

☒ 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
- General Photos of the Encampment
- Photos of Tent ID Numbers
- Individual Tent Contents
- Photos of Storage Bin Contents
- After Photos

### SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
10-11/12-17	7	1	0	0	8

### STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Accepted Storage	0	ABANDONED TENT Content Storable	0



TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed Tent	2	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	2	ABANDONED TENT Not Storable	4

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
7	2	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

























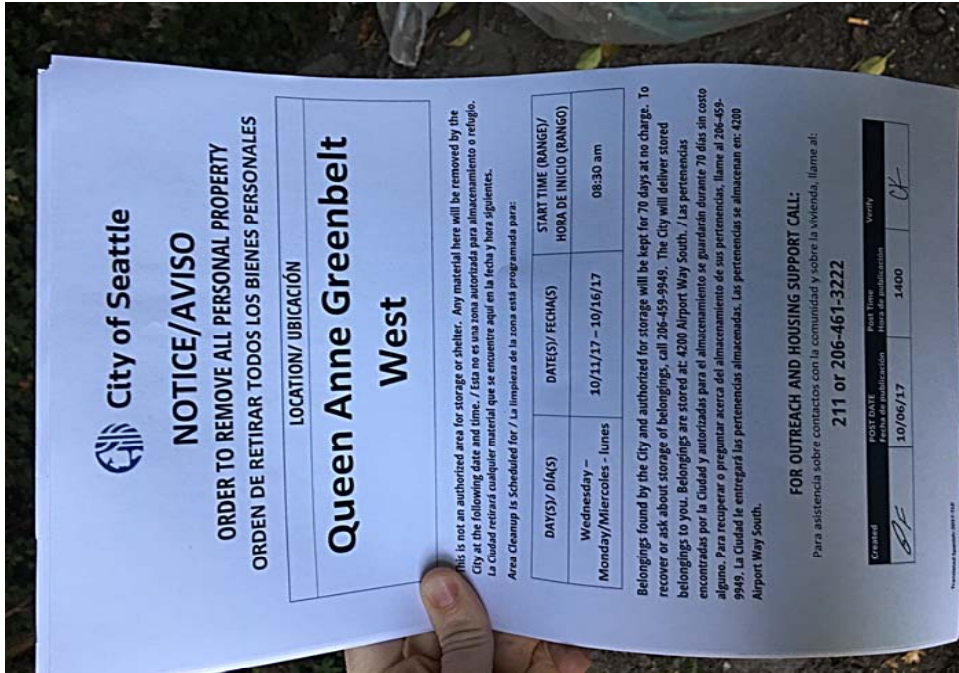




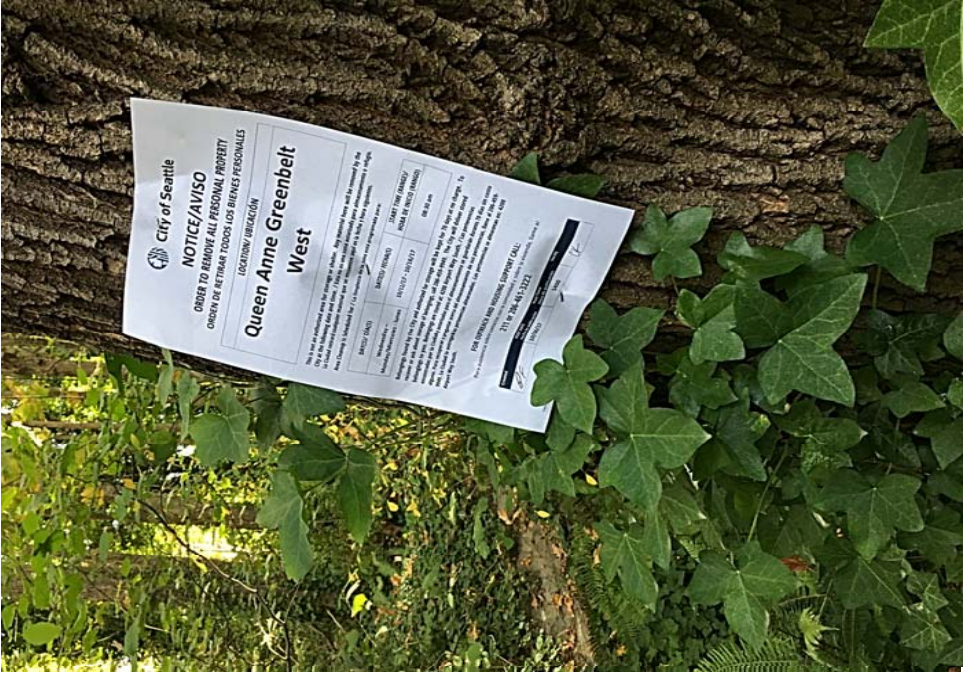




Exhibit B: Site Posting











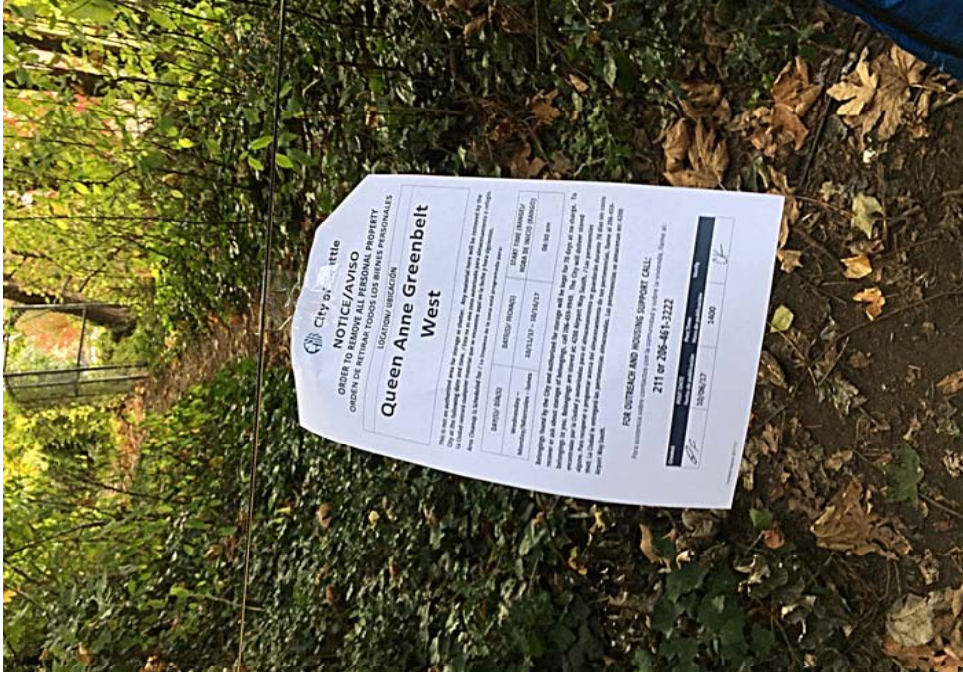














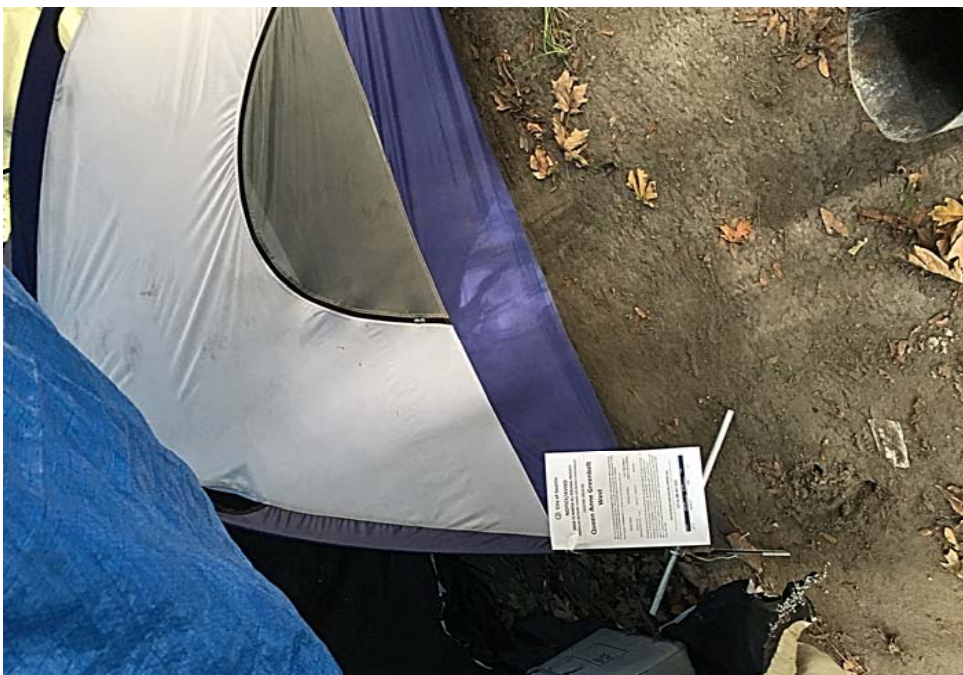




















Exhibit D: Site Clean up (10/11/2017)















