**VOLUNTEER CAT CLEANING CHECKLIST: TOWERS**

SPOT CLEANING

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| 1 | Roll the cat cart into the tower room, put gloves on, and make sure there is a white cat den available. The cat den is used to hold a cat while their tower is being cleaned. If unable to find a den, ask a staff member. |
| 2 | Check bedding and toys. Shake out into trash to remove hair or litter debris. If soiled, place in laundry basket. If heavily soiled, throw away. Set aside reusable items. |
| 3 | Check food bowls and water bowls. If dirty, set in sink and replace. (bowls can be found in cat adoption prep room) Please remove bowls with old wet food and do not offer wet food unless it is written on their feeding instructions. Rinse and refill water bowls. All cats should receive fresh water in the morning. Dispose of any leftover kibble and refill. Set aside. (no ceramic bowls should be used) |
| 4 | Check litter box. If not overly soiled, replace litter and re-use box. Overly soiled litter boxes are emptied and set aside to take to the back at the end of your shift. Replace with a new litter box. |
| 5 | Use a cat hand towel(s) or paper towels to remove litter debris and other loose material from all shelves and the bottom compartment. |
| 6 | Spray down all surfaces, including walls and glass with the Rescue spray bottle and wipe down. Shelves should be lifted up to wipe down hard to reach areas. |
| 7 | Place litterbox, bowls, toys (multiple kinds can be placed in kennel), and bedding back inside. Set litterbox in the bottom compartment. |
| 8 | Place cat back into the tower, disinfect the cat den with Rