

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: 801 S king St **Date of First Inspection:** 2/5/18
Site Address: 801 S king St -behind building between I-5 SB **Date of Clean-Up:** 3/1/18
Inspection By: Jeff Horan **SERIS #** 622-03, 465-04
Referred By: SERIS **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
2/5/18	5	0	0	0	5

SITE CHARACTERISICS

- 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: 3

TOTAL COUNT: 10

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"/> Hazard Removal
	<input type="checkbox"/> Tent on side walk	<input type="checkbox"/> Safety of Occupant
	<input type="checkbox"/> Blocking intended use of facility	<input type="checkbox"/> Safety of other near and around camp
		<input type="checkbox"/> Cleared by scheduled contractors- FAS
		<input type="checkbox"/> Remand to SPU
PRE-JOB SITE ASSESSMENT & INSTRUCTIONS		Specifications/Notes
Uneven Terrain (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	_____
SPU ASSESSMENT & INSTRUCTIONS	Date	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 type="checkbox"/> Yes <input checked="" 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	3	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: 3/1/18 Time: 0900 Location: 8th Ave & Weller

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

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	Non-specific Gender	Total Number of People Contacted	Males who took Shelter	Females who took Shelter	Non-specific Gender who took Shelter	Total Taking Shelter
2/6/2018	Tuesday	Outreach	8th & Weller	1	1		2	0	0	0	0
2/13/2018	Tuesday	Outreach	8th & Weller	2	0	0	2	0	0	0	0
2/14/2018	Wednesday	Outreach	8th & Weller	0	0		0	0	0	0	0
2/22/2018	Thursday	Outreach	8th & Weller	2	1	0	3	0	0	0	0
2/26/2018	Monday	Outreach	8th & Weller	2	0	0	2	0	0	0	0
2/27/2018	Tuesday	Outreach	8th & Weller	3	1	0	4	0	0	0	0
2/28/2018	Wednesday	Outreach	8th & Weller	1	1	0	2	0	0	0	0
3/1/2018	Thursday	Clean	8th & Weller	5	3	0	8	2	1	0	3

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 Marlan Teeters

CHECKLIST for ENCAMPMENT CLEAN UP

Notice posting is 72 hours in advance of cleanup (Date:)	<u>2/22/18</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>2/28/18</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.

- Cross Street Signs
- Photos of Tent ID Numbers
- Photos of Storage Bin Contents
- General Photos of the Encampment
- Individual Tent Contents
- After Photos

SITE OCCUPANCY DATA

Day of Clean-up	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
3/1/18	6	0	0	0	6

STORAGE SUMMARY

Total should equal total in Occupancy Data

TOTAL TENTS/STRUCTURES			
OWNER PRESENT Accepted Storage	0	ABANDONED TENT Content Storable	0
OWNER PRESENT Removed Tent	0	ABANDONED TENT Content Not Storable	2
OWNER PRESENT Removed tent but stored contents	1	ABANDONED TENT Storable	0
OWNER PRESENT Asked FC to Discard Tent	3	ABANDONED TENT Not Storable	0

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
1	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. This includes regular, obstruction and hazard clean-ups.

