

ADOPTION CENTER DAILY CHECKLIST: Refer to Detailed Version as needed

MORNING:

- Look at communication book and white board
- Walk around and take a quick look at all the cats/cages to ensure all cats are OK.

PLEASE NOTE:

All spot cleaning is to be done with water or Dawn dish soap and water.

Mr. Clean/Spic and Span and Lysol wipes are used only for cleaning empty cages.

Cleaning, Feeding and Watering Routine

- Look on cage or white boards for special instructions/notes.
- Food portion is **1/3 cup** per cat unless otherwise noted. **DO NOT OVER FEED!** Add ½ scoop of probiotics to each food dish
- Give fresh water. Empty old water, wipe dish with paper towel, refill with fresh.
- Scoop litter boxes. Wipe down sides with wet paper towel if soiled.
- Make appropriate notes in communication books-(i.e. Volunteer book and Vet tech book)
- Sweep and tidy up cages/rooms and quads. Check for soiled bedding. Spot clean areas as needed.
- Allow cats to free roam during morning cleaning **UNLESS** otherwise noted on cage- but only one cage at a time. **Don't forget to check the back cabins!**

Other Tasks:

- Refill all humidifiers; check/clear all filters. Check to make sure heaters are working. If temp falls below 64 degrees, make sure space heaters are on. (Seasonal).
- Sweep/spot mop and pick up any clutter in public areas of the adoption center and on counters.
- Windex front windows; inside and outside if needed
- Refill any supplies that are getting low. Don't fill food containers to the top.
- Clean cleaning Cart
- If any empty cages need to be cleaned/sanitized, follow the **Colored Cards & Empty Cage Cleaning** sheet.
- Wash any dirty dishes

Spend time with the cats! Enrichment and play time is important for them.

When leaving

- Make sure all quad doors are closed tightly, all buttons pushed in and all portals are open to litterboxes! And all cages are securely locked.
- Park cleaning cart around the corner in BACK room.
- Lights in main area stay ON.
- Turn back room light OFF; light above door stays ON.
- Exit thru back door. **TAKE GARBAGE OUT!**

AFTERNOON: 4pm—Public open hours are 4:30 to 6:00

NOTE:

**All spot cleaning is to be done with water or Dawn dish soap and water.
Mr. Clean/Spic and Span and Lysol wipes are used only for cleaning empty cages.**

- Look at communication book and white boards.
- Walk around and make sure everything is OK with all cats and cages.
 - Scoop all litter and wipe down sides of boxes with wet paper towel as needed
 - Tidy up cages/rooms.
 - Remove soiled bedding
 - Spot clean areas as needed
 - Give fresh water. Wipe out dishes as needed.
 - Make appropriate notes in communication books-(i.e. Volunteer book & Vet tech book)
- Other Tasks:
 - Refill all humidifiers; check/clear all filters. Check to make sure heaters are working. If temp falls below 64 degrees, turn space heaters on. (Seasonal).
 - Sweep/spot mop and pick up any clutter in public areas of the adoption center and on counter.
 - Refill any supplies that are getting low. Don't fill food containers to the top.
 - If any empty cages need to be cleaned, follow the **Colored Cards & Empty Cage Cleaning** sheet as time allows.

4:30

- Take one last look around for neatness/cleanliness of adoption center
- Pick up any toys on the floor of the public area
- Turn sign on door to "Open"; unlock front door.
- Cats **may not** free roam when open to the public

6PM

- Turn sign to "Closed" and LOCK front door.
- If bowl is empty, feed **1/3 cup** per cat unless otherwise noted; DO NOT "top off" dishes. Make sure cats have water.
- Scoop again.
- Remember to turn lights off in back Cabins- A & B.
- Make sure all quad doors are closed tightly, all buttons pushed in and all portals are open to litterboxes! And all cages are securely locked.
- Let free roam cats are out with access to their food and water (if applicable)
- Turn #22, #23 lights off in electric box. Turn off back room light, leave light on above back door.
- Exit thru back door; make SURE door is latched/locked. **Take any garbage out!**

Thank you for volunteering with MAPS!

Special Daily Duties Note: **Follow Daily Checklist & Refer to Detailed Version as needed**

- **Monday**
 - Wipe out all food and water dishes and replace as needed. Check walls behind litter boxes and food dish areas, clean as needed.

- **Tuesday**
 - Wipe down shelves, furniture and cat towers, ledges and steps to little cat houses with water or Dawn and water, Change bedding as needed

- **Wednesday**
 - Wipe down all litter boxes, replace boxes and scoops as needed, and add litter as needed.

- **Thursday**
 - Wash windows inside and out in window cage and door, plexi glass in cages 1, 2, and 3. Wipe down counter tops and desks.

- **Friday**
 - Dust tops of quads, storage cabinet, file cabinet, rack with t-shirts, TV, printer, computer desk, Vet-tech desk, main desk and cubbies

REMINDERS: Sick cats - Moving cats - Communication

- ❖ Please do not move cats without checking with Kaitlin or Holly first. Send them a text.
- ❖ If you notice a cat is sick or have concerns about a cat: call, text or email Kaitlin and/or Holly then make a note in the vet tech notebook that you have done so (this helps other volunteers know that the vet techs have been alerted to the issue). On weekends, if you cannot send a text, call Karen 715-305-9812. The staff does not read their email on weekends (after 11:00am on Saturday; all day on Sunday). Sending a text is OK. They will respond to text.
- ❖ Write notes in notebook and make sure you write down that you were there on your shift so the next person coming in will know someone was there.

Thank you for volunteering with MAPS!