Deep Clean Day

- Take everything out of kennel
- Sweep out the floor of the kennel
- Wipe down gate, walls, ceiling and floor, and window of kennel with Dawn and water mixture. Wipe dry.
- Wipe down the kennel top to bottom including the gate with Rescue (formerly Accel) spray.
    - For RINGWORM: Make bleach water in spray bottle (1 part bleach; 32 parts water) let bleach sit for 5 minutes in addition to Rescue spray.

- Dump out food and water and change out the bowls.
- Dump out litter and change out the litter boxes.
- Spray down the inner perch cubes and wipe down with a paper towel.
- Place linens in the laundry bag and take over to Pethotel (PSSV). Take dirty linens back to shelter to be washed(PSSM)
- Place new litter boxes, linens, and food bowls along with the cubes into the kennel.
- Repeat to all kennels.
- Move litter and food bin and sweep underneath along with entire floor.
- Mop entire floor with bleach water—dry the floor with a towel.
- Soak down the cleaning supplies. (See how to clean cleaning supplies sheet.)
- Spray down the outside glass and wipe down to remove fingerprints.
- Wash all dirty bowls and litter boxes with a washrag and soap.
- Take trash out and replace bag.

How to Get in Touch with PAWS

- Tristan (Adoption Counselor)- 817-487-6750; Tristan@pawsshelter.org
- Autumn (Offsite Coordinator)- 818-888-1021; autumn@pawsshelter.org
- Melody (Shelter Director)- melody@pawsshelter.org

Daily Cleaning Duties

- Move cat to one side of the kennel and shut the sliding door.
- Decide whether or not the blankets are able to be reused. If they are able to be reused shake of the debris and set aside.
- Scoop litter box and set aside.
- Throw away all food and water from the previous day.
- Use the small broom and dust pan to sweep out the kennel.
- Use rescue spray (formerly accel) to spray down the entire kennel including the doors and let it sit for at least a minute.
- Wipe down the kennel with paper towel.
- Replace linens, litter box, and fresh food/water.
- Move cat back to the clean side of the kennel and clean the other side.
- Repeat for each kennel.
- Sweep and mop floors- behind and underneath everything.
- Wipe down all surfaces.
- When finished cleaning disinfect litter scooper. (instructions found in "How to clean cleaning supplies" section.)

Weekly Cleaning Duties

- Clean the cat's ears with ear cleaner and cotton balls. Fill out the ear cleaning chart.
- Dust the table outside the cattery as well as all things inside the cattery.
- Clean ALL litter boxes and bowls that have been replaced.
- All bowls, boxes, toys and linens are replaced on deep clean day.
- Make sure the food bin has a bag of food in it. (Do not put the kibble loose in the bin, keep it in the bag)
- Make sure that the litter bin has enough litter for the next person to use it.

How to Clean Cleaning Supplies

- Fill bucket with water and bleach.
- Place litter scoop and cleaning supplies holder into the bucket.
- Let soak for 15 minutes.
- Make sure anything that will be soaking in the bleach water is first cleaned of all feces and litter.
    - Bleach is only a disinfectant!
    - The object or area being disinfected must be properly cleaned of all debris in order for the bleach to do its job.