Updated July 2025

volunteer cleaning guidelines:

Cat adoption Floor

# Purpose

The cat cleaning volunteer plays an integral role within the organization because they ensure that the cats remain healthy and happy during their time at HSC. They provide a high level of humane care that prevents disease transmission and reduces the animal’s stress level.

# What you will need

## Most items are stored on the cat cart, which you will take from the hallway across from the shelter laundry room and bring back at the end of your shift. Make sure the following items are stocked on the cart: Rescue spray bottle, cat blankets, cat hand towels, litter, cat toys, and gloves.

## Please ask a staff member if you are unable to find the cart or to refill any empty Rescue spray bottles to their correct ratio.

## The cat adoption food prep room will have all other necessary items, such as: Litter boxes, bowls, adult and kitten food, brooms and dustpans, Swiffers, etc.

# Before starting

## Always check in with the Animal Care staff before starting. Some cats may be getting spayed/neutered in the morning and should not be fed.

## Take note of any kennel signage/notes.

### *STAFF ONLY* – these kennels should only be cleaned by staff members, not volunteers.

### *NC* (Not Clean) – these are unoccupied kennels that require deep cleaning.

### *Kennel Cards* – attached to kennel door; important medical, feeding, and behavioral notes may be written here (see Example A below).

#### If the “I’m being spayed and neutered” tag is on the door & the cat is still in the tower/kennel food should not be provided until advised by staff as they’re on deck for surgery

## **Alert a staff member immediately if a cat has removed their cone, thrown up, has soft stool, appears lethargic, appears injured, or is sneezing.** Contingent on the situation, a staff member may have you fill out a medical concern form if not an emergency (see Example B below).

## **To prevent disease transmission, cats should be handled with gloves. Change gloves in between each cat tower and in between each cat colony room.**

# Towers vs. Colony rooms

## Towers- generally hold kittens (under 6 months) that are too young to be in a colony room. Adults held here may have special feeding, behavioral, or health notes. Cats **are not** allowed to free roam during cleaning!

## Colony Rooms- hold adolescents (over 6 months) and adults. These cats require adult food.

# Spot cleaning VS. Deep Cleaning

## *Spot cleaning* – daily cleaning of occupied towers or colony rooms.

## *Deep cleaning* – the disinfecting of the entirety of a tower or colony room before housing a new cat or cats.

### See the Volunteer Checklist for step by step instructions on spot cleaning and deep cleaning.

# At the end of your shift

## Roll the cart back to the hallway near the laundry room and place dirty laundry in the dirty laundry baskets.

## If time permits, wash dishes and mop center adoption floor area. Ask a staff member for instruction, if needed.

## Let your assigned staff member know you have finished! Thank you!

# cid:c72e0a3d-d139-4e13-a0dc-bae2fcb8a538@namprd13.prod.outlook.comExample A – Kennel Card:

## Take note of any information on the kennel card that may be relevant to kennel cleaning. For example, the kennel card shown here notes that the cat housed in this kennel is in surgery today. Therefore the kennel can be spot cleaned but not deep cleaned as the cat will return to its kennel later in the day.

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# Ex ample B – QR Medical Concern Form

## Please fill out a medical concern form by using the pictured QR code like the one shown here if the situation is deemed non-emergent by a staff member. Medical concern forms are located by the treatment room, Volunteer Program Office, and Shelter Vet Med Office. When completing a medical ticket using the QR code the vet team generally appreciates a picture to go along with it if there is diarrhea, vomit, etc as it allow them to see more than just the sample