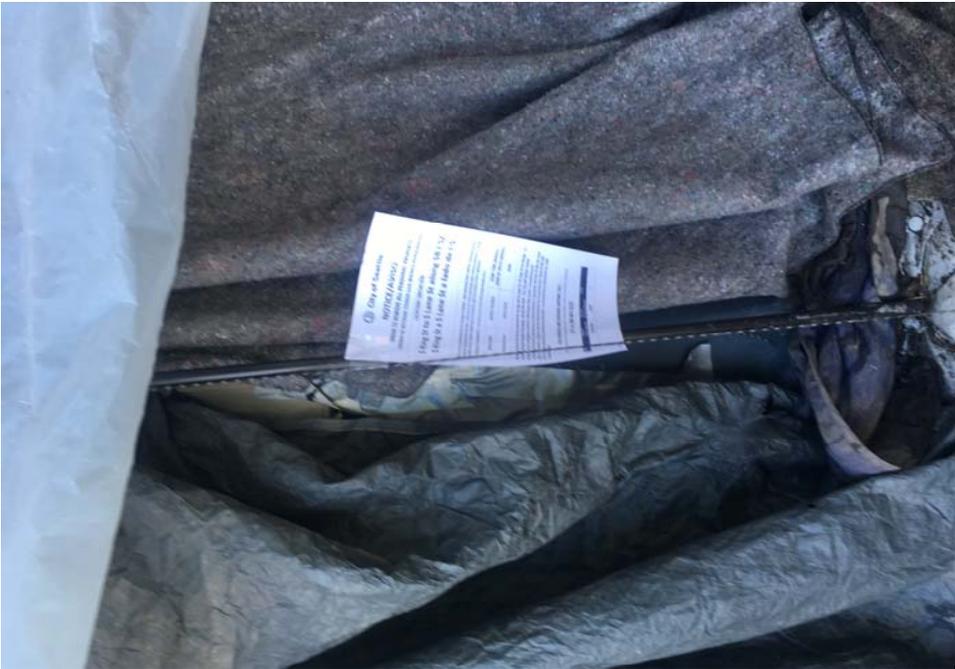
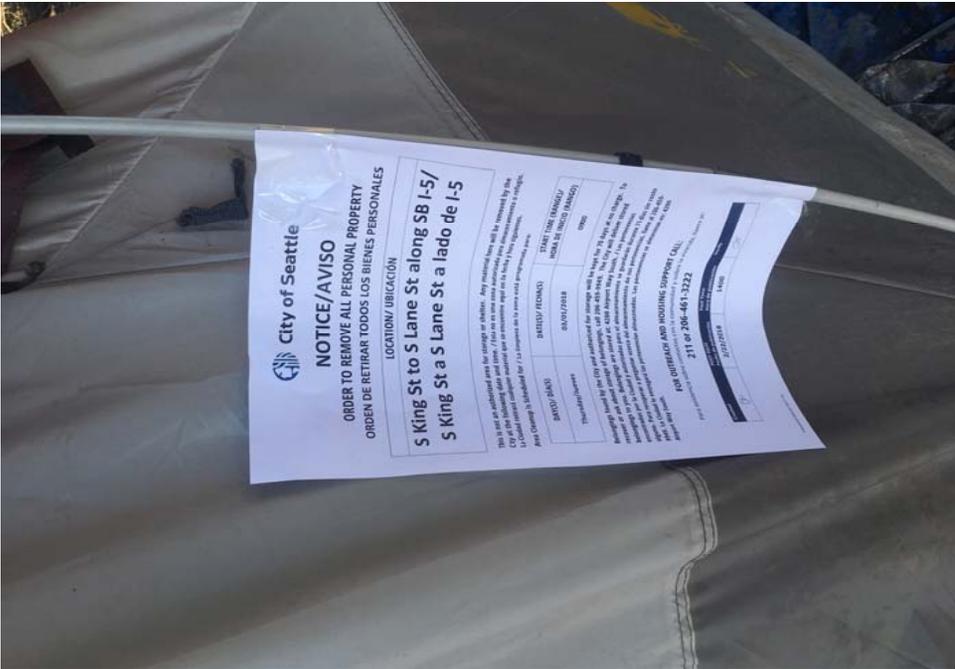
Exh A: Site Inspection Photos

