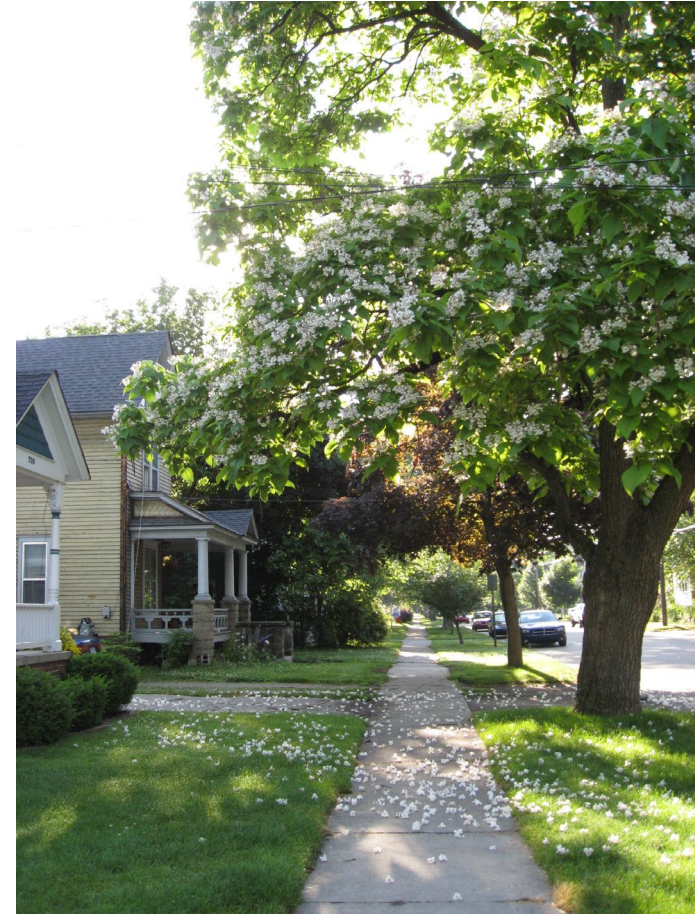




inventory
kalamazoo
2022

Questions - contact Luis Pena 269-330-5557 (voice + text) or
email Penal@kalamazoo.org

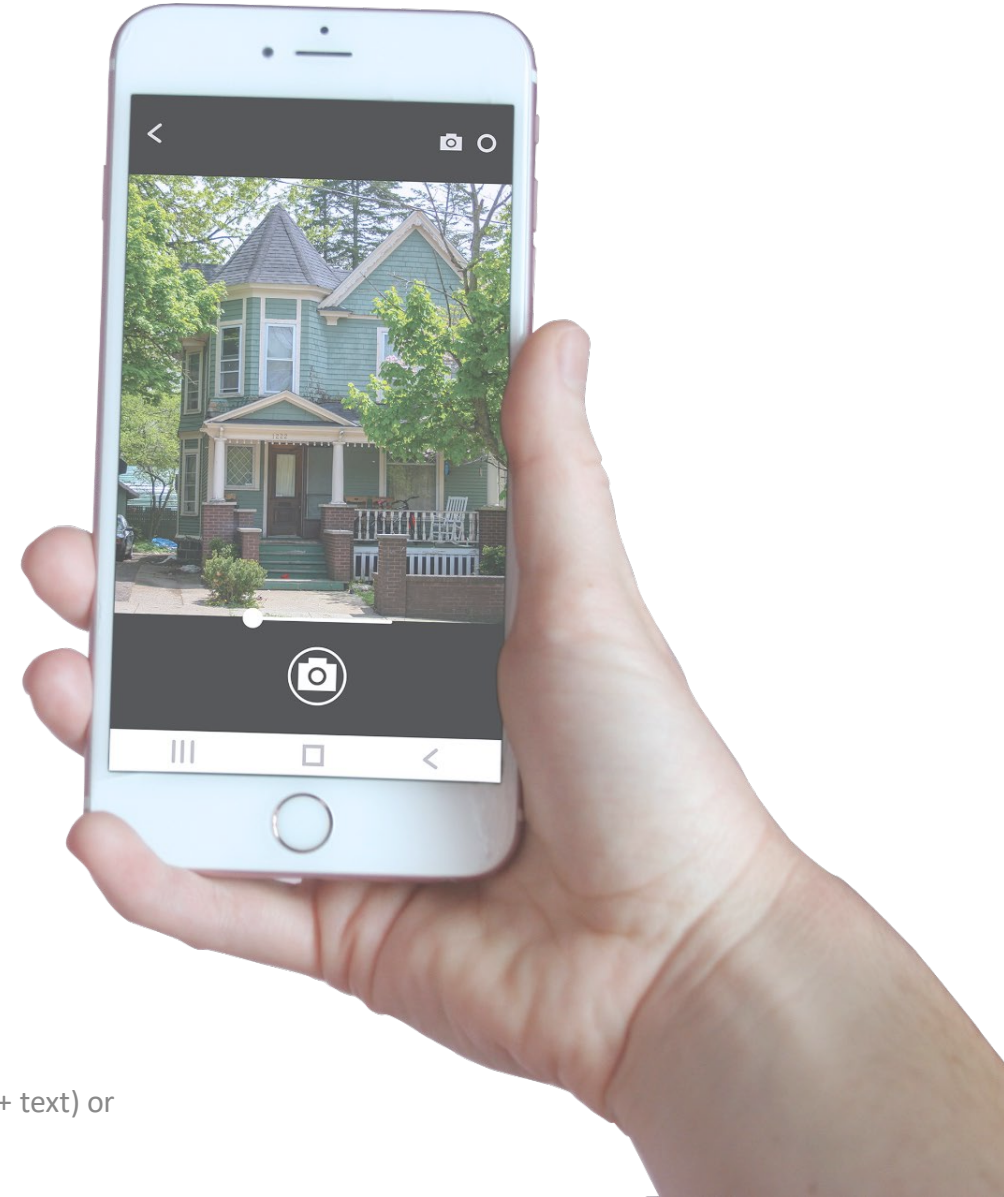
Goal is to take 3-5 photos of each building and evaluate the condition of sidewalks and street trees



