

## JOURNAL CONTENTS

Exhibit A: Site Posting Photos  
Exhibit B: 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.

|   |                                      |                            |   |
|---|--------------------------------------|----------------------------|---|
| <b>CSR Listing:</b>                           | N/A                                  | <b>Date of Inspection:</b> | 3/8/20  |
| <b>Site Address:</b>                          | 12 <sup>th</sup> & Lane (Nav Stairs) | <b>Date of Clean-Up:</b>   | 3/8/20  |
| <b>CSR Number:</b>                            | N/A                                  |                            |   |
| <b>Field Coordinator (Initial Inspector):</b> | William Gholston                     | <b>Photos to FAS?</b>      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Referred By:</b>                           | Nav Team                             |                            |   |
| <b>Responding Field Coordinator:</b>          | William Gholston                     |                            |   |

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.

### SITE OCCUPANCY DATA

| Date of Event | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|---------------|-------|------------|-----------|----------|-------------|
| 3/8/20        | 0     | 0          | 0         | 0        | 0           |
|               |       |            |           |          |             |

#### SITE CHARACTERISTICS

|  |   |  |
|--|---|--|
| Park                                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sidewalk                               | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Within 50ft of a water body or wetland | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Roadway                                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Within 50ft of a Guardrail             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Heavy Traffic                          | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Near Industrial Zone                   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Forested Area                          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Play Area                              | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Rented Area                            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Slope                                  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Slide Zone                             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Fire                                   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Other:                                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Other:                                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Other:                                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

#### HEALTH CONDITIONS

|                       |   |  |
|-----------------------|---|--|
| Disorganized          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Garbage/Bagged        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Loose         | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Garbage/Bulky Items   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Garbage/Metal         | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Human Waste           | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Rats/Mice             | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Hazardous Materials   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Falling Tree or Limbs | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Chemical Waste        | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Fires                 | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Criminal Activity     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Weapons               | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Open Alcohol          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Sharps                | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Property Damage       | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |

|                     |   |
|---------------------|---|
| <b>TOTAL COUNT:</b> | 3 |
|---------------------|---|

|                     |   |
|---------------------|---|
| <b>TOTAL COUNT:</b> | 4 |
|---------------------|---|

**Obstruction or Hazard Clean-up:** Notice of Immediate Removal

**Obstruction Clean-up:** 24 or more -hours of notice      **Number of Hours' Notice Was Given** \_\_\_\_\_

Field Coordinators should take site photos. All collected photos including those from the Navigation Officers and store all photos in the appropriate G: Drive folder:

**EXHIBIT A: SITE INSPECTION AND POSTING PHOTOS**

During a site inspection, Field Coordinators should take photos of the following and store the photos in the appropriate G: Drive folder:

- Documentation of the Actual Obstruction or Hazard
- Vehicles/RVs /License Plates
- Living in Vehicle

**OUTREACH REPORT**

Outreach is not required for an obstruction or Hazard encampment removal. If provided attach documentation.

**EXHIBIT C: CLEAN-UP PHOTOS**

### NAVIGATION TEAM ASSESSMENT

| <input checked="" type="checkbox"/> <b>Obstruction Removal</b> | <input type="checkbox"/> <b>Emphasis Zone</b> | <input type="checkbox"/> <b>Hazard Removal</b>                            |
|--|---|---|
| <input type="checkbox"/> Blocking intended use of facility     |   | <input type="checkbox"/> Safety of camper                                 |
| <input type="checkbox"/> Tent on side walk                     |   | <input type="checkbox"/> Safety of others near and around camp            |
| <input type="checkbox"/> Tent on median adjacent to sidewalk   |   | <input type="checkbox"/> Safety of camper and others near and around camp |

## B. PRE-CLEAN UP ACTIVITIES

**CHECKLIST for OBSTRUCTION CLEAN UP**

Notice posting in advance of cleanup (Date:)

\_\_\_\_\_

Yes     No

Cleanup is occurring on date specified in notice

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

**NOT REQUIRED but PROVIDED:**

Outreach was provided before or day of the cleanup

(Date:) \_\_\_\_\_

Yes     No

Emphasis Zone

(Date:) \_\_\_\_\_

Yes     No

## C. 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**


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|   |   |                |
|---|---|----------------|
| Number of Internal City Labor Crew Involved | 4 | Parks          |
| Number of External Crew Involved            | 4 | Black Mountain |
| Number of Hazmat Crew Involved              | 4 | Black Mountain |
| Number of Truck Drivers Approved            | 1 | Parks          |
| Number of Full Time Days On-site Approved   | 0 |                |
| Number of Partial Days On-site Approved     | 0 |                |
| Total Hours Approved                        | 2 |                |

**SITE OCCUPANCY DATA (Include photos of Site that depicts the number of Tents, Bedrolls and Structures)**

| Day of Clean-up | Tents | Structures | Bed Rolls | Vehicles | TOTAL COUNT |
|-----------------|-------|------------|-----------|----------|-------------|
| 3/8/20          | 0     | 0          | 0         | 0        | 0           |

**STORAGE SUMMARY**

Total should equal total in Occupancy Data

| TOTAL TENTS/STRUCTURES/BEDROLL/VEHICLES           |   |  |   |
|---|---|--|---|
| OWNER PRESENT<br>Accepted Storage                 | 0 |  | ABANDONED TENT or Structure<br>Content Storable     |
| OWNER PRESENT<br>Removed Tent                     | 0 |  | ABANDONED TENT or Structure<br>Content Not Storable |
| OWNER PRESENT<br>Removed tent but stored contents | 0 |  | ABANDONED BEDROLL<br>Storable                       |
| ABANDONED TENT<br>Not Storable                    | 0 |  | ABANDONED BEDROLL<br>Not Storable                   |
| Impounded Vehicle(s)                              | 0 |  | Vehicle(s) -Left Premises                           |