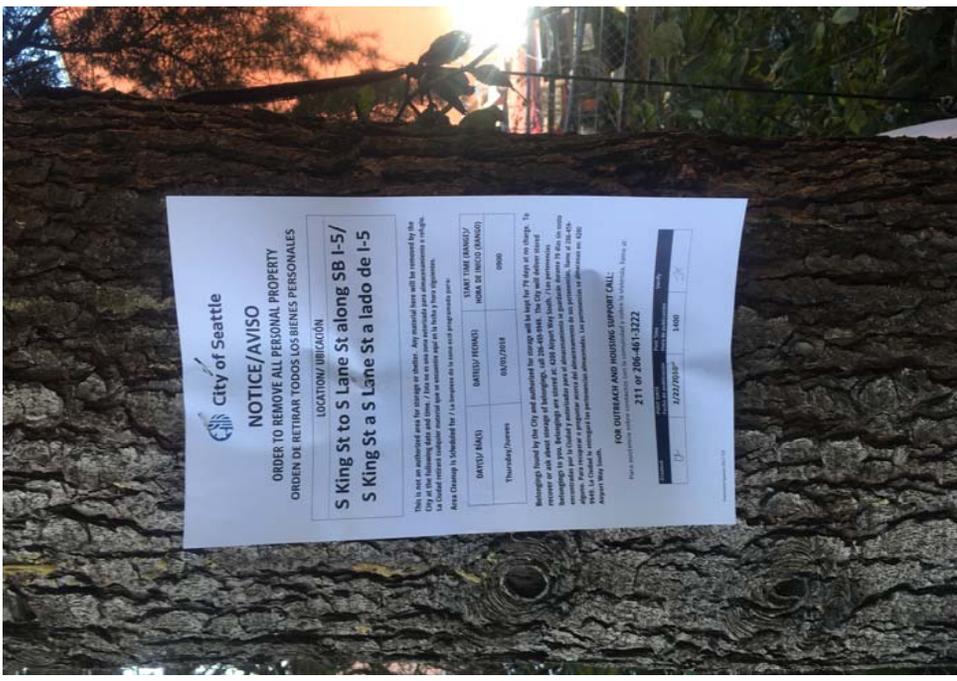


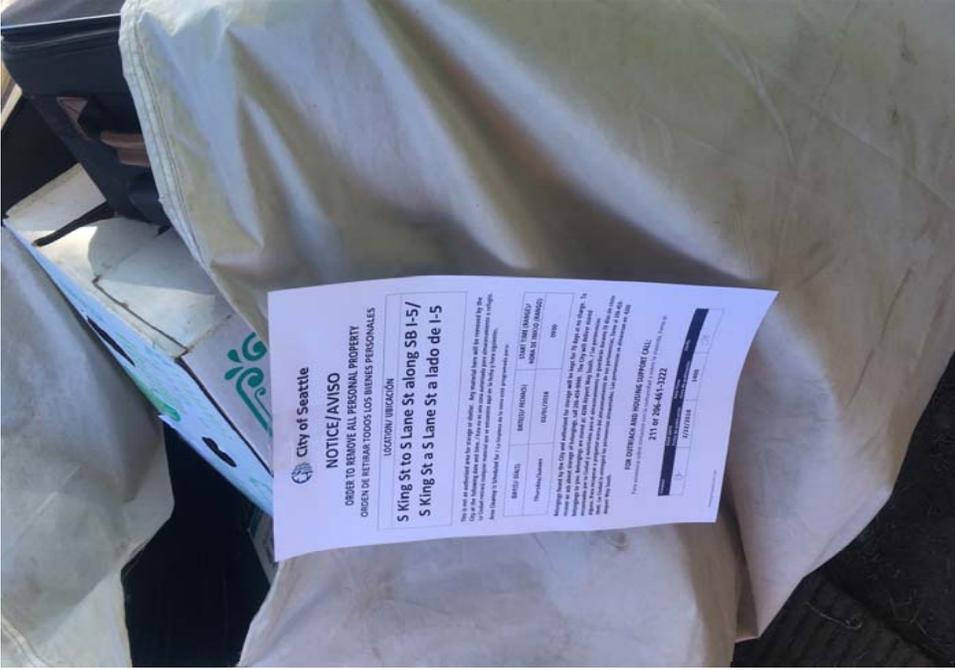


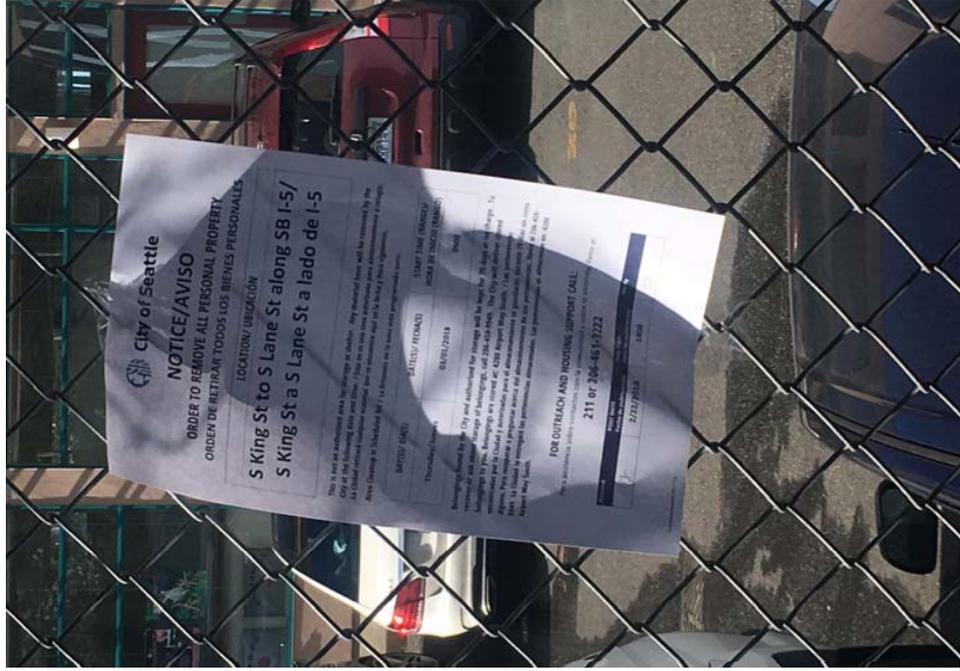


Exh B: Site Posting Photos









City of Seattle
NOTICE/AVISO
ORDER TO REMOVE ALL PERSONAL PROPERTY
ORDEN DE RETIRAR TODOS LOS BIENES PERSONALES
LOCATION/UBICACIÓN
S King St to S Lane St along SB I-5/
S King St a S Lane St a lado de I-5

This is an order to remove items for storage or other purposes. Any personal items will be removed by the City of Seattle on or after the date listed below. If you do not wish to have your personal property