

SITE JOURNAL CONTENTS

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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.

CRS Listing: 2699 E Montlake Pl E. Seattle, WA 98112 **Date of First Inspection:** 4/22/19
 Bill Dawson Trail to 520 Trail including green spaces around SR
 520 Eastbound and Westbound between E. Roanoke & E.
Site Address: Hamlin St. **Date of Clean-Up:** 5/1/19
Inspection By: Bruce Bentley **CRS #:** 19-00065868
Referred By: CSR, Community **Photos to FAS?** Yes No

SITE OCCUPANCY DATA (add additional lines as needed)

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
4/22/19	6	0	1	0	7

SITE CHARACTERISICS

- Park Yes No
- Sidewalk Yes No
- Within 50ft of a water body or wetland Yes No
- Impeding Roadway Yes No
- Within 50ft of a Guardrail Yes No
- Heavy Traffic Yes No
- Near Industrial Zone-blocking vehicle site lines Yes No
- Forested Area Yes No
- Play Area Yes No
- Rented Area Yes No
- Slope more than 27° Yes No
- Slide Zone Yes No
- Fire Damage Yes No
- Fire Under low Barrier: Yes No
- 2Other: 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 (SPD response needed) Yes No
- Weapons Yes No
- Open Alcohol Yes No
- Sharps Yes No
- Property Damage Yes No

TOTAL COUNT:	3
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TOTAL COUNT:	6
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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
- Vehicle/RVs/License Plates

NAVIGATION TEAM ASSESSMENT		
<input checked="" type="checkbox"/> Full Encampment Clean Up	<input type="checkbox"/> Litter Pick	<input type="checkbox"/> Remanded to SPU
		<input type="checkbox"/> Reported back to CRS
PRE-JOB SITE ASSESSMENT & INSTRUCTIONS		Specifications/Notes
Uneven Terrain (Fall Protection Required)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	_____
Medical Waste	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	_____
Chemical Waste	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	_____
SPU ASSESSMENT & INSTRUCTIONS		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

Specifications/Notes

EXTERNAL CONTRACTORS

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

INTERNAL CLEAN UP TEAMS

	Total	Description
Number of Heavy Teams	1	WSDOT w/ Bobcat, Excavator, chipper truck
Number of Light Teams	2	Parks w/ packer
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

STAGING LOCATION

Date: 5/1/19 Time: 0900 Location: Montlake & SR 520

C. PRE-CLEAN UP ACTIVITIES

EXHIBIT B: SITE POSTING PHOTOS

- Cross Street Signs
- Close up to read post signage
- After Photos
- General Photos of the Encampment
- At a distance to view entire camp

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
4/24/2019	Outreach	Bill Dawson Trail under 520	2	0	0	2
4/29/2019	Outreach	Bill Dawson Trail and Eastbound 520 Exit	0	1	0	1

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 Bruce Bentley & Sili Kalepo

CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<u>4/26/19</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>4/29/19</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.

- Photo of Storage Post
- Photos of Not Storable content
- Photos of Storable tents
- General Photos of the Encampment
- Tent/Structure Contents
- After Photos

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
5/1/19	4	0	0	0	4

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES				
OWNER PRESENT Discarded Tent and Removed Property	2		ABANDONED TENT/STRUCTURE Content Storable	0
OWNER PRESENT Discarded Tent/Discarded Property	0		ABANDONED TENT Content Not Storable	1
OWNER PRESENT Discarded Tent / Stored property	1		ABANDONED TENT Storable	0
ABANDONED BEDROLL Storable	0		ABANDONED TENT Not Storable	0
ABANDONED BEDROLL Not Storable	0		IMPOUNDED VEHICLE	0

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
0	0	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.

