

**SITE JOURNAL CONTENTS**

- Completed Site Journal
- Exhibit A: Site Inspection Photos
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- Exhibit D: Clean Up & Storage 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.

**CRS Listing:** 1<sup>st</sup> Ave NE & NE Northgate Way **Date of First Inspection:** 7/15/19  
I-5 NB to 1<sup>st</sup> Ave NE from I-5 NB Northgate Way off-ramp to NE  
**Site Address:** 115<sup>th</sup> St **Date of Clean-Up:** 7/22/19  
**Inspection By:** Jeff Horan **CRS #:** 19-00117609  
**Referred By:** Sound Transit, Community, CSR **Photos to FAS?**  Yes  No

**SITE OCCUPANCY DATA ( add additional lines as needed )**

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
7/15/19	10	2	0	0	12

**SITE CHARACTERISTICS**

- 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
- Other: Sound Transit work zone  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

<b>TOTAL COUNT:</b>	4
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<b>TOTAL COUNT:</b>	11
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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

<b>NAVIGATION TEAM ASSESSMENT</b>		
<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
<b>PRE-JOB SITE ASSESSMENT &amp; INSTRUCTIONS</b>		<b>Specifications/Notes</b>
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	_____
<b>SPU ASSESSMENT &amp; INSTRUCTIONS</b>	<b>Date</b>	<b>Requirements:</b>
<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 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	4	Cascadia
Number of Hazmat Crew Involved	1	
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
Number of Light Teams	0	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

#### STAGING LOCATION

Date: 7/22/19 Time: 0900 Location: I-5 NB on-ramp at Northgate Way

## 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
7/15/2019	Outreach	Northgate & I-5	8	4	0	12
7/16/2019	Outreach	Northgate & I-5	4	3	0	7
7/17/2019	Outreach	Northgate & I-5	9	3	0	12
7/19/2019	Outreach	Northgate & I-5	3	2	0	5

## 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>7/16/19</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>7/19/19</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
7/22/19	10	2	0	0	12

**STORAGE SUMMARY**

Total should equal total in Occupancy Data

<b>TOTAL TENTS/STRUCTURES</b>			
OWNER PRESENT Removed Property and Tent	5	ABANDONED TENT/STRUCTURE Content Storable	1
OWNER PRESENT Took property and asked FC to discard the rest	3	ABANDONED TENT Content Not Storable	0
OWNER PRESENT Discarded Tent / Stored property	0	ABANDONED TENT Storable	1
ABANDONED BEDROLL Storable	0	ABANDONED TENT Not Storable	2
ABANDONED BEDROLL Not Storable	0	IMPOUNDED VEHICLE	0

**STORAGE TOTALS**

Number of Bins	Bikes	Large Luggage Items	Large Items
9	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.