Questions - contact Luis Pena 269-330-5557 (voice + text) or
email Penal@kalamazoo.org

EQUIPMENT YOU WILL NEED

- A smartphone that is updated
- A mask to wear because of covid.
- A backpack with a stylus and general info – supplied by CPED
- Hat, gloves, boots, etc. as needed for the weather



Pick up your backpack and supplies

- Set up appointment by emailing or calling the Historic Preservation Coordinator
- Materials can be picked up at the CPED office, or dropped off at Neighborhood Associations
- After receiving supplies, choose the neighborhood you want to work in. The Historic Preservation Coordinator can then give you an assignment.



Questions - contact Luis Pena269-330-5557 (voice + text) or
email Penal@kalamazoo.org

FIELD INSTRUCTIONS

Using Survey 123

- In the app store on your device:
 - Look for Survey123 for ArcGIS (ESRI)
 - Download the free app
- **OR Google Survey 123 and download from the site**



Before starting data collection,

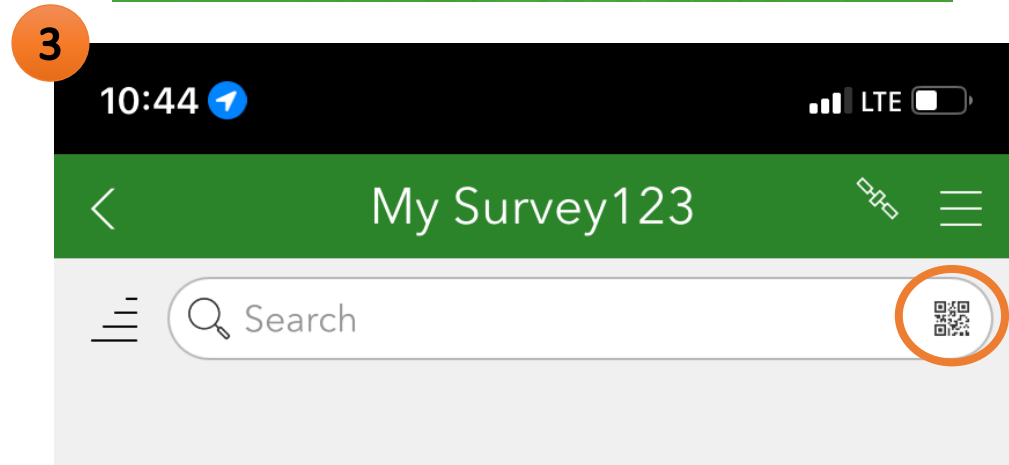
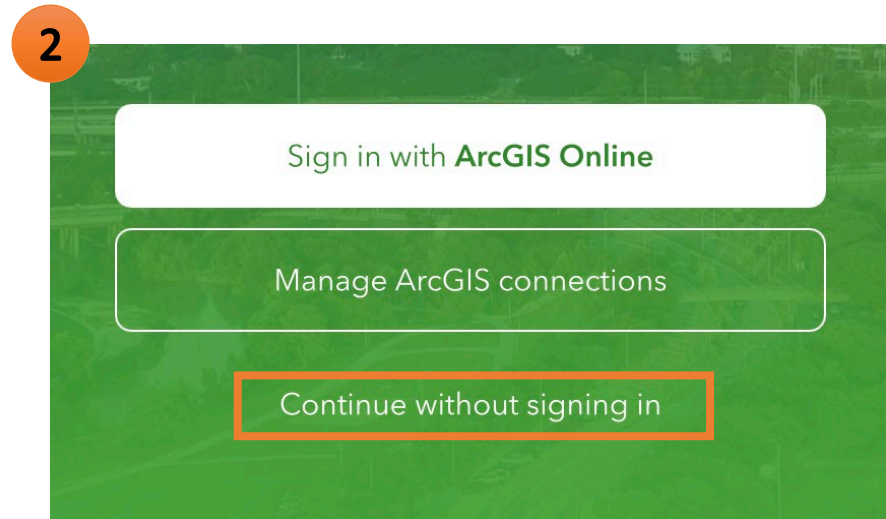


- Ready to start?
- Stylus? Backpack? Info about survey for residents?
- Take a photo of this QR code
- A card with the QR code can be mailed to you – or there is one in your backpack

Getting Started

First Time Users

1. Download the Survey 123 app from your preferred app vendor. The app is free
 - a. Open the app
2. Click 'Continue Without Signing In' at the bottom of the screen
3. Click the QR code logo located in the search bar at the top of the screen
 - a. Scan the QR code in figure 3a on the right
4. Click 'open in the survey 123 field app' in the new window



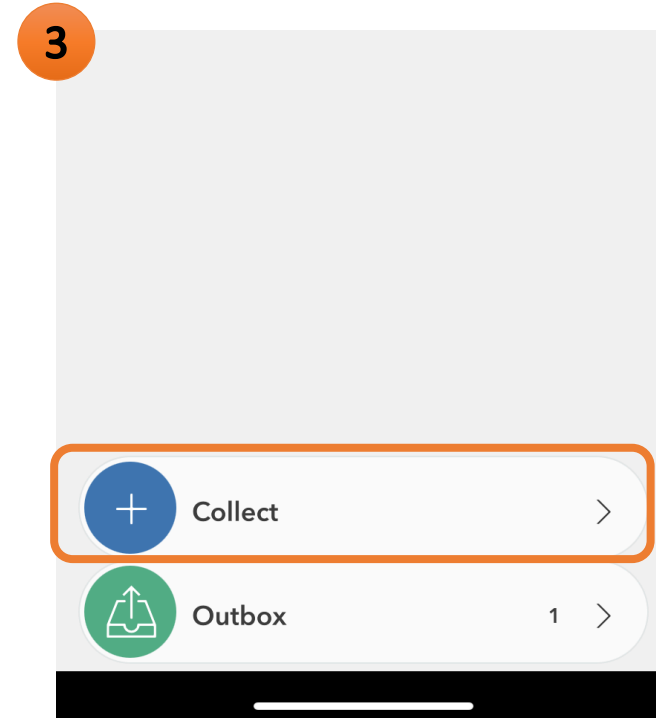
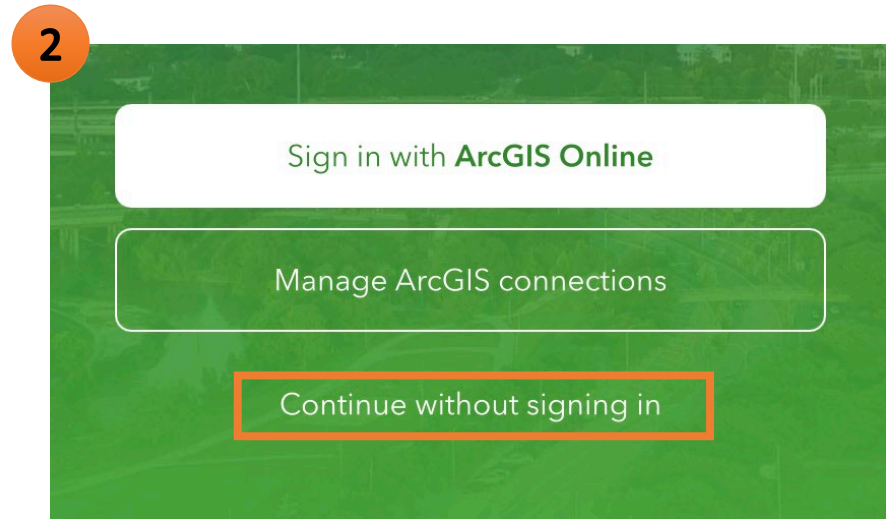
3a



