

Cleaning CHECKLIST

INDOOR/OUTDOOR

DATE: _____



No	DUTIES	<input checked="" type="checkbox"/>
1	Set up play yards with beds, toys, and water	
2	Put dogs in play yards for their morning walks, rotating yards every 30 minutes	
3	Begin cleaning indoor/outdoor kennels	
4	Clean out all fluff/poop/plastic from drains before spraying down run	
5	Spray and scrub all surfaces (including beds, walls, walkways, doors, bars, etc.) with Disan-1	
6	Dump out water buckets and clean with Disan-1	
7	Rinse out all soapy water	
8	Spray runs that have had dogs moved or adopted with Rescue and let sit for 10 minutes before rinsing and filling water buckets with cold water	
9	Squeegee runs and walkways completely, pick up any debris from walkway drains	
10	Cover Kuranda beds with appropriately sized "dog" blankets	
11	Give each dog a soft toy, tennis ball, and hard toy (Please note colored dots on kennel cards, indicating if pet has toy or blanket restrictions)	
12	Repeat cleaning steps 4 - 9 for outdoor side of runs	
13	Fill lunch trays and pass them out	
14	Poop check all runs every 20 minutes throughout the day	
15	Complete back work (clean/fill kongs, rotate/fold laundry, complete new kennel cards, etc.)	
16	Collect empty food trays and wash them	
17	Start afternoon walks/play yards at 2 PM to ensure each pet gets outside time (Coordinate with Laterals shift to complete afternoon walks)	
18	Continue to complete back work (clean/fill kongs, rotate/fold laundry, complete new kennel cards, etc.)	
19	Top off water buckets before you leave for the day	
20	Ensure all duties and back work completed and check off before clocking out for the day	