



DOG SHELTER

Initial Set Up



1. Sign-In (**Update your 214**) – check in with **Small Animal Shelter Leader**.
 - a. Be assigned to **location**.
 - b. OR reschedule for a different shift.
2. Check in with the **Shelter Manager** for assigned area.
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 Wire Cages according to the floor plan.
 - b. Wipe down Cages with wet cloth.
6. Create a supply staging area.
 - a. Plan for Food, bowls, blankets, 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, Leashes, Etc.
12. **Other duties as required.**

Don't Forget Personal Hydration!

Report all personal injuries to the Dog Shelter Leader