Getting Started

Returning Users

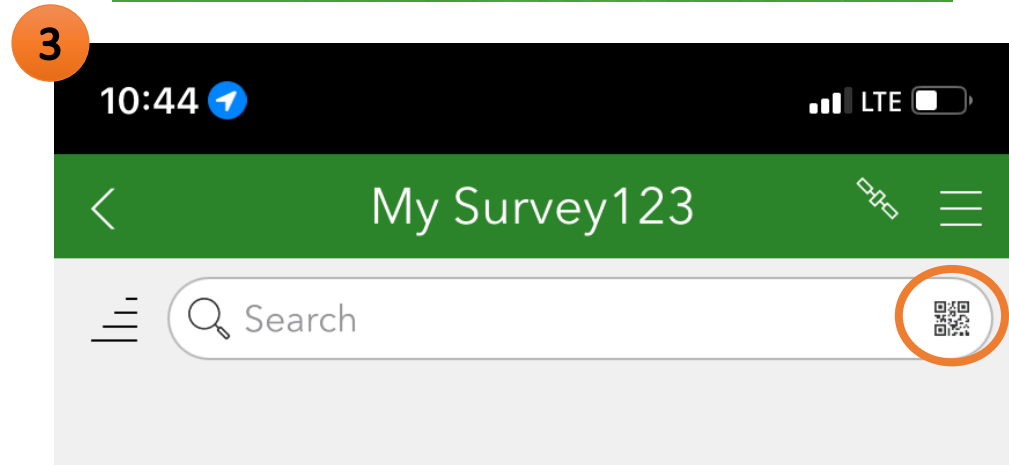
1. Open the Survey 123 app
2. Click 'Continue Without Signing In' at the bottom of the screen
3. At the bottom of the screen, click the 'collect button'



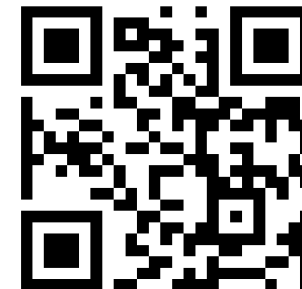
Getting Started

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 - a. Scan the QR code in figure 3a on the right
4. Click 'open in the survey 123 field app' in the new window



3a



Ready to collect

- After opening the survey for the first time, or after clicking the collect button for recurring users, this screen will appear.

1. Street first letter (no East, West, North, South)
2. Street Name
3. Address
 - a. Scroll down until you find the street number of the house



*The house has no number?
Look to the adjacent houses that have numbers – this
house number should be in between*

My Survey

DATE & TIME OBSERVED
Monday, April 11, 2022 3:38 PM

STREET FIRST LETTER

STREET NAME

ADDRESS

LOCATION
42°18'N 85°35'W ± 35 m

HOUSE PHOTO 1

HOUSE PHOTO 2

Taking Photographs



1. Tap the camera icon
2. Set up your photo in the new photograph window
3. Tap the shutter button icon at the bottom of the screen
4. Scroll down to the next photo
 - a. Take up to 5 photos



Questions - contact Luis Pena 269-330-5557 (voice + text) or email PenaL@kalamazocity.org

Photography Tips

- Pick the best angle to get photos without trees or other visual barriers – on the sidewalk or curb lawn usually works well.
- Remember to stay OFF private property



Questions - contact Luis Pena 269-330-5557 (voice + text) or
email Penal@kalamazocity.org

More Photography Tips



- Avoid sun flares if possible – shoot with the sun to the side or your back.
- Around solar noon can be a really good time because the lighting is overhead and relatively even – *between noon and 4pm in Kalamazoo*
- Most of the time you will be able to get a shot of the whole house from the sidewalk – phone cameras are pretty wide angled!