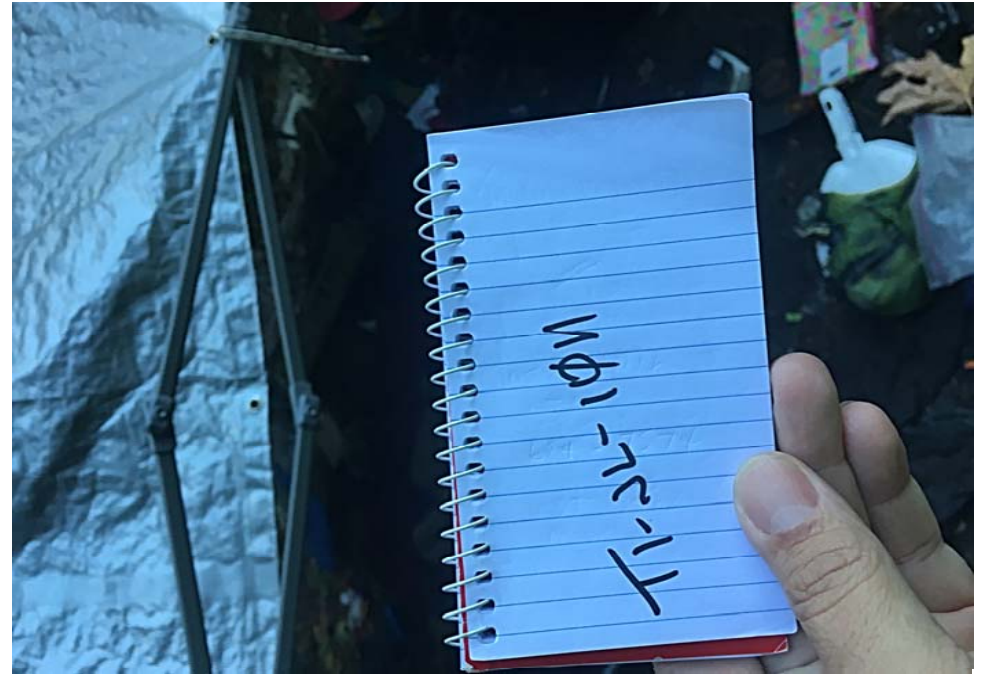




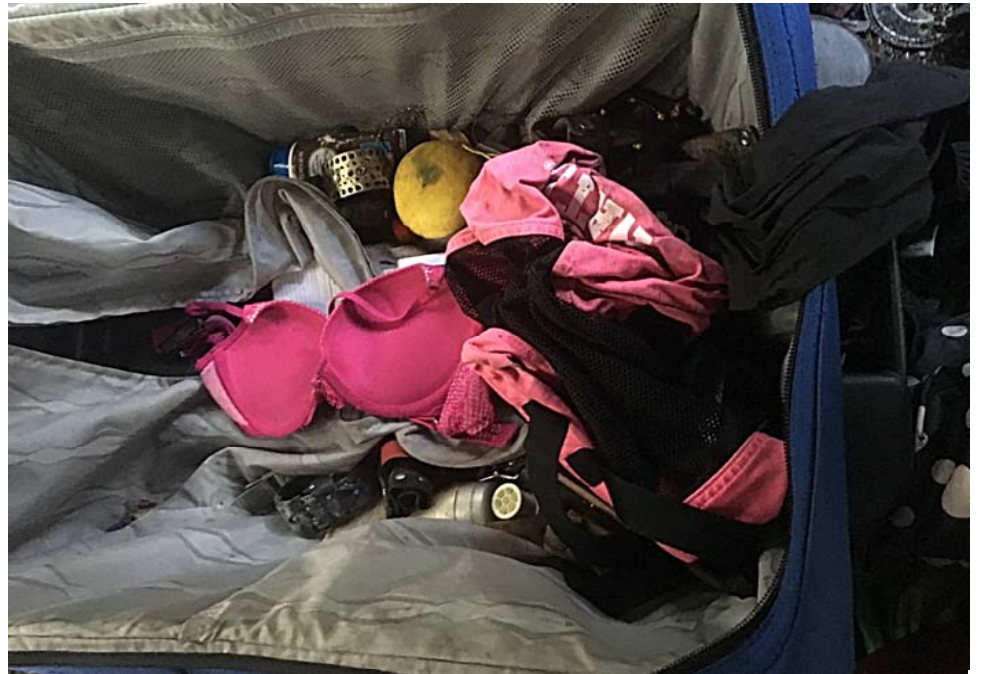












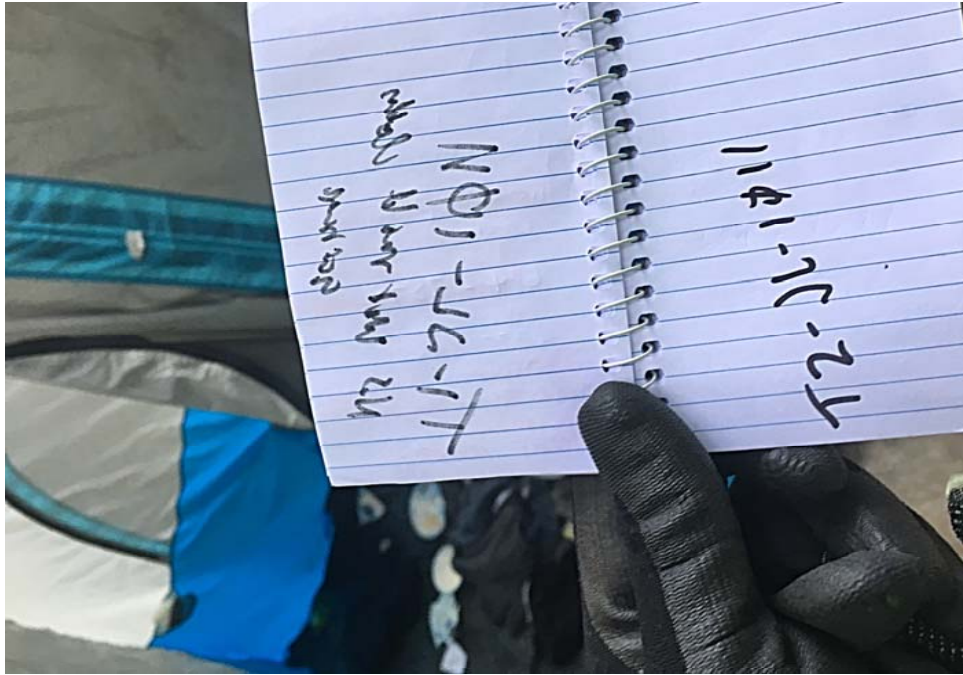




















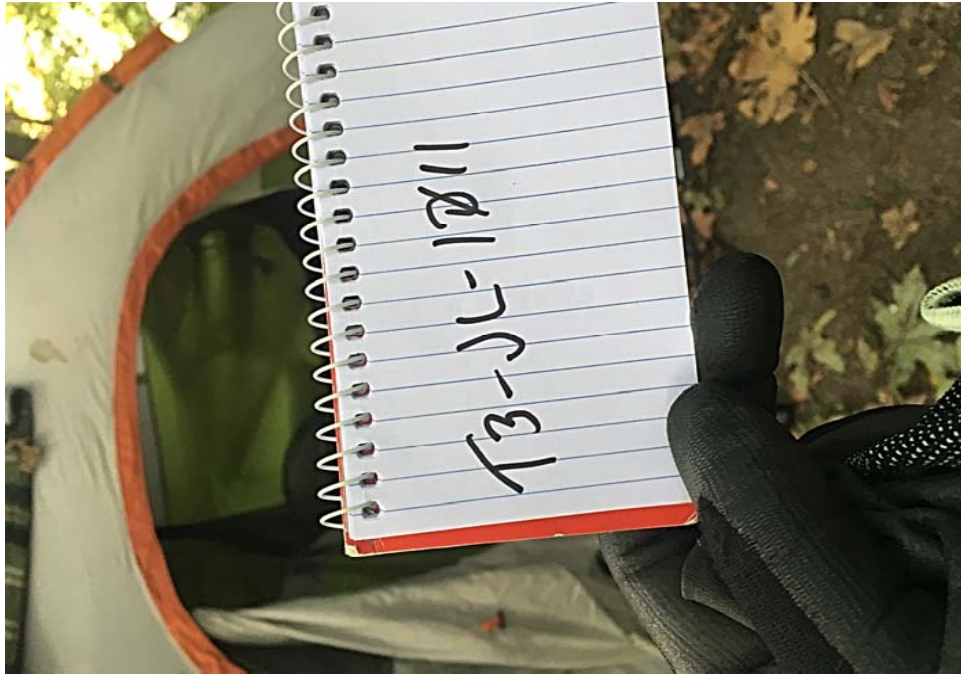








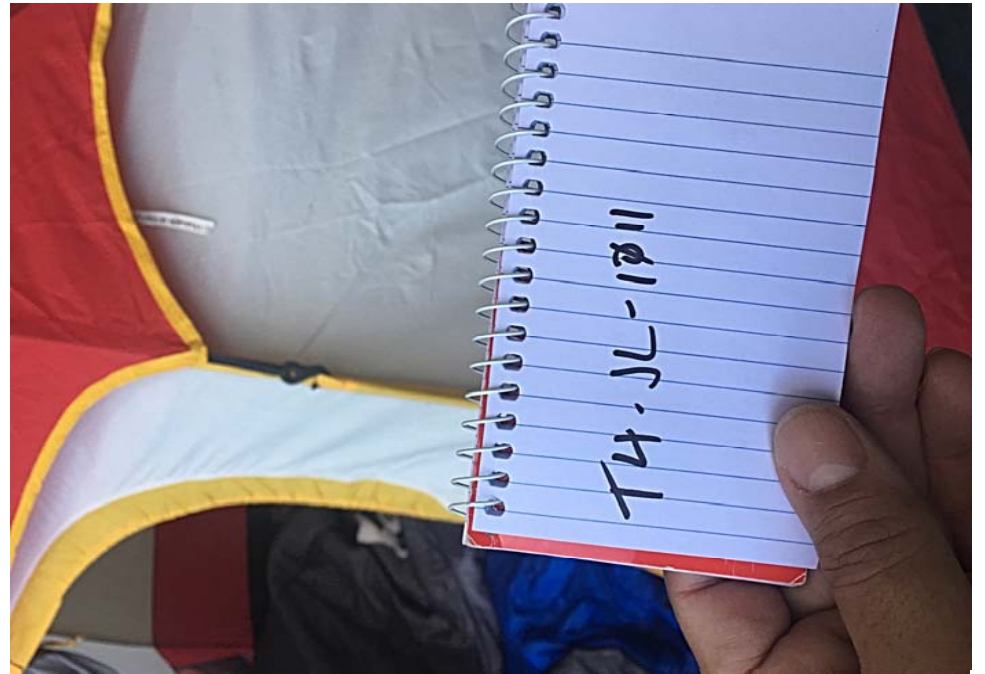








