



Dog Cleaning Protocol

Daily Cleaning of the Dog Areas:

The areas which are open to the public should be cleaned first, follow your daily shift assignments as listed on the time stamps. We must get all of the public areas cleaned before the shelter opens at 12p.

Daily Cleaning: cleaning routine done when the same animal(s) resides in their kennel/cage.

Please remember the following:

- Assume that all dogs can open the guillotine door and always close the kennel doors behind you as you move to the next kennel.
- Never spray water or chemical in a kennel where an animal is present “uncubbied.”

When Ready to Start Cleaning:

1) Gather all necessary cleaning tools:

- Bring cleaning cart to Dog Main Floor- 1A-5A kennel areas.
 - On the cart you will find daily cleaning and deep cleaning foamers, trash bags, and various sizes of gloves.
- Bring main trash can for Dog Main Floor- 1A-5A kennel areas.

2) Setup first row of dogs performing the following steps for each kennel in the row:

- a. Enter the run and check inside the cubby for soiled bedding or messes to remove. **(Feeding bowls should not be left in kennels after feeding is completed.)**
- b. Place any re-usable toys and non-soiled bedding in the cubby.
- c. Place the dog in the cubby:

- i. Guide the dog into the cubby of the kennel & close the guillotine door. On the guillotine handle outside the front kennel door, loop the zip tie or clip over the nut and bolt above to prevent dog from opening the door.
- ii. If the dog does not go freely into their cubby, leash them and walk them around to their cubby from the aisle way between kennels.
- iii. If the dog does not cubby by either way, place dog in side yard or meet & greet yard ensuring they are supervised and cannot escape the area.
 - 1. Any dog that doesn't cubby should be added to our list of dogs needing to build that skillset during 2nd feeding/enrichment time daily with caregivers.
- d. Scoop all solid waste, food, and debris (hair, material, etc.) and dump into poop buckets, not in drains- **for each kennel in each section.**
- e. Spray Rescue on all surfaces: Start from inside the run at the middle of walls and working down to the floor. Be sure to spray the kennel door and step. Only use enough chemical to cover all surfaces. Too much chemical can be harmful to the animals and you. Make sure that both sides of the doors are done as well. Be VERY careful not to spray disinfectant into the cubby where the dog is. (Disinfectant cannot clean through organic matter. Any caked on debris may need to be loosened by water pressure or with a scrub brush.)
- f. Spray a small amount of Rescue in water bowl. This includes the automatic water bowl, or freestanding water bowls for small dogs.
- g. While cleaning a row- spray common walkways outside of kennels, poop scooper baths, and scoopers. Place "Caution Wet Floor" signs on all wet areas.
- h. Empty used poop bucket bags to main trash can on Dog Main Floor. Replace new poop bucket bags to each poop bucket.
- i. Dump poop scooper bath in drain and rinse the tub with water. Replace bath to designated area near poop bucket per section and add Rescue (from foamer attached to hose). Use enough Rescue to cover bottom of tub in a 1 inch layer. Refill the tub with enough water to cover the height of the scooper pan and spade. Disinfected poop scooper and spade can be replaced to hooks above each poop scooper bath.
- j. Rinse the cage thoroughly, starting at the very top of the kennel (removing bird poop from tops of kennels), working down to the bottom

of the wall and the floor, including the gate. Make sure no fecal matter remains.

- k. Flush the automatic water dispenser with copious amounts of water until it is filled with fresh water. If there is a floor water bowl, fill it fully and place it on the floor.
- l. Place bedding, toys, etc. into the kennel (as identified by the kennel map). Do NOT leave bedding, toys, etc. hanging on the kennel or on the back cubby area. Bedding will be re-used only if it is NOT wet or soiled. If the bedding is wet or soiled it must be replaced with fresh, clean bedding.
- m. Open the guillotine door fully. Allow the dog back into the kennel, give a final check that water is accessible, and lock the kennel door from the outside.
- n. Lock kennel door- Once kennel and cubby are fully cleaned, ensure each kennel door is locked.

- 3) Take all trash bags out- smaller poop buckets/per section and main trash can on Dog Main Floor.** All trash bags are to be tied closed, gathered, and put in the dumpster. Clean trash bags are required to be placed back in all trashcans.
- 4) Return laundry dirty and clean bins to laundry room.** While there, switch out loads from washer and dryer.
- 5) Bring any dirty plastic toys or bowls to the Dog Kitchen for sanitizing.**
- 6) Squeegee any standing water on Dog Main Floor and make sure wet floors signs are up on wet floors.** No puddles should be on the ground, free-standing water is a health risk and safety hazard. Squeegee all water into drains.
- 7) Return all cleaning tools to their respective areas:**
 - a. brushes and squeegees to cleaning area by vending machines.
 - b. cleaning cart with foamers, spray bottles, etc. to cleaning closet.
- 8) Check drain traps** for any obstructions and remove. Deep cleaning of drains occurs weekly on Thursdays.
- 9) Do a final check of all the dogs per assigned area to clean:** Going through the sections on Dog Main Floor or Inside Rooms you cleaned and ensuring all animals have proper **paperwork**, a properly fitted **collar** and **BF tag**. Also ensure that dog walking boards are accurate per area. Make a list of any missing items and give it to the Tier 2 Caregiver, Lead, or Manager.
- 10) Fill out any CGO's** based on your morning observations of the population and submit them to medical team located in Intake Room.

