

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.

Site: Weedin PI NE & NE 69th St **Date of First Inspection:** 1/5/2018, 06/13/2018
06/18/2018(litter pick),
Site Address: _____ **Date of Clean-Up:** 06/28/18
Inspection By: Christina Korpi & Laura Beck **SERIS #** 2650-01
Referred By: SERIS **Photos to FAS?** Yes No

SITE OCCUPANCY DATA

Date of Inspection	Tents	Structures	Bed Rolls	Vehicles	TOTAL COUNT
1/5/2018	0	1	0	0	1
06/13/2018	7	1	0	0	8
06/22/2018	3	0	2	0	5

SITE CHARACTERISTICS

- 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:	4
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TOTAL COUNT:	4
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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
- 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 type="checkbox"/> Yes <input checked="" 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

 Parks

 Cascadia

EXTERNAL CONTRACTORS

	Total	Description
Number of Labor Crew Involved	2	Cascadia 2 staff no trailer
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	0	Parks- No park signs for NE 69 th St
Number of Light Teams	1	Parks 1 light crew & 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: 06/28/2018 Time: 0900 Location: NE 69th St & Weedn PI

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	Type	Location	Male Outreach	Female Outreach	Non-specific Gender	Total Number of People Contacted
6/26/2018	Outreach	69th & Weedin Pl NE	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 Laura Beck

CHECKLIST for ENCAMPMENT CLEAN UP

- | | | |
|--|-------------------|--|
| Notice posting is 72 hours in advance of cleanup (Date:) | <u>06/28/2018</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>06/26/2018</u> | <input checked="" type="checkbox"/> Yes <input checked="" 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
06/28/2018	4	0	0	0	4

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	2	ABANDONED TENT Content Not Storable	0

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

STORAGE TOTALS

Number of Bins	Bikes	Large Luggage Items	Large Items
8	0	1	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 - Inspection Photos



