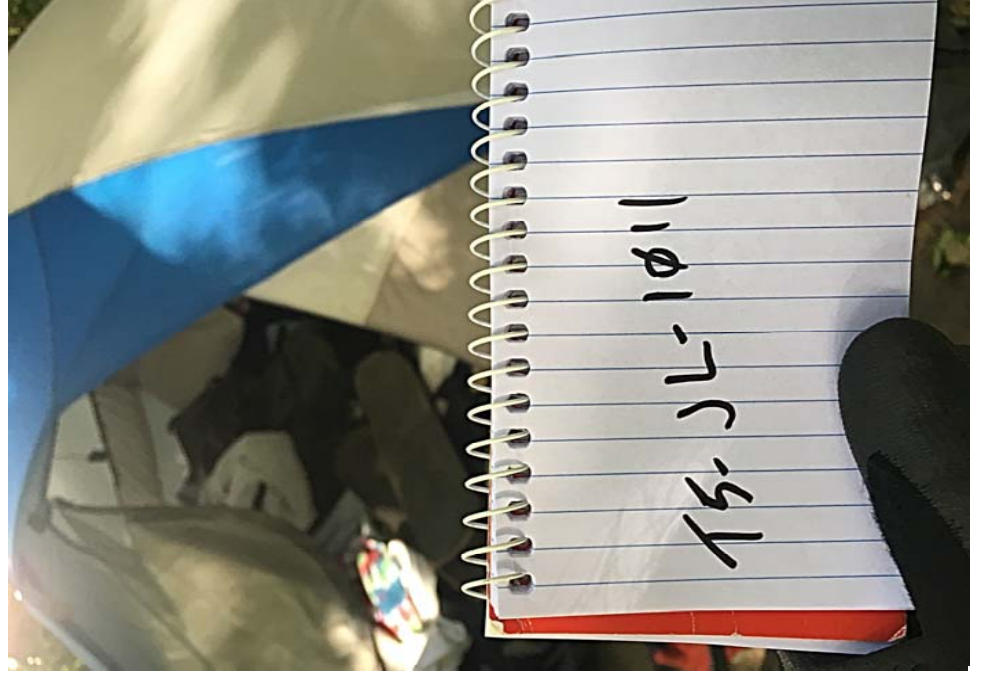
























**City of Seattle**

## NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/UBICACIÓN
10-11/12-17	Queen Ann West Greenbelt

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 / SI ☐ NO/ No ☒

**DO RECOVER OR ASK ABOUT BELONGINGS** 206-459-9949

**CALL:** PARA RECUPERAR SUS PERTENENCIAS, LLAME AL:

Belongings found by the City and authorized for storage will be kept for 90 days at no charge. The City will deliver stored belongings to you. Belongings are stored for the Airport Way South. / Las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 90 días sin costo alguno. 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 apoyo de vivienda, llame al:  
211 or 206-461-3123

City of Seattle 2017-04







Exhibit D: Site Clean up (10/12/2017)