removed, you must contact the City of Seattle at the address below. If you do not wish to have your personal property removed, you must contact the City of Seattle at the address below. If you do not wish to have your personal property removed, you must contact the City of Seattle at the address below.

FOR OUTREACH AND HOUSING SUPPORT CALL:
211 or 361-4613/2222
2122/2121



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

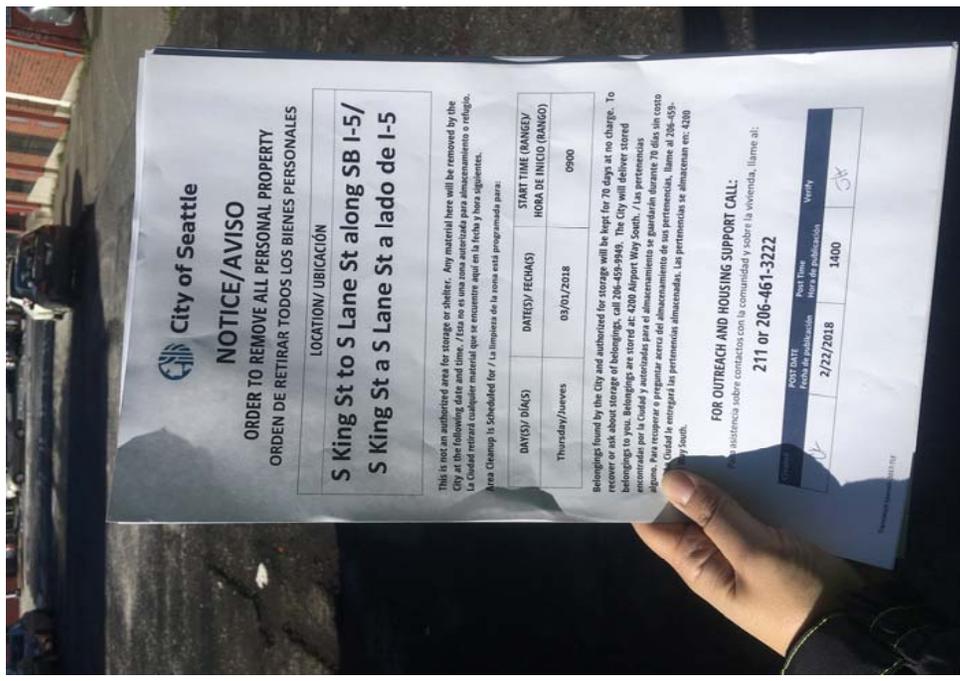
LOCATION / UBICACIÓN
S King St to S Lane St along SB I-5 /
S King St a S Lane St a lado de I-5