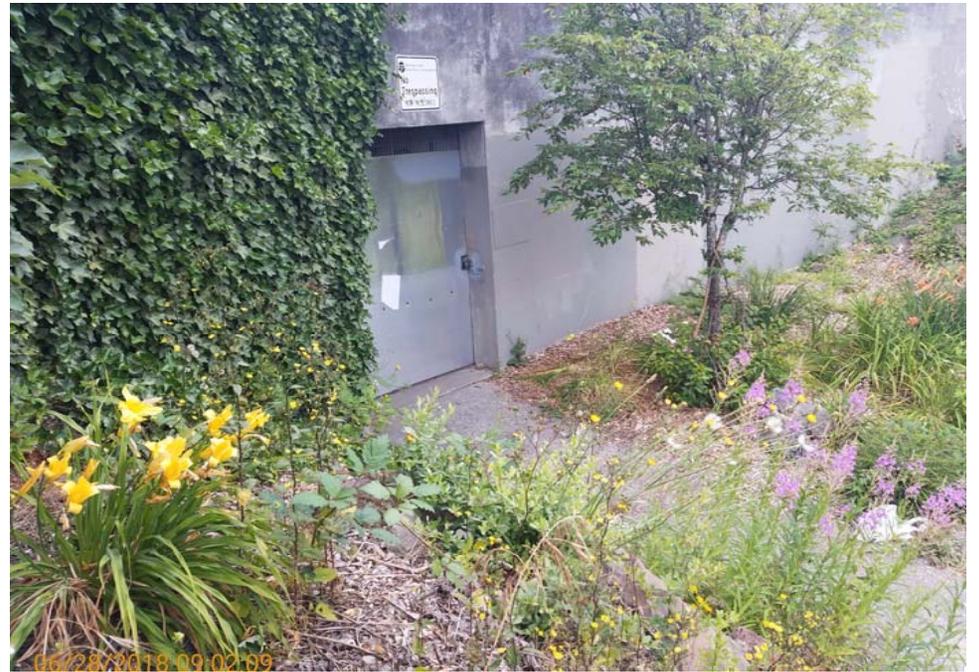




Exh D - Clean Up Photos









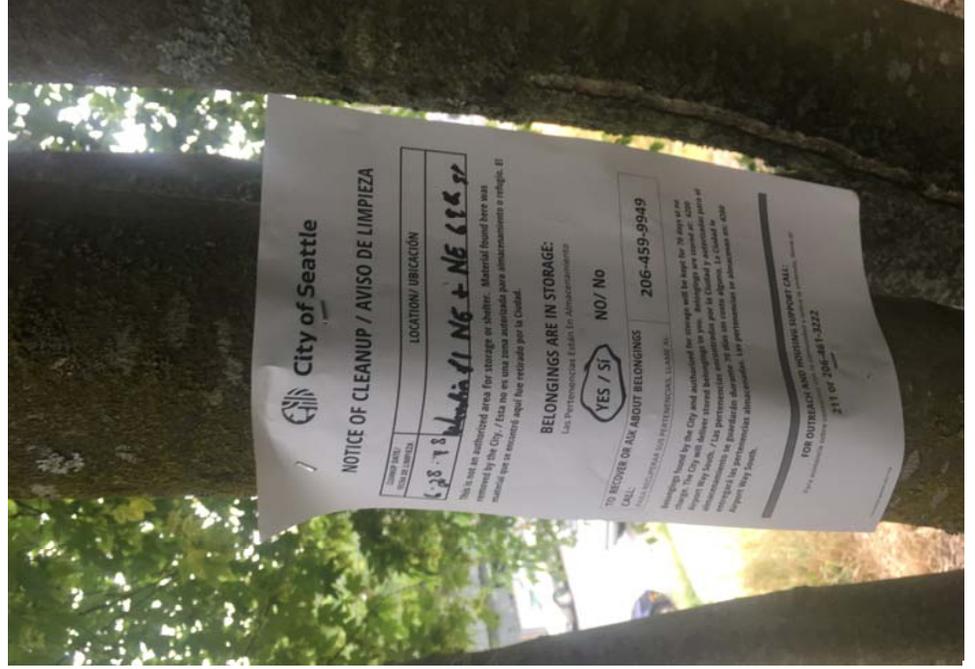


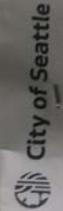


After Clean Photos








City of Seattle
NOTICE OF CLEANUP / AVISO DE LIMPIEZA

OWNER NAME NOMBRE DE EMPRESA 638-18	LOCATION / UBICACIÓN 11 NG + NE 616 st
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This is an unimproved 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:
 Los pertenecidos están en Almacenamiento

TO REMOVE OR ASK ABOUT BELONGINGS
 YES / SI NO / NO
206-459-9949

Materials found by the City and authorized for storage will be kept for 30 days for the owner to retrieve. After 30 days, materials will be disposed of. / Los pertenecidos que se encuentran en esta zona autorizada para almacenamiento serán mantenidos por la Ciudad y estarán disponibles para ser retirados por el propietario dentro de 30 días de su entrega al propietario. Después de 30 días, los materiales serán eliminados. Los pertenecidos no guardados serán eliminados por la Ciudad.

FOR OUTSIDE ADOPTIVE SUPPORT CALL:
 Para obtener más información o apoyo llame al 206-459-9949.

Site Name: Weedin PI NE & NE 96th St

 Date of Clean Up: 06/28/2018

 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

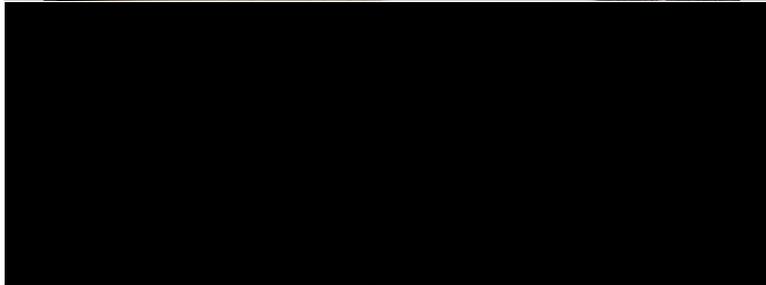
Each tent/structure should occupy one line so we can document if storage was offered, accepted or to explain why we disposed or stored items. After this form is complete, you will use the totals from this form to fill out the Storage Summary and Totals information.

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
██████████	<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	1	0	Customer self-stored clothes and bedding in 1 red backpack, 1 black & white basket, 1 white garbage bag, and 3 suitcases (one red & 2 black)
██████████	<input checked="" 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	5	0	0	0	Customer self-stored books, bedding and clothes.
	<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					

Storage Sheet Photos



5 BINS 918

Employee's Signature: *Jan F. Beal* Date: 06-28-18

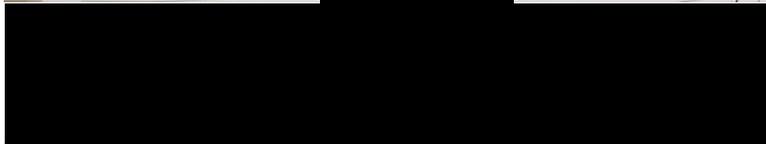
REQUEST FOR DELIVERY

Delivery Location:	Delivery Date:
Item(s) Removed from storage by:	Date:
Recovered Item(s) Received By:	Date:

6/28/2018 13:37:34

INVENTORY OF PERSONAL PROPERTY REMOVED FROM ENCAMPMENT

Location of Encampment: Weedin Pl NE + NE 69th
 Date of Collection: 06-28-18
 Log Number: 919



1 Red pack, 2 black
 3 Suitcases 1 Red
 1 Keyboard
 1 garbage bag w/ bedding

5 BINS 1 Large 919

Employee's Signature: *Jan F. Beal* Date: 06-28-18

REQUEST FOR DELIVERY

Delivery Location:	Delivery Date:
Item(s) Removed from storage by:	Date:
Recovered Item(s) Received By:	Date:

6/28/2018 13:37:26