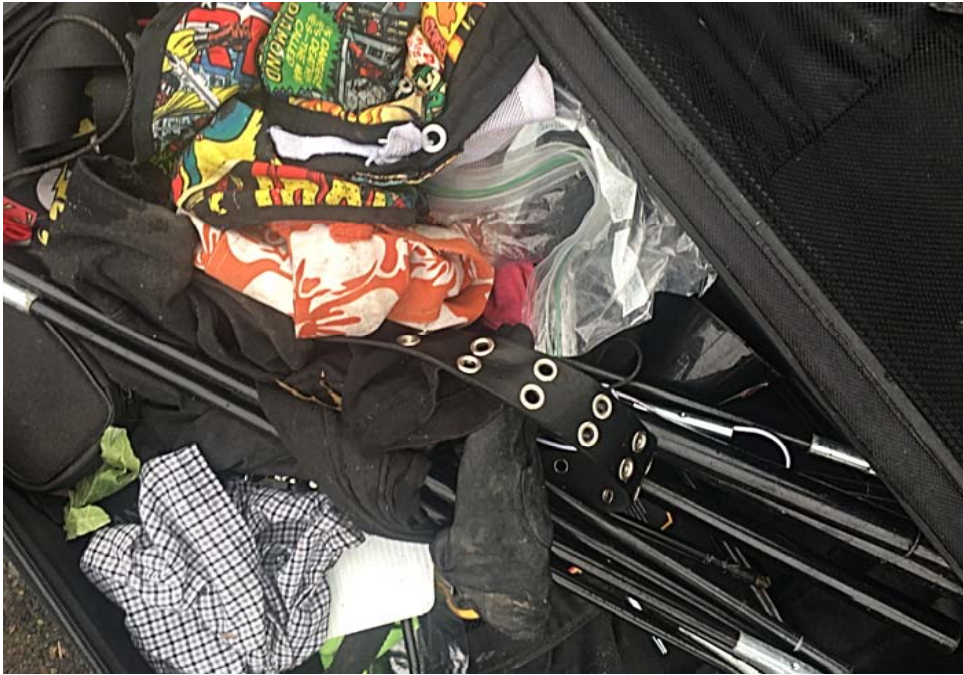




















































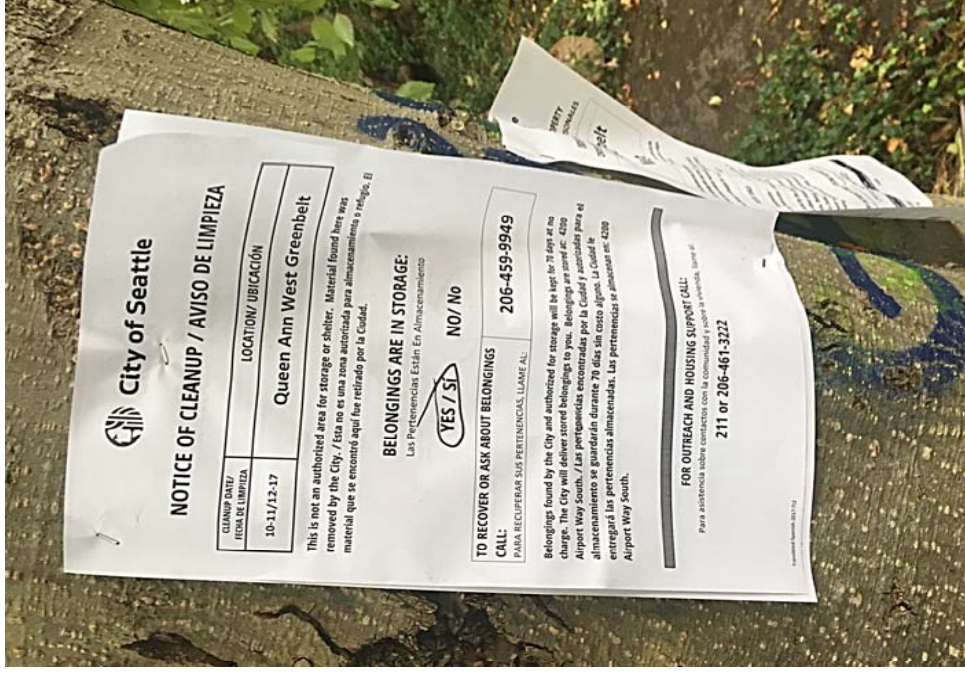


















Site Name: Queen Ann West

Date of Clean Up: 10-11/12-17

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 <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
T1-JL-1011	<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-wet moldy clothes, garbage
T2-JL-1011	<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	0	0	0	0	Nothing storable-tent ripped, human waste, syringes inside
T3-JL-1011	<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, [REDACTED] stated that anything left behind was garbage
T4-JL-1011	<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	0	0	0	0	Nothing storable-tent ripped, STRONG smell of urine inside tent, syringes inside
T5-JL-1011	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Accepted <input checked="" type="checkbox"/> Declined <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Hazardous Material <input type="checkbox"/> Human Waste <input type="checkbox"/> Damaged	0	0	0	0	Owner-[REDACTED] was taken off site by ambulance with unknown rash. Owner told FC that there were several syringes spilt inside tent and that his friend [REDACTED] would go thru his tent and take what he wanted. All left behind was garbage



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 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	5	2	0	1	Stored-red air compressor, clear bag w/white bedding, 2 black bags w/misc items, 2 bikes, large black husky box with toolsinside
Self Stored	<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 type="checkbox"/> Damaged	2	0	0	0	Owner- self stored 2 tool box's and 2 duffel bagswclothes
	<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					