



CAT SHELTER

Animal Care

Protocol



Morning Routine

1. Cat Shelter Manager walk through, observe all Cats and exotics.
 - a. Log any abnormalities on **Animal Manager Schedule**.
 - b. Report any abnormalities to **Cat Shelter Manager**.
2. If possible close animal in crate while cleaning.
 - a. **DO NOT** use the same crate for different animals.
3. Use an organized system to ensure no animal is missed.
 - a. Do not remove cage or clipboard unless necessary.
4. Clean Cage (**Wear Rubber Gloves**, Change after every cage)
 - i. Remove all water bowls and food trays.
 - ii. Clean out litter box with reverse glove method. **Do not use litter scoops because of disease transfer.**
 - iii. Wipe down Cages to clean. If more is needed:
 1. Remove cage for scrubbing in possible.
 2. Use spray bottle Accel, wipe thoroughly.
 - b. Log everything on the **Animal Care Schedule**.
5. **Change gloves** and move to next animal/cage.
 - a. Repeat cleaning process.
6. When ALL cages have been cleaned;
 - a. Prep and serve food
 - i. Any Special requirements will be on **Animal Care Schedule**
 - b. Replace and fill water bowls.
 - c. Log on **Animal Care Schedule**.
7. Take all dirty items out to cleaning station (bowls, cages, etc.)
8. Double/triple check.
 - a. **Make sure all latches are secure** Update any changes to dry erase board
 - b. Make sure animals and clip boards match with proper information.
 - c. Take animal photos if needed.
9. Turn off lights quiet time.

Don't Forget Personal Hydration!

Report All Personal Injuries to the Cat Shelter Leader

Afternoon Routine “Enrichment”

1. Use an organized system to ensure no animal is missed.
2. This is a good time for play and socializing.
 - a. If the animal is timid and scared leave it alone.
3. Spot clean cages as needed.
4. Record any/all on **Animal Care Schedule**.
 - a. Examples
 - i. Played or Too scared to take out
 - ii. Urinated, defecated , or Did/didn't eat/drink

Don't Forget Personal Hydration!

Evening Routine

1. If possible close animal in crate while cleaning.
 - a. **DO NOT** use the same crate for different animals.
2. Use an organized system to ensure no animal is missed.
 - a. Do not remove cage or clipboard unless necessary.
3. Spot Clean Cage (**Wear Rubber Gloves**, Change after every cage)
 - i. Clean out litter box with reverse glove method. Wipe down Cages to clean.
 - b. Log everything on the **Animal Care Schedule**.
4. **Change gloves** and move to next animal/cage.
5. When ALL cages have been cleaned;
 - a. Prep and serve food trays, fill water bowls
 - i. Any Special requirements will be on **Animal Care Schedule**
 - b. Log on **Animal Care Schedule**.
6. Take all dirty items out to cleaning station (bowls, cages, etc.)
 - a. Return any clean/dry items to where they belong.
7. Double/triple check.
 - a. Update any changes to dry erase board.
 - b. Make sure animals and clip boards match with proper information.
 - c. *Make sure all latches are secure*
 - i. Any question; zip tie or change cage
8. Turn off lights bed time.

Don't forget Personal Hydration!

Report All Personal Injuries to the Cat Shelter Leader