



# CAT SHELTER

## Initial Set Up



1. Sign-In (Update your 214)- Check in with **Small Animal Shelter Leader**:
  - a. Be assigned to **Cat Shelter** or **Dog Shelter** or **Intake**;
  - b. OR reschedule for a different shift
2. Check in with **Shelter Manager** you are assigned.
3. Read over **Initial Set up of your assigned shelter**.
4. Organize with your **Team** leader;
  - a. Know what your **Team** is doing.
5. Refer to Shelter floor plan:
  - a. Set up roll cages and wire cages according to the floor plan;
  - b. Wipe down cages with wet cloth.
6. Create a supply staging area;
  - a. Plan for food, litter, bowls, carrier, etc.
7. Create a feeding area:
  - a. Stage bowls, water, and special needs as required.
8. Create Cleaning staging area:
  - a. In shelter cleaning supplies; paper towels, spray, rags, etc.
9. Place Cardboard between cages.
10. Make sure all label are clear and understandable.
11. Think about what you will need and organize.
  - a. Camera, Litter, Transport carrier, etc.
12. **Other Duties as Required**

**Don't Forget Personal Hydration!**

**Report all personal injuries to the Cat Shelter Leader**