

STAF CLEANING CHECKLIST

Check with Team Leader if you have any questions or are having problems with a cat.

LOAD CART WITH:

- Spray bottle (only use approved Trifectant cleaning solution)
- Paper towels
- Water bucket for dumping
- Full clean water container
- Trash bucket with plastic bag liner
- Soaking Tub and at least 2 litter scoops (use 1/2 scoop powder & enough water to cover scoops); keep scoops soaking when not in use
- Clean, filled replacement litterboxes (morning shift only)

CLEANING EACH ROOM:

- EVENING SHIFT: Use fresh scoop; scoop poop from litter boxes
- MORNING SHIFT: Note size & number of litterboxes. Get same type of clean boxes from dock and add small amount of litter (using measuring scoop). Dump dirty boxes into large trash cans in hall & replace with fresh boxes. Dirty boxes get piled by sinks on dock. When done, take trash out to dumpster outside of dock and line cans with new trash bags.
- Pick up all old paper/canned food bowls
- Refill dry food bowls
 - food containers should be in rooms and marked. Fill bowls with the same type of food they previously contained
 - check each bowl for foreign objects such as vomit, water, etc; if nasty replace with clean bowl and refill
 - mix new food into old - don't just dump on top
 - fill to rim but not overflowing
- Empty, wipe out, and refill water bowls about 3/4 full
- Check all bedding and replace with clean if wet or soiled or stinky
- Vacuum or clean bedding of excess fur, litter, dirt. Do not let vacuum cover slam closed - they break. If vacuums hoses get clogged do NOT beat on floor.
- Check over cats and write down (list in vet room) any problems you may see
- Clean up messes on floor, furniture, walls using spray bottle & paper towels
- Mop and/or vacuum floor depending on condition, especially around litter boxes
- Don't forget the cats in cages if there are any - food/water/scoop; follow the signs on the cage
- Per signs on the cat cage, put the cat back in at the end of your shift.
- Make sure you take out all the cleaning supplies that you take into the room.
- At end of shift, clean your scoops, dump your buckets, and put everything away where you found it.
- The kitten rooms have special procedures - check with Team Leader before entering

CLEANING INDIVIDUAL CAGES OUTSIDE OF ROOMS:

- Use fresh scoop for each cage. Evening Shift: Scoop poop. Morning Shift: replace litterbox with clean box (see morning shift notes)
- Pay close attention to signs on cage and to cat's body language - if cat is too scared or aggressive, don't push it
- Remove old paper/canned food bowls
- Refill dry food bowls
 - check each bowl for foreign objects such as vomit, water, etc; if nasty dump and refill
 - mix new food into old - don't just dump on top
 - fill ½ full no more, no less
- Empty, wipe out, and refill water bowls about 3/4 full
- Check all bedding and replace with clean if wet or soiled or stinky
- Check over cats and write down (list in vet room) any problems you may see
- Clean up messes using spray bottle & paper towels

CANNED FOOD:

Only certain rooms get canned food. Some get canned food only once a day and some twice. Check with your team leader on whether you should be providing canned food or if you have any questions. It is very important that cats receive the correct food.

- Check lists in kitchen regarding which rooms get canned food and what types. The 'priority' list applies to both morning and evening shifts. The 'one time' list applies only to morning shifts.
- Follow the instructions carefully.
- Pay close attention to signs on cages. They may indicate a special diet. If the sign says 'no canned food' or that medicator will take care of the feeding, do not provide canned food for that cage.
- Cats in cages also get canned food per lists unless they have a sign on their cage indicating otherwise.

DISHES & LAUNDRY:

Your shift may have a specific person assigned to dishes and laundry. If not everyone should help with these tasks.

- There should be a clean bucket in the kitchen for soaking dishes in Trifectant solution. If it's empty, create a solution using 4(?) scoops of Trifectant powder from yellow tub and fill with hot water. (Do not use a litter bucket for this!)
- Dishes that have been used by cats should soak in this bucket for at least 15 minutes before going into dishpan. Dishes used only for mixing food do not have to be soaked
- Check the back hall by the nebulizing station for additional dirty laundry.
- Before putting laundry in washer, remove all foreign material (poop, hair, litter). If you need to rinse it off, you can use the sinks on the dock. If badly soiled, spray with stain remover.
- Add bleach to wash loads. This is the one place where it is acceptable to use bleach.
- We use only unscented free&clear laundry soap and dryer sheets.
- Wipe loose hair & junk out of washer & off washer door with paper towels before loading washer.
- Do not overfill washers. If time allows, run on 'bulky' cycle. But if laundry is backing up, you can use the 'short' cycle.
- Always clean lint filter before running a dryer cycle.
- Dryers should run on medium/energy saver cycle. (Hi/hot cycle is not necessary.) Include a dryer sheet (so the cats don't stick to the beds☺).
- Clean laundry should go on the appropriate shelf in the laundry room or various specified location around the shelter.

IF TIME/ENERGY ALLOWS:

- Run a load of laundry! (whether it's assigned to you or not - see laundry notes above)
- Move room furniture and clean/mop under and behind (do not move furniture if occupied by un-socialized cats like room 2)
- Clean snot off of walls & furniture
- Clean windows and Plexiglas door/window covers
- Mop halls
- Deep clean holding cages in hallways
- Deep clean empty cages in vet room as marked
- Fill up Orange Trifectant 'coolers' on dock & in back hall (instructions on lids)
- Fill up Spray bottles from Trifectant coolers
- Check with team leader for extra tasks