Exh A - Inspection Photos













Exh B Posting Photos








City of Seattle
NOTICE/AVISO
ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES

LOCATION/ UBICACIÓN

**Bill Dawson Trail to 520 Trail including
greenspaces around SR 520 Eastbound and
Westbound between E. Roanoke & E. Hamlin
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:

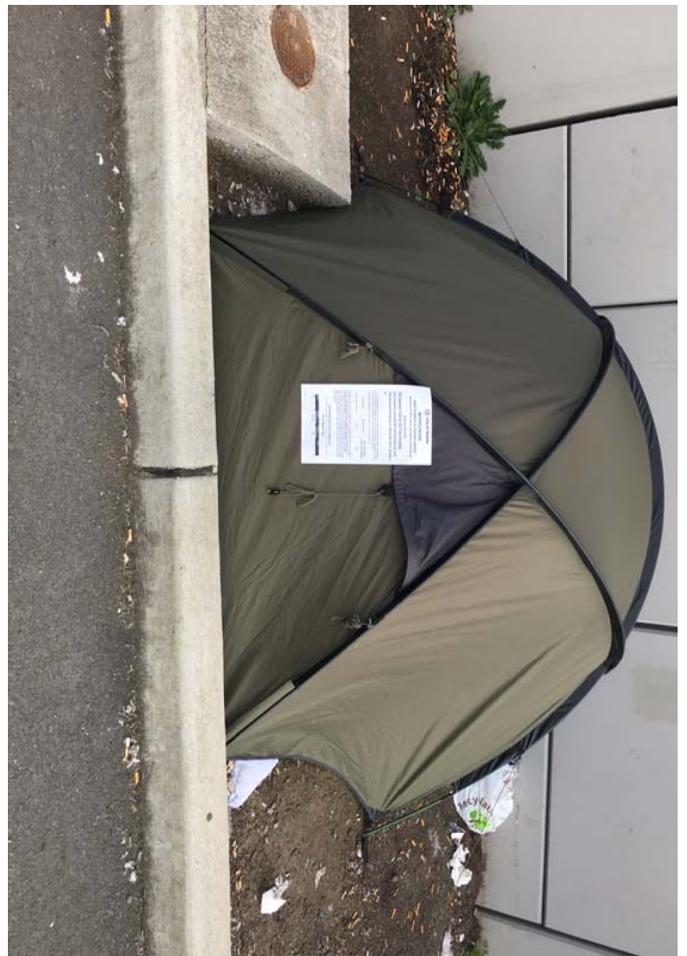
DAY(S)/ DÍA(S)	DATE(S)/ FECHA(S)	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Wednesday / Miércoles	5/1/19	0900

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 preguntarse 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	POST DATE Fecha de publicación	Post Time Hora de publicación	Verify
88	4/26/19	1200	JK

