

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.

CRS Listing: 514 Massachusetts St., Seattle, WA 98134 **Date of First Inspection:** 01/06/20
Site Address: 8th Ave S & S Holgate St **Date of Clean-Up:** 01/09/20
Inspection By: Jeff Horan **CRS #:** 19-00254519
Referred By: SPU, 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
01/06/20	9	1	0	0	10

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: ROW parking 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

TOTAL COUNT: 11

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	Date	<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	
Number of City Labor Crew Involved	8/2	Elm Grove / Cascadia
Number of Hazmat Crew Involved	1	
Number of Truck Drivers Approved	2	
Number of Full Time Days On-site Approved	1	
Number of Partial Days On-site Approved	0	
Total Hours Approved	8	

Description

INTERNAL CLEAN UP TEAMS

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

Description

STAGING LOCATION

Date: 01-09-20 Time: 0900 Location: 6th Ave S & S Massachusetts St

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
1/8/2020	Outreach	8th & Holgate	0	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:)	01/06/20	<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:)	01/08/20	<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
1-9-20	5	0	0	0	5

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Removed Property and Tent	4	ABANDONED TENT/STRUCTURE Content Storable	0
OWNER PRESENT Discarded Tent/Discarded Property	0	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	0
ABANDONED BEDROLL Not Storable	0	IMPOUNDED VEHICLE	0

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
0	1	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











Exh D - Clean Up Photos

















After Clean Photos











Site Name: 8th Ave S & S Holgate St

 Date of Clean Up: 01-09-20

 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-0109	<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, wet and moldy bedding and clothing inside of tent.
Found in debris	<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 type="checkbox"/> Damaged	0	1	0	0	Found in debris- 1 black bike
	<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					