



LIVESTOCK SHELTER Initial Set Up



1. Check in with Livestock Shelter Manager.
 - a. If approved to work, sign in.
 - b. If not approved to work, schedule future time/date with Shelter Manager about when to return.
2. Read over Livestock Shelter's **Initial Set Up** Instructions.
3. Follow plan that is designated by Livestock Shelter Manager for set up and instructions.
4. Refer to Shelter Floor Plan.
 - a. Pens:
 - i. Set up panels according to the floor plan.
 - ii. Check all panels for loose, defective or broken hardware, etc. and report findings to Shelter Manager. Do not put horses in any pen that is not 100% free of defective or broken parts.
 - iii. Provide water bucket for each pen.
5. Create a Supply Staging Area.
 - a. Plan for food, buckets, fly spray, halters and leads, etc.
 - b. Make sure all labels are clear and understandable.

INTAKE

- i. Set up tables and canopy for intake.
- ii. Prep paperwork for optimal flow.
- iii. Set up camera for photos to be taken upon check in

6. Other duties as required.

Don't Forget Personal Hydration

06/13/2014

Report All Personal Injuries to the Livestock Shelter manager