Translated Spanish: 2017 7.1.2



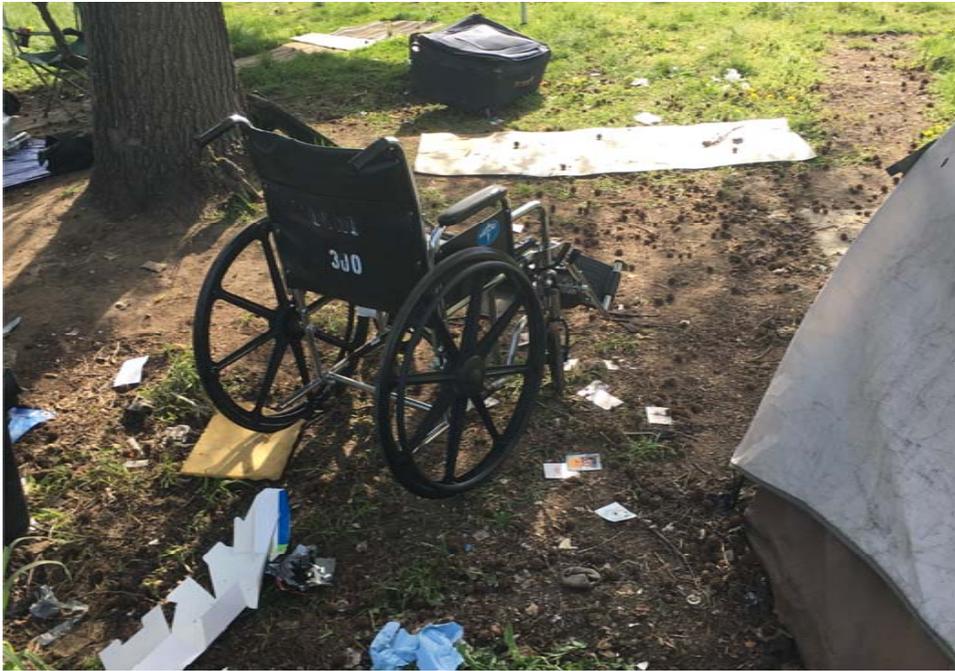




Exh D - Clean Up Photos





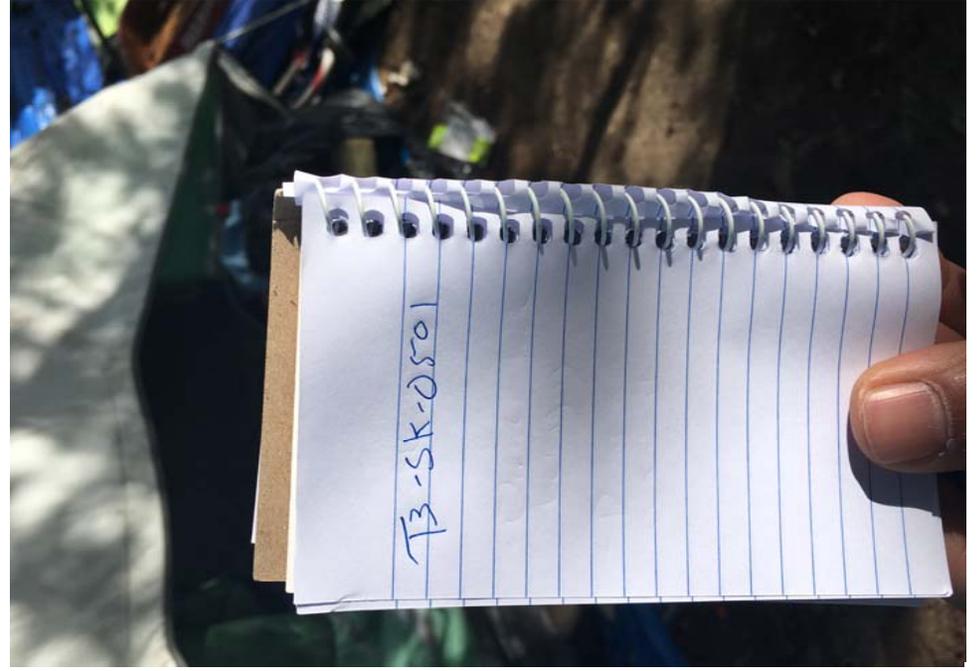
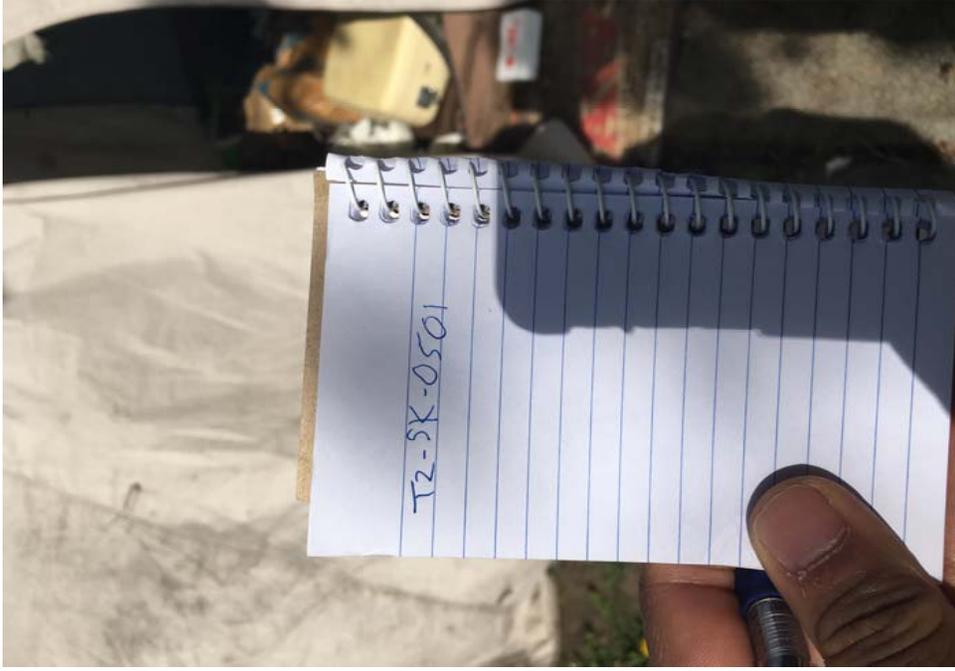




