



## DAILY CENTER CLEANING

### 1. First Morning Shift

- a. Remove everything from kennel – litter box, bedding, toys, food and water bowls
- b. Sweep out kennel to remove loose litter or food
- c. Sanitize **all** surfaces with Virex spray cleaner and wipe dry, using microfiber cloths for the doors and window
- d. Scoop litter and add more litter or completely empty and refill if needed
- e. Return bedding or replace with fresh bedding if needed
- f. Empty water bowl and clean and add fresh water
- g. Top off food bowls (wash bowls if necessary), check to make sure food bowl is not wet or soggy at the bottom
- h. Sweep and vacuum Center and wet mop
- i. Empty trash can and replace with new trash bags and store in cabinet. Dispose of trash at end of your shift

### 1. Shifts Throughout the Day

- a. Sweep out kennel to remove loose litter or food
- b. Sanitize soiled surfaces with virex spray cleaner and wipe dry, including using microfiber cloths for the doors and window if smudged
- c. Scoop litter and add more litter or completely empty and refill if needed
- d. Check if fresh bedding is needed
- e. Empty water bowl and clean and add fresh water
- f. Top off food bowls (wash bowls if necessary), check to make sure food bowl is not wet or soggy at the bottom
- g. Sanitize litter box scoopers with Virex spray
- h. Sweep and vacuum Center and wet mop
- i. Empty trash can and replace with new trash bags and store in cabinet each shift. Dispose of trash at the end of your shift.

## 2. When Cat Is Adopted

- a. Remove everything from kennel – litter box, bedding, toys, food and water bowls
- b. Place old bedding in dirty laundry bin
- c. Wipe down plastic covered cushion with Virex prior to replacing with a new bedding set
- d. Empty litter box completely and sanitize in utility closet with Virex solution along with litter scoop. When completely dry, fill it with new litter. (See how to video pinned to top of FB page)
- e. Sanitize all surfaces with Virex spray cleaner and wipe dry, including using microfiber cloths for the doors and window
- f. Remove food and water bowls, sanitize, dry and place back into clean kennel (do not add fresh water or food)
- g. Add fresh toys back into kennel