

Cleaning CHECKLIST

INDOOR/OUTDOOR

DATE: _____



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