## Exh A - Inspection Photos











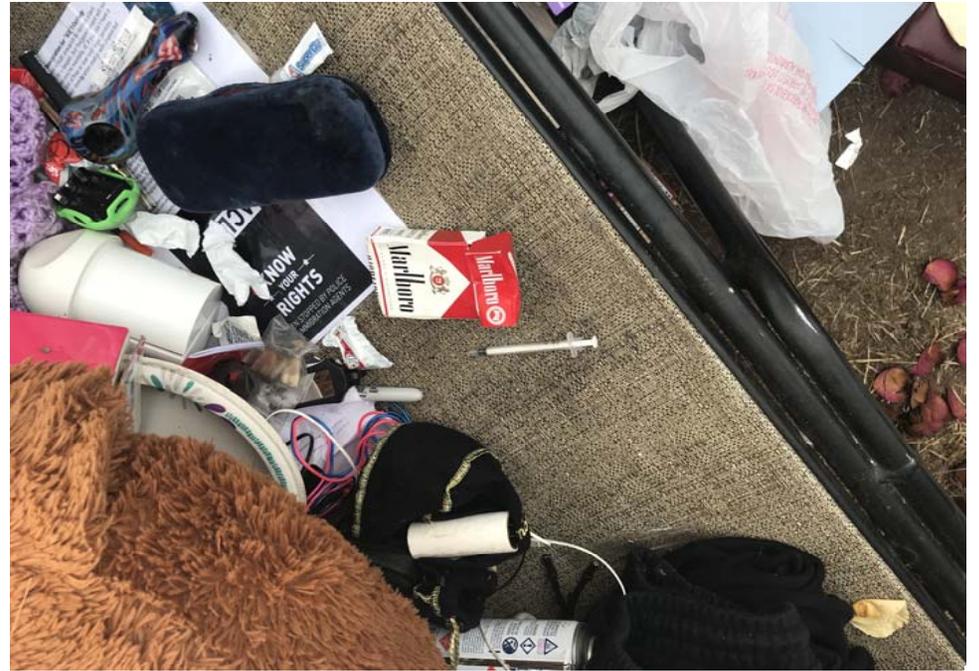










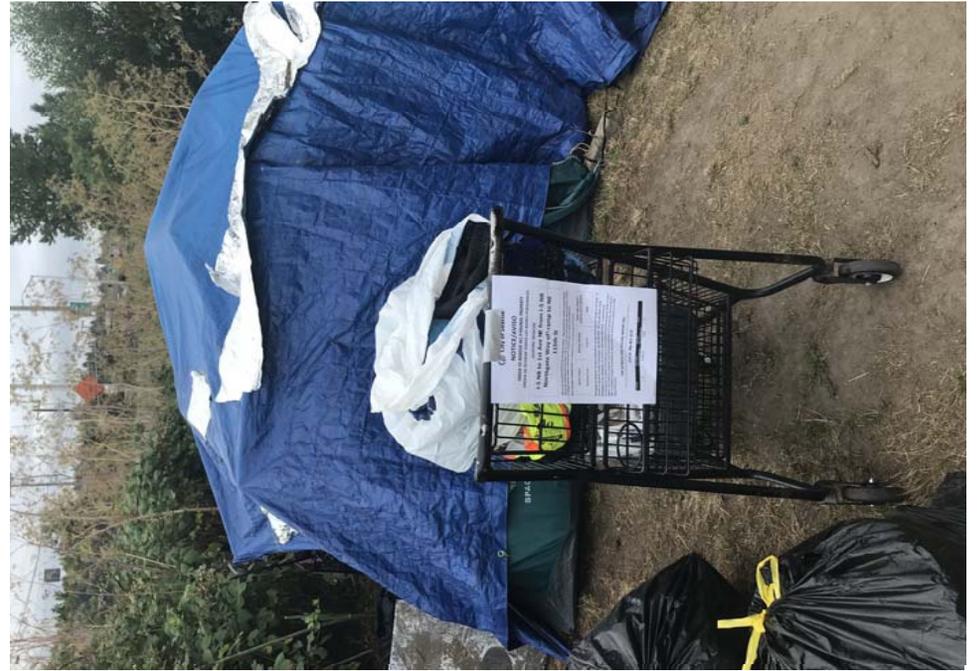




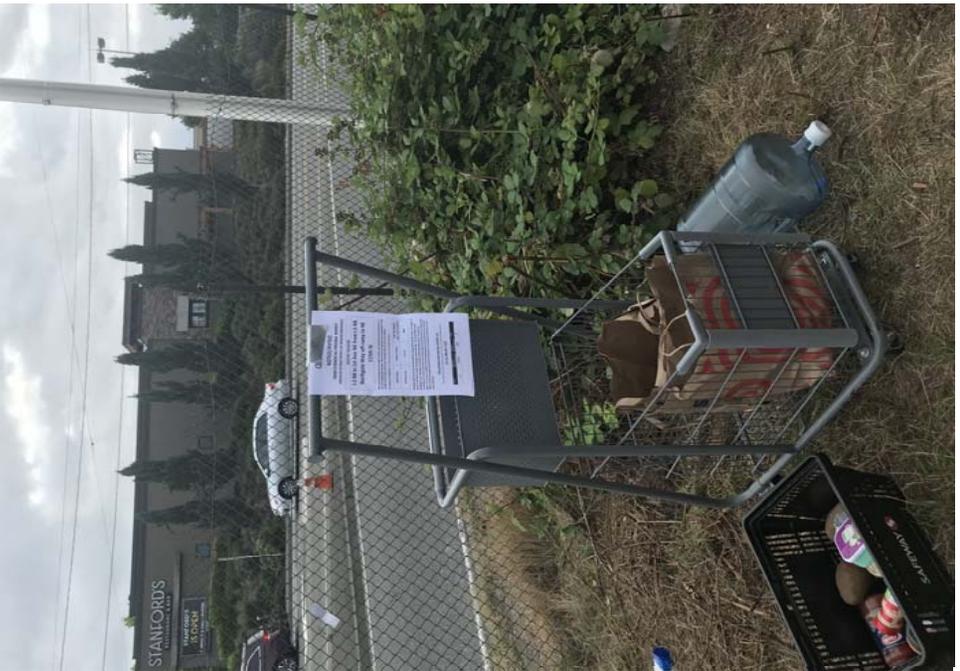
# Exh B - Posting Photos

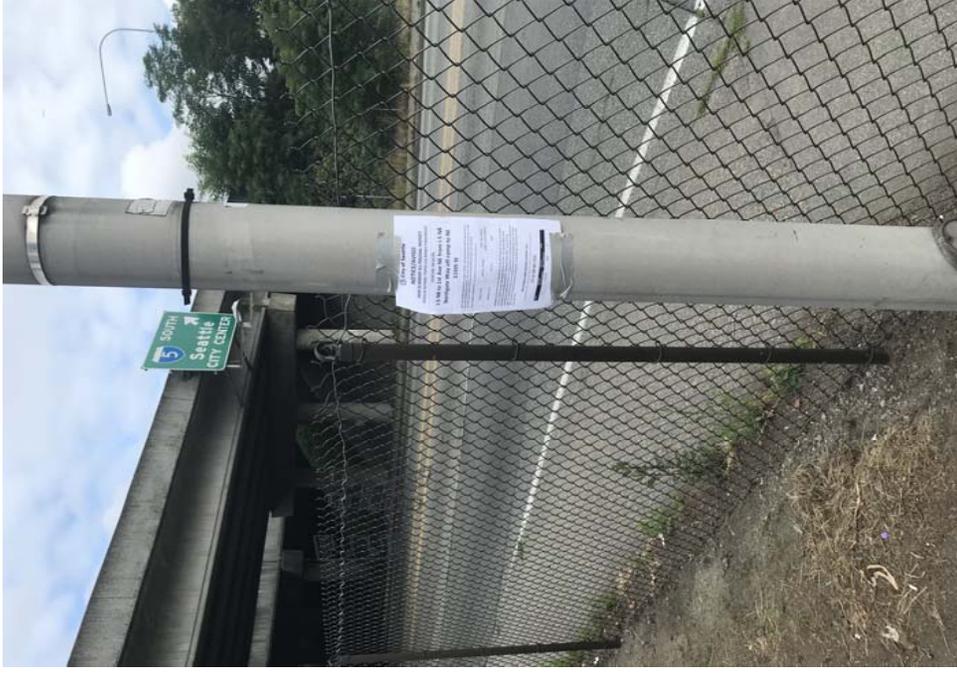












**City of Seattle**

**NOTICE/AVISO**

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

**LOCATION/ UBICACIÓN**

**I-5 NB to 1st Ave NE from I-5 NB  
Northgate Way off-ramp to NE  
115th 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)/ DÍAS	DATE(S)/ FECHAS	START TIME (RANGE)/ HORA DE INICIO (RANGO)
Monday/Lunes	7/22/19	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. / Los pertenencias recuperadas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno. Para la Ciudad o preguntar acerca del almacenamiento se guardadas durante 70 días en caso No. La Ciudad entregará los pertenencias almacenadas. Las pertenencias se almacenar en 4200 Airport Way South.

**FOR OUTREACH AND HOUSING SUPPORT CALL:**

Para las asistencia sobre contactos con la comunidad y sobre la vivienda, llame al

**211 or 206-461-3222**

DATE/ FECHA DE PUBLICACIÓN	POST TIME/ HORA DE PUBLICACIÓN	VERIFY
7/16/19	1200	10







Exh D - Clean Up Photos

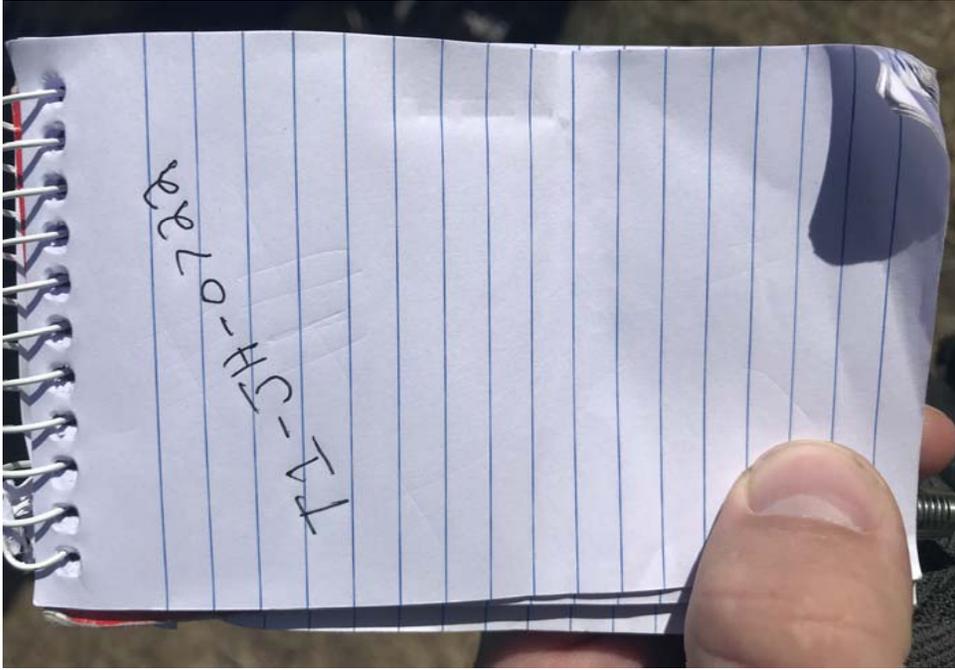