Take at least **3** photos of buildings

- Center
- Front right
- Front left
 - If there is a garage visible down the driveway on one side, try to get that in one of the corner shots



What if there are two houses on one lot??

- Take two photos of the front house
- At least one shot of the house behind down the side showing the front house
- Zoom in to the best shot you can get of the second house
- COMMENT – 2 houses on lot



Details – up to 2 more

- ***Additional photos up to a total of 5***
- Photo of primary foundation and the siding above it - if visible – corner shots work well.
- BONUS SHOTS on Corner houses – also photo of full side facing street and rear corner/rear
- Outbuildings visible from street – garage, shed, gazebo, carriage barn, landscape features like retaining walls and fences
- Any special details – close-up (zoom) – unusual ornament, stained or leaded glass windows, full porch, side porch, bay window, tower



Rating curb lawn trees and sidewalks

- A-D public sidewalk
 - A = new or completely smooth
 - B = minor imperfections – a wheelchair would have no problems
 - C = uneven – might be a challenge for a wheelchair
 - D = poor condition – partly missing

• COMMENTS

- Touch the **CHECK** and go on to the next screen

My Survey

SIDEWALK CONDITION

A

B

C

D

N/A

NOT VISIBLE

HOW MANY TREES

1

2

3

4+

WORST TREE CONDITION

A

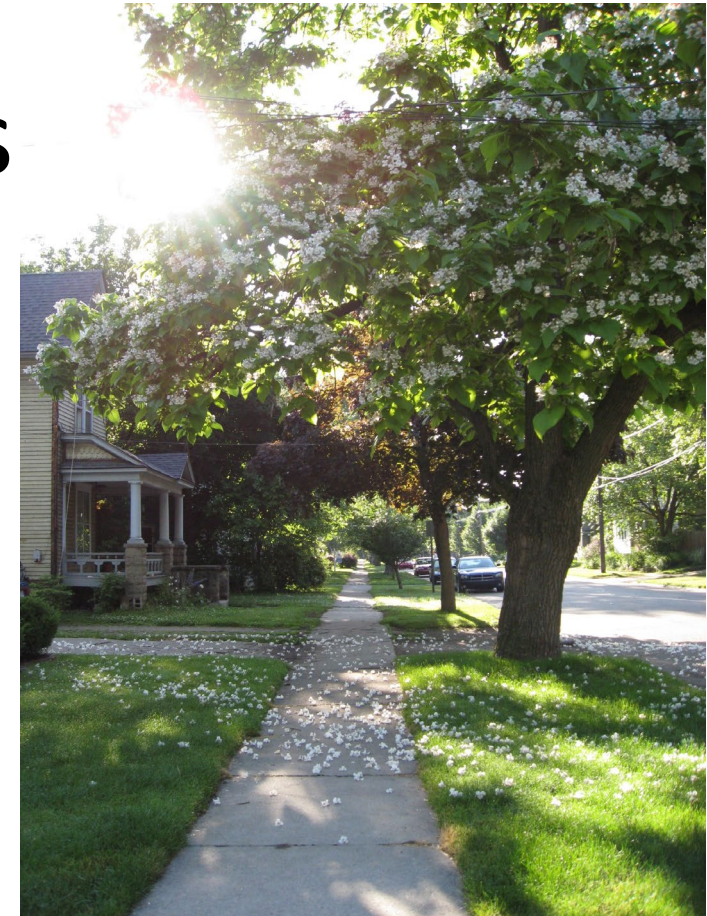
B

C

D

COMMENTS

POST FIELD WORK



COMMENTS – *Anything you want “no trees” “street number set in tiles in front sidewalk” Any reason you skipped taking photos – menacing dog, owner asked for no photos*