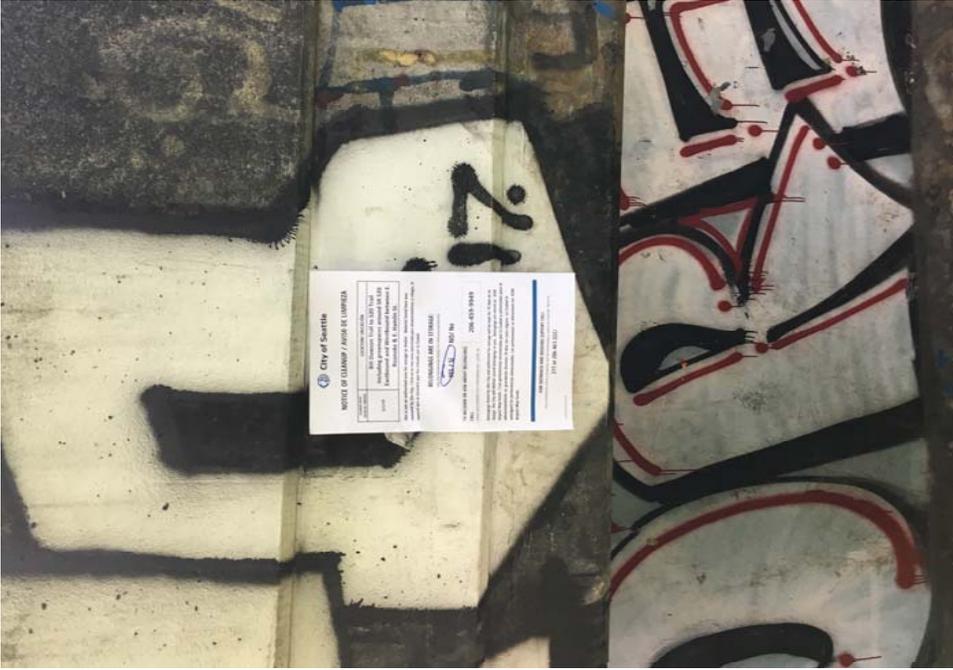








After Clean Photos







NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE / FECHA DE LIMPIEZA	LOCATION / UBICACIÓN
5/1/19	Bill Dawson Trail to 520 Trail including greenspaces around SR 520 Eastbound and Westbound between E. Roanoke & E. Hamlin 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 Pertencencias Están En Almacenamiento

YES / SI

NO / No

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

Belongings found by the City and authorized for storage will be kept for 30 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 30 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 sobre la vivienda, llame al:

211 or 206-461-3222

Site Name: Bill Dawson Trail from E Hamlin St to E Roanoke St from SR 520 Trail to Bill Dawson Trail
Date of Clean Up: 5/1/19

 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-SK-0501	<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	0	0	0	0	Big hole inside tent. Needles in bottle and on tent floor. Stains on pillow and air mattress. Nothing stored
T2-SK-0501	<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 took belongings and asked FC to discard tent and remaining items.
T3-SK-0501	<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 took belongings and asked FC to discard tent and remaining items.
██████	<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	0	0	0	1	Owner ██████ asked FC to store portable shelter.
███	<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	0	0	0	0	Camper ██████ took shelter and FC transported wheelchair, portable shelter, and electric scooter to his location.