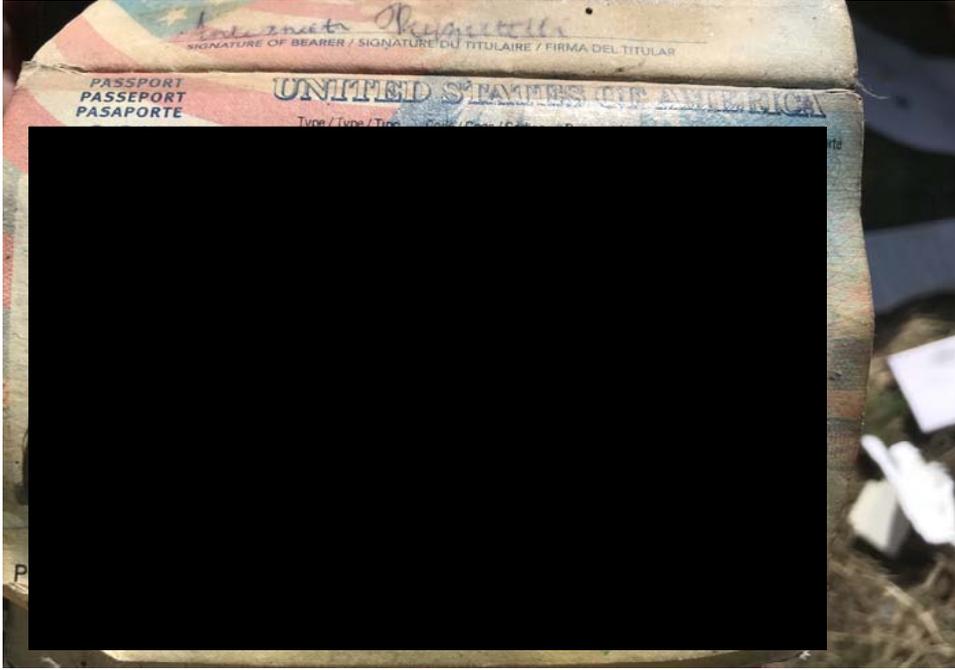




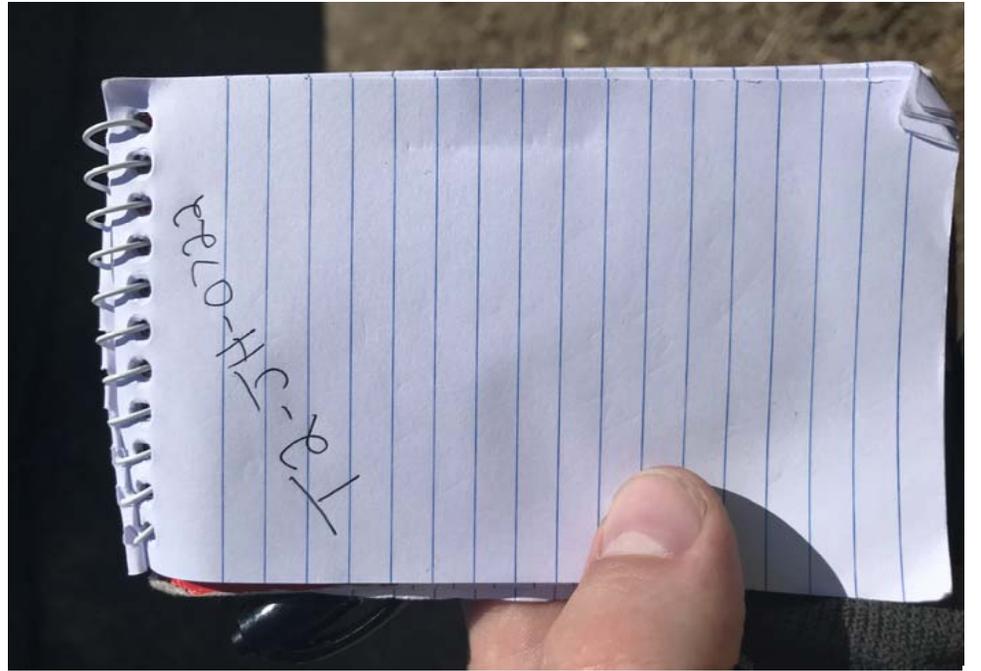


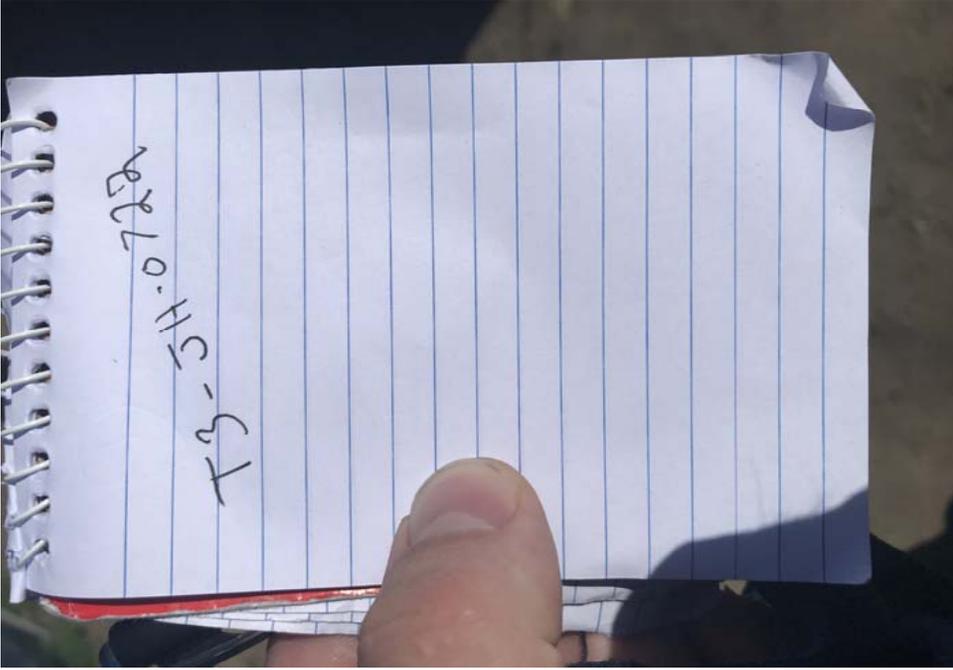
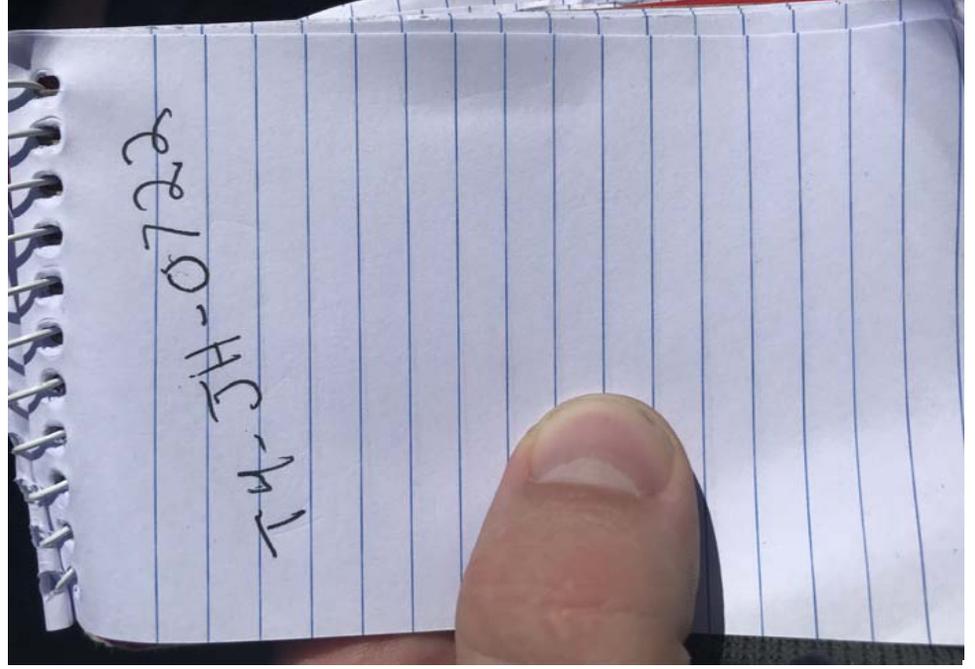


