

Cage Cleaning Checklist

GOALS: To clean and disinfect area of disease-causing bacteria, viruses, and waste promoting the health and well-being of our animals
To provide fresh, clean, abundant water and food for each animal
To make animals as comfortable as possible in this confined space – adequate padding or beds, toys, etc.
To use materials and colors that present our animals in a very favorable, eye-catching way as to promote adoption – boys in blue, girls in pink, matching colors, light cats on darker colors, darker cats on light colors, etc.

1. Close door to the Adoption Center and post “Closed for Cleaning” notice on door.
2. Do physical assessment of cat/kitten.
 - Are eyes clear with no discharge?
 - Any sneezing or nasal discharge?
 - Has the food level dropped? Are they eating?
 - Are stools normal in box?
 - Cat/kitten alert and interactive, not lethargic?
3. Place cat/kitten in secure area.
4. Remove and scoop litter box. Litter should be about one-third full up the side of the box. If sides of box are soiled, replace with clean box and refill with clean litter. Discard old litter and clean/disinfect box.
5. Remove all toys and beds from cage. Shake out any spilled litter/food over trash can.
6. Remove all top linens from cage, shake over trash can, and place in plastic trash bag.
7. Inspect bottom layer rugs for soil/dampness. Remove, bag, and replace if needed.
8. Shake out bottom linens over trash can. Bag dirty/wet rugs. Set aside others.
9. Brush/wipe out food, litter, and debris from bottom of empty cage.
10. Wipe down top, sides, and bottom of cage with disposable cleaning cloth (or with disinfectant spray and paper towel), and allow to dry.
11. Remove water bowls, wash, disinfect, rinse well, and refill. Replace in holder. (Be careful opening and closing cage door to prevent spillage)

12. Top off food in food bowl with appropriate dry food (adult vs. kitten).
13. Replace rugs rubber side down on cage floor.
14. Replace linens neatly on top of rugs.
15. Place beds and toys back in cage.
16. Reintroduce cat/kittens.
17. Close and secure cage door carefully. Do not forget to lock!!
18. Close and tie bag of dirty linens for removal, cleaning, and disinfection.
19. Sweep litter, food, and debris off floor and discard.
20. Mop and disinfect floor.
21. Dispose of trash in back of store, depositing in appropriate trash cans.
22. Replace trash can liner.
23. Open Adoption Center door and take down "Closed for Cleaning" sign.

*Hilliard

Must ask for keys from a manager.

Litter boxes on top of cabinet.

Linens and other supplies in cabinet (rugs on bottom).

Food in containers next to cabinet.

Litter in large, grey, rolling trash bin.