This is for an unattended area for storage or shelter. Any personal items will be removed by the City on the following date and time. If you do not have your personal items removed by the deadline, they will be disposed of. If you have any questions, please call the number below. This notice is for the following area:
 Área designada: S King St a S Lane St a lado de I-5

PARCEL ID (CADA)	OWNER / PROPIETARIO	DATE THIS NOTICE IS BEING POSTED / FECHA DE NOTICIA (AVISO)
08000000000000000000	0000	0000

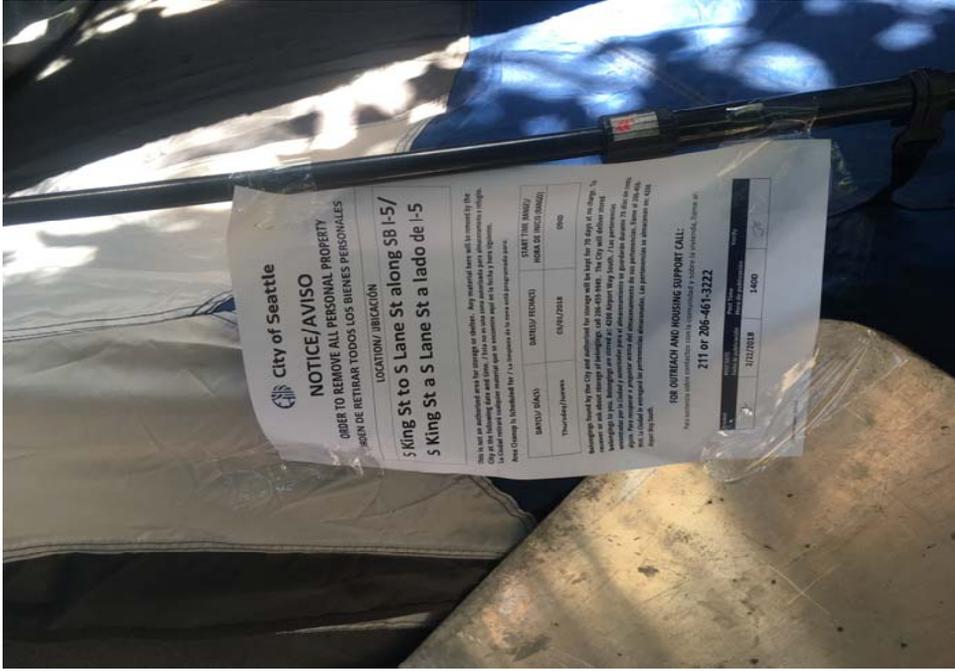
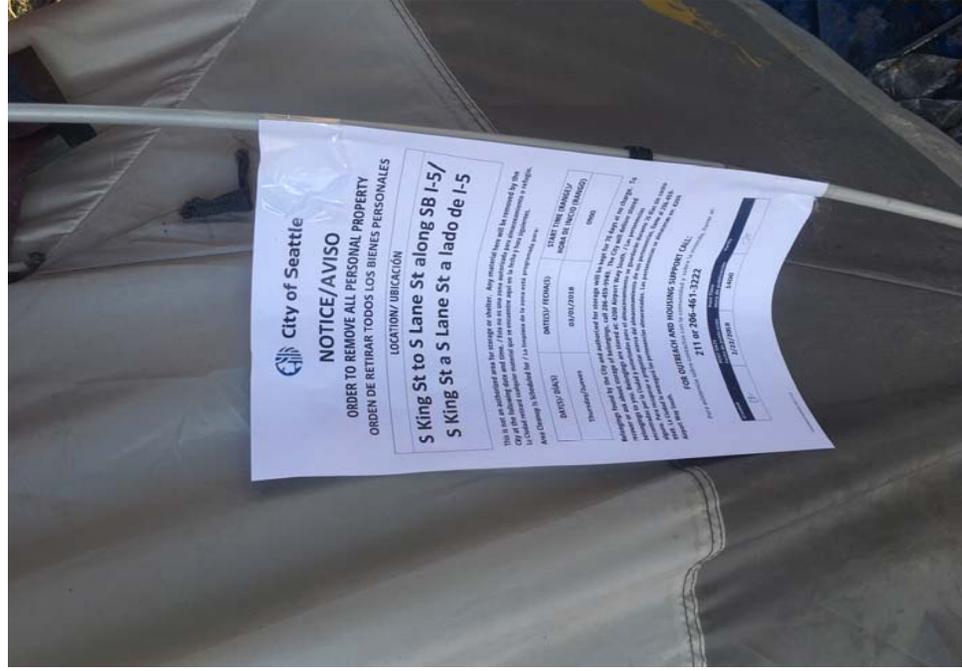
Although the City will conduct the cleanup, we do not have the right to take any items or property. It is your responsibility to remove your items by the deadline. If you do not remove your items by the deadline, the City will remove them. The City will not be responsible for any damage to or loss of your property. If you have any questions, please call the number below. This notice is for the following area:
 Aunque la ciudad realizará la limpieza, no tenemos el derecho de tomar cualquier cosa o propiedad. Es su responsabilidad retirar sus cosas antes del plazo de 10 días hábiles. Si no retira sus cosas antes del plazo, la ciudad las retirará. La ciudad no será responsable por cualquier daño a o pérdida de su propiedad. Si tiene alguna pregunta, llame al número que aparece a continuación. Este aviso es para el área designada:
 Área designada: S King St a S Lane St a lado de I-5

FOR ASSISTANCE AND HOUSING SUPPORT CALL:
211 OR 206-461-1322









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

LOCATION/UBICACION
S King St to S Lane St along SB I-5/
S King St a S Lane St a lado de I-5

This is not an authorized area for storage of shelter. Any material items will be removed by the City of Seattle on or after the date and time listed below. If you do not have another place to store your items, you should contact the Office of Homelessness and Supportive Housing at 211 or 206-461-3222. If you have a question, please call 211 or 206-461-3222. If you have a question, please call 211 or 206-461-3222.

START DATE/TIME	START TIME (HOUR)/hora de inicio (hora)	END TIME (HOUR)/hora de fin (hora)
Thursday/ jueves	08:00/ 08:00	16:00

FOR OUTREACH AND HOUSING SUPPORT CALL:
211 or 206-461-3222

Exh D: Clean-up & Storage Photos































INVENTORY OF PERSONAL PROPERTY REMOVED FROM ENCAMPMENT

Location of Encampment: 8th & Weller Log Number: 788

Date of Collection: 3/1/18 Name of Owner (If Party Self Stored): 73-MJT-0301

Item(s) Description:	Bag Number	Photos Taken by Whom? (Photo print and attach)	Date of Posting Notice of Recovered Property	If Partial Inventory Remaining in Storage Date Item Recovered
<u>Various items in 13-0301</u>	<u>1</u>		<u>3/1/18</u>	
<u>1 Bina</u>				

Employee's Signature: [Signature] Date: 3/1/18

REQUEST FOR DELIVERY

Delivery Location: _____ Delivery Date: _____

Item(s) Removed from storage by: _____ Date: _____

Recovered Item(s) Received By: _____ Date: _____

City of Seattle

NOTICE OF CLEANUP / AVISO DE LIMPIEZA

CLEANUP DATE / FECHA DE LIMPIEZA	LOCATION / UBICACIÓN
<u>3/1/18</u>	<u>8th & Weller</u>

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 / SI **NO / NO**

TO 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 70 days at no charge. The City will deliver stored belongings to you. Belongings are stored at: 400 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: 400 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

Revised January 2017 14

Site Name: 8th and Weller (801 King Street)

 Date of Clean Up: 3/1/18

 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-MJT-0301	<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	Tent damaged and wet nothing storable.
T2-MJT-0301	<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	Tent damage nothing storable.
T3-MJT-0301	<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 checked="" type="checkbox"/> Damaged	1	0	0	0	Tent damaged/some storable items found that were left by the campers including new "in the box" heaters and fans.
	<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					

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 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					
	<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					
	<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					