**Storage Totals**

| Number of Bins | Bikes | Large Luggage Items | Large Items |
|----------------|-------|---------------------|-------------|
| 0              | 0     | 0                   | 0           |

**EXHIBIT E: Storage Documentation**

# Exh D - Clean Up Photos



**NOTICE/AVISO**

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

| DATE/TIEMPO | TIME/HORA | LOCATION/UBICACIÓN    |
|-------------|-----------|-----------------------|
| 3/8/20      | 1238      | 12th & Lane (Nav Sta) |

Materials in this area are an obstruction of the intended use of this property, an hazardous location or present a hazard. This is not an authorized area for storage. Any materials left here will be removed by the City on or after the date posted above, and belongings found by the City and authorized for storage will be kept for 70 days at no charge. / Los materiales en esta zona son un obstáculo para el uso previsto de esta propiedad, están en un lugar peligroso o representan un peligro. No es una zona autorizada para almacenamiento o refugio. A partir de la fecha y hora publicadas anteriormente, cualquier material que se deje aquí será retirado por la Ciudad y las pertenencias encontradas por la Ciudad y autorizadas para el almacenamiento se guardarán durante 70 días sin costo alguno.

**TO RECOVER OR ASK ABOUT STORAGE OF BELONGINGS CALL: / PARA RECUPERAR SUS PERTENENCIAS, LLAME AL: 206-459-9949**

The City will deliver stored belongings to you. Belongings are stored at: 4200 Airport Way South / 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:





# After Clean Photos

**City of Seattle**

## NOTICE OF CLEANUP / AVISO DE LIMPIEZA

| CLEANUP DATE / FECHA DE LIMPIEZA | LOCATION / UBICACIÓN                 |
|----------------------------------|--------------------------------------|
| 3/8/20                           | 12 <sup>th</sup> & Lane (Nav Stairs) |

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.

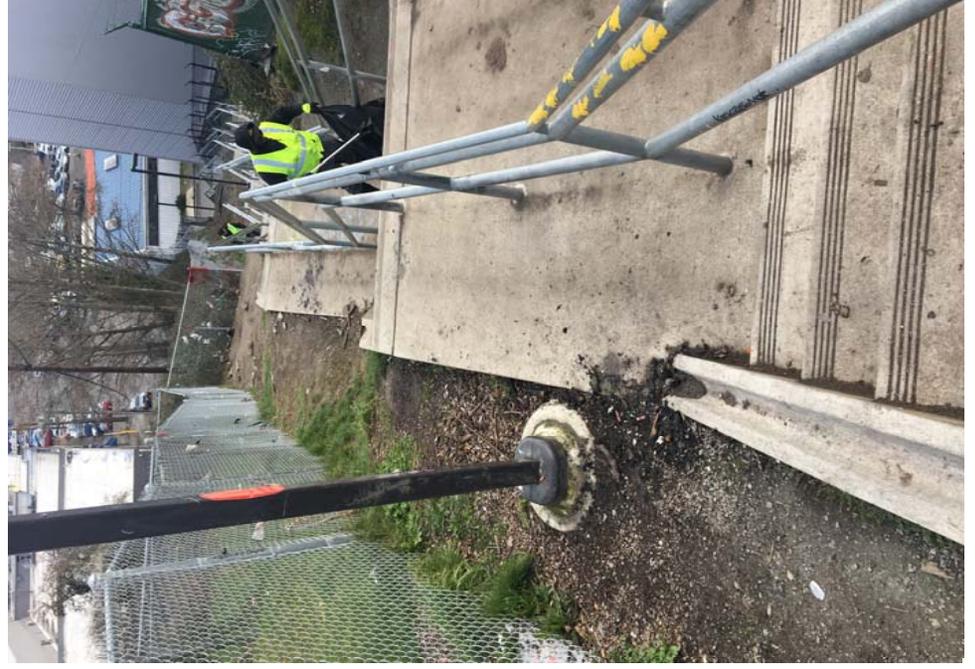
**BELONGINGS ARE IN STORAGE:**  
Las Pertencencias Están En Almacenamiento

**YES / SÍ**      **NO / NO**

**TO RECOVER OR ASK ABOUT BELONGINGS CALL:**  
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: 12<sup>th</sup> & Lane (Nav Stairs)

 Date of Clean Up: 3/8/20

 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?<br><i>Check All That Apply</i>  | # of Bins | # of Bikes | # of Luggage | # of Large Items | Short Description |
|--------------------------------|---|---|---|-----------|------------|--------------|------------------|-------------------|
| Nothing Stored                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged |           |            |              |                  |                   |
|                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input checked="" type="checkbox"/> N/A | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged |           |            |              |                  |                   |
|                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged |           |            |              |                  |                   |
|                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged |           |            |              |                  |                   |
|                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | <input type="checkbox"/> Accepted<br><input type="checkbox"/> Declined<br><input type="checkbox"/> N/A            | <input type="checkbox"/> Hazardous Material<br><input type="checkbox"/> Human Waste<br><input type="checkbox"/> Damaged |           |            |              |                  |                   |