11) When you finish your area, check in with Tier 2 Caregiver, Lead, or Manager so they can assign you to additional tasks or advise you to continue with scheduled timestamps. ***You are required to finish your section in the time allotted or must check in with your supervisor.***

12) Flush all drains, once main floor and inside rooms are completely cleaned.

Cubby Cleaning:

Daily Cubby Cleaning: To check for debris and soiled bedding.

Deep cleaning of cubbies occurs daily during Cubby Cleaning/Project Time- identified on the timestamps.

- 1) Go down each row's aisleway- looking in each cubby window** to ensure each dog has moved forward to the run area of the kennel. If dog has not, go around to the front of the kennel to lure the dog towards the run using treats. Once they have moved, close cubby door via guillotine door handle (quietly) securing the dog in the front of the kennel. On the guillotine handle outside the front kennel door, loop the zip tie or clip over the nut and bolt above to prevent dog from opening the door. ***Always have a securely closed guillotine door between you and dog when working in the cubby.***
- 2) Open back cubby door** and remove bedding and kuranda bed. Check for any debris (food, toy, blanket particles, feces, or urine). Scoop any organic matter and dispose of in trash cans. (Use squeegee to pull out dog hair, old treats, or torn toys.)
- 3) If there are enrichment food items** (Kong or food puzzle toy) in cubby, remove it and bring to Dog Kitchen. Also, don't forget to remove "I'm enjoying a special treat" signage located on the front of the kennel.
- 4) All clean toys stay with dog.**
- 5) If bedding is clean**, it can be placed back in the cubby after shaking out and folding back on top of kuranda bed.
- 6) If bedding is soiled**, remove and place in dirty laundry bin and replace with clean bedding.
 - a) Do NOT use comforters or stuffed bedding unless directed by Medical/Dog Leadership teams.
 - b) Always follow "No Bedding/Toys" signage (located on cubby door) before placing items in kennels for dogs.
- 7) If the cubby/kuranda bed need to be deep cleaned (kuranda bed and floor-dirty with feces or urine):**
 - a) Place bed and any items staying with dog on top of cubby to easily

identify for cleaning.

- b) Continue checking cubbies for both sides A and B of section.
 - c) Place all beds needing to be foamed in cubby with top facing aisle way, propping the door open to allow for Rescue to be applied to both bed and cubby.
 - d) Spray the entire inside of the cubby and kuranda bed with Rescue and let soak for 5 minutes.
 - e) Rinse cubby and kuranda bed thoroughly.
 - f) Squeegee excess water from cubby.
 - g) Dry kuranda bed with clean/dry towel.
 - h) Replace kuranda bed
 - i) Place new/clean bedding on top of kuranda bed.
- 8) After cleaning each cubby, ensure cubby is securely closed** by pulling on door handle to test.
- 9) After cubby is secure, open guillotine door-** allowing dog to have free access of kennel space.
- 10) Squeegee all excess water from aisle way** in between cubbies and move to next section.

Deep Cleaning Protocol:

Deep Cleaning: The cleaning routine and steps performed to “ready” a run when the prior dog no longer occupies the run, and before a new dog occupies it. **ONLY DONE ONCE THE KENNEL IS EMPTY.** When a kennel is empty, the kennel paperwork is removed & the kennel sign flipped to display “Deep Clean.”

- 1) Gather all necessary cleaning tools:** sprayer for hose, foaming dispenser, and squeegee.
- 2) Fill foaming dispenser** with cleaning solution, Rescue.
- 3) Remove all bedding, toys, bowls, beds, etc...** for washing. Place Kuranda beds on the left fencing of the kennel. Prop the rear cubby door open.
- 4) Poop scoop and remove all debris** from the run in the front of the kennel and cubby.
- 5) Spray all surfaces with Rescue,** including inside cubby, automatic water bowl, guillotine door, and kennel doors.
 - a. Spray beginning at the back of the cubby left to right, top down, and the floor while backing out of the kennel.
 - b. Liberally spray the dog bed. Spray disinfectant into automatic water

dispenser, including outside and bottom using scrub brush.

- 6) Use a scrub brush to remove any dried on material or build up especially on kennel gate, hinges, etc...
- 7) Let Rescue sit on kennel surfaces for a minimum of 5 minutes.

After at least 5 minutes, perform the following steps:

- 8) **Rinse the cage thoroughly**, starting at the cubby, from top working down to the bottom of the walls and the floor, backing your way out of the kennel. Be sure to include the gate, slider, etc. Rinse all surfaces until there is no chemical residue.
- 9) **Flush the automatic water dispenser** with copious amounts of water until it is filled with fresh water. If there is a floor water bowl, fill it and place it in the corner of the floor.
- 10) **Use a squeegee to remove any excess water from the kennel floor.** No puddles should be on the ground. Freestanding water is a health risk and safety hazard. Squeegee all water into drains.
- 11) **Stage kennel cubby** with bed, new bedding, floor water bowl (if needed). Flip Kennel card to side that reads "Clean & Ready."