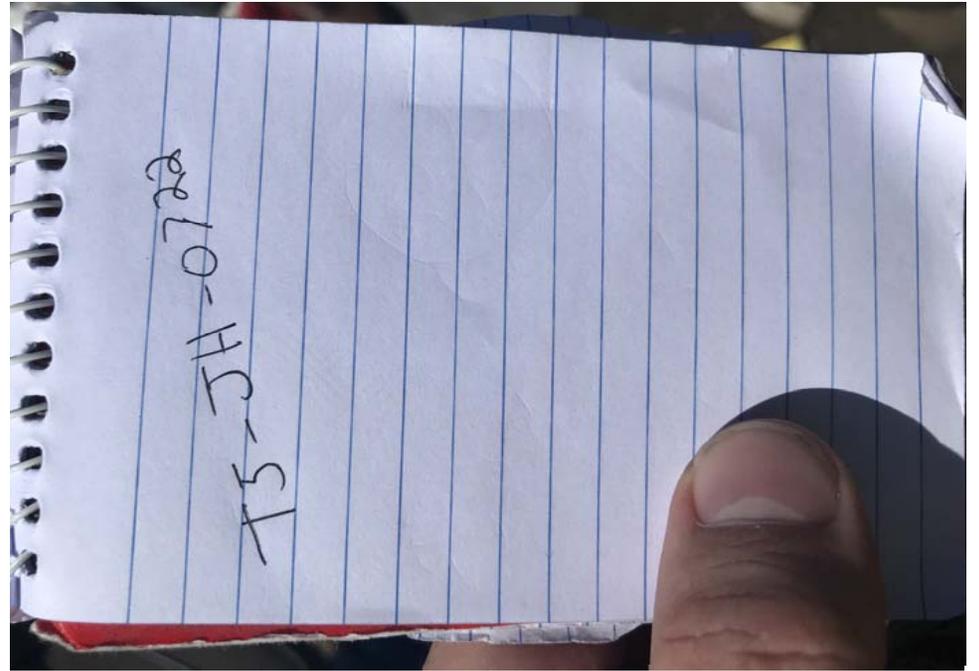




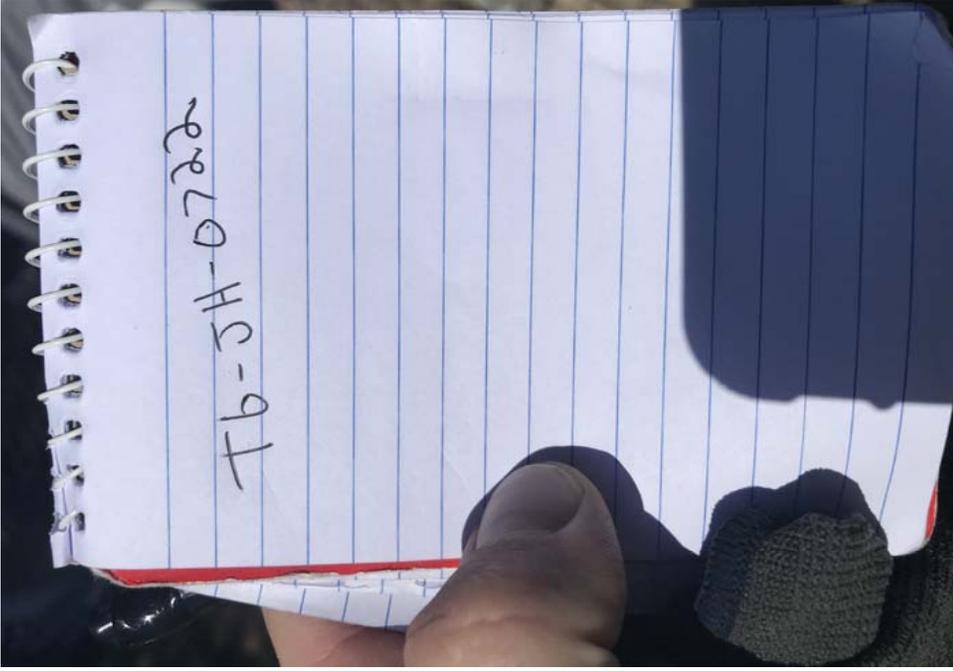














# After Clean Photos









**City of Seattle**

**NOTICE OF CLEANUP / AVISO DE LIMPIEZA**

CLEANUP DATE/ FECHA DE LIMPIEZA	LOCATION/ UBICACIÓN
7/22/19	I-5 NB to 1st Ave NE from I-5 NB Northgate Way off-ramp to NE 115th 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 Pertenencias Están En Almacenamiento

**YES / Sí**      **NO/ No**

**TO RECOVER OR ASK ABOUT BELONGINGS**  
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 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: I-5 NB to 1st Ave NE from I-5 NB Northgate Way off-ramp to NE 115th St

 Date of Clean Up: 7/22/19

 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-JH-0722	<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	4	0	0	0	Tent was not stored due to being ripped and having blood on it. FC was able to safely enter and stored, red suitcase, brown wallet, black motorcycle helmet, black backpack, red pair of NIKES, yellow pair of NIKES, several journals, \$1 bill, red DELL laptop, black HP laptop, keyboard, 9 sunglass cases, 2 black bags, misc. paperwork, 2 purses, 3 bottles of medication (██████████), pink case w/ misc. electronics, brown boots, black sandals, passport (██████████), 2 hats, black headphones, black flashlight, "Burtsbees" kit, bag with misc. bags, misc. cards, misc. clothes & misc. gift boxes.
T2-JH-0722	<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 what he wanted and asked this FC to throw away his tent.
T3-JH-0722 (2 tents) ██████████	<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	3	0	0	0	Owner (██████████) self-stored 3 bags. SB asked this FC to throw away his 2 structures.
T4-JH-0722	<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 (██████████) was warned several times by SPD that she had to be off site due to equipment coming on site. KK eventually was escorted off site. This FC stored her tent and asked her while I was walking off site if she wanted it to be stored or if she wanted to take it with her. KK decided to take it with her.

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
T5-JH-0722	<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	Tent not stored due to being ripped. Inside was full of dirty clothes, food waste, garbage, needles (unsafe to enter). Nothing stored
T6-JH-0722	<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	Tent not stored due to being ripped. Inside was full of dirty clothes, garbage, needles (unsafe to enter). Nothing stored
[REDACTED]	<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 [REDACTED] was leaving the site while this FC was going through another tent. SW was unwilling to wait and left his belongings to the side he wanted stored. This FC let him know that I would only be able to store items that are storable, SW said that he understood. Stored red tent, white metal shelving, black hard suitcase, 4 books, 2 bookends, white power strip & row paddle (folded up).
	<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					