Efficiency in Surveying

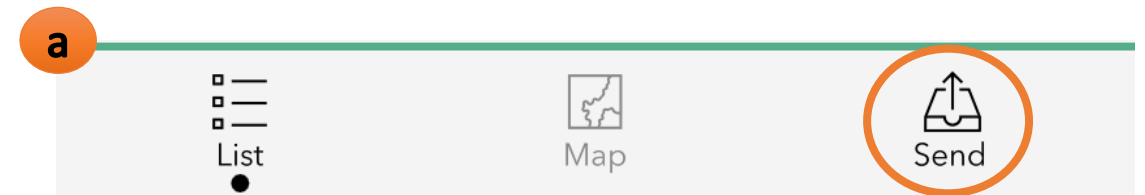
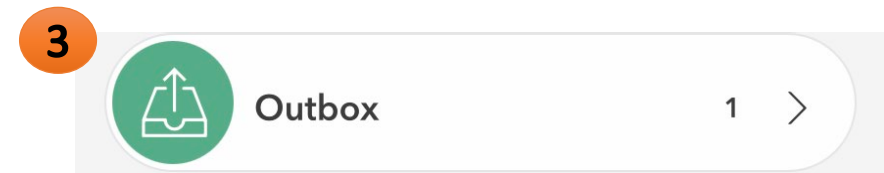
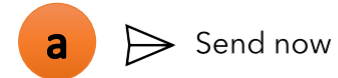
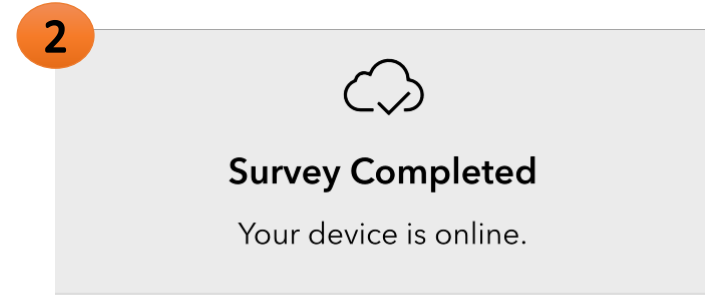
- Start at a corner
- Plan to stay on one side and complete that side before crossing the street and coming back to the corner opposite where you started
- Do NOT leave the sidewalk or go onto private property – even if the owner invites you. Stay on the Public Right of Way.
- If no sidewalk stay within 6' of the edge of the street.



Submitting Data

All Users

1. Fill out the fields in the 'My Survey' page
 - a. Do not complete any portions in the 'Post Field Work' section of the screen
2. When all the information for one property is done, click the check mark at the bottom of the page
 - a. To send a single response immediately, click 'send now' in the pop-up window
 - b. To edit the most recently created response, click 'continue this survey'
 - c. To save the response to begin another response, click 'save in outbox'
3. Click the 'Outbox' button at the bottom of the screen when collection is done.
 - a. Click the 'send' button at the bottom right of the screen to send responses.



RULES

- Choose your time to survey – it should be full daylight.
- The two hours before and after solar noon are best – here in Kalamazoo that is between EDT noon and 4pm
- Not when raining or snowing or when there is snow obscuring details
- Wear the backpack
- ALWAYS stay on the public right of way
 - Sidewalk – or between sidewalk and street – or in street if needed
 - 6' or less from edge of paved road
 - Do NOT go onto private property even if invited by owner!!



SAFETY

- Work in pairs
- Suspicious or aggressive activity – if you feel unsafe LEAVE. Put a note in the comments bar and send an email LATER
- Dogs - if you feel unsafe LEAVE.
- We can go back later in a car



Problems?

- Leave a note on the survey app so we can go back – use the COMMENTS section at the bottom
- Report via email – tell us the date you had the problem, the address where the problem was and what happened
 - Like – “3/26/21 - 127 Any Street – no house, just a sinkhole” or “4/12/21 – dog off leash skipped 1317 to 1437 Jimmy Street”



Residents with questions

- Copies of a letter explaining the survey are in your backpack
- Extra copies to give out to people who ask
- Also my business cards



Speed Survey!!

- One surveyor on each side of the street each with their own phone or tablet with the app loaded.
- Stay in sight of each other



Questions - contact Luis Pena 269-330-5557 (voice + text) or
email Penal@kalamazocity.org

TO DO:

- Download SURVEY 123 to your phone or tablet
- CHOOSE your assignments – email Penal@kalamazocity.org
- Pick a nice day between noon and 4pm
- Get started
- Send an email when you are done
- Maybe? Choose another assignment?

