

Volunteer Adoption Room Attendant Checklist

- ___ Check white board for any medical alerts, dietary needs or other concerns for the adoptable pets in each adoption room before beginning care regimen
- ___ Refresh food with food from bin in room
- ___ Dump water and refresh with clean water from sink or water jug in room—rinse and wipe out water dish with paper towel if needed
- ___ Scoop litterboxes – use a small plastic bag (located in cabinets) and then dispose of in lidded garbage can in room, or take out to garbage cans outside
- ___ Top off litterboxes with fresh litter as needed
- ___ Sweep room as needed to keep clean
- ___ Check if blankets are soiled; if they are, put dirty blankets in dirty laundry bin in basement and replace with fresh clean linens from back basement room
- ___ If litter in bin is low, bring up new litter from basement litter room to add to bin
- ___ If you know the brand of food that is being given in the adoption room and food bin is low, refresh bin with food from basement storage (note: most of the time we blend our donated food – food brands in each room should be documented on white board)
- ___ Pet, snuggle and cuddle kitties! And give extra attention to shy kitties to help socialize them ☺

Saturdays:

- ___ Brush all adoptable kitties
- ___ Trim nails of all adoptable kitties (every other week)

Sundays:

- ___ Dump litterboxes, clean with bleach and refresh with new litter
- ___ Replace food and water dishes with clean ones (on basement shelves)
- ___ Put dirty food and water dishes in bin in basement to be washed (wash if time)
- ___ Mop floors as needed (be careful with bleach – let dry or wipe after cleaning so kitties do not ingest any—bleach is poisonous to cats)

Other duties as have time:

- ___ Wash, dry and fold laundry in basement and put in clean linens area in back room
- ___ Wash dirty food and water dishes in basement and place on clean dishes shelves
- ___ Check outside donation bin to see if donations have been received and place in appropriate labeled place in basement storage areas

Rules:

- Wash and/or sanitize hands when leaving room and before entering a new room
- Keep all supplies contained to each adoption room—do not move from one room to another

*If you see any medical concern, change in appetite, diarrhea, blood in stool, odd behavior or any other concern, please write a note on the white board in the adoption room with the cat's name, the concern and your name and the date, so we are alerted of it. If it is an immediate concern, please e-mail Emily or Nicole, or call Emily at 810-1388 or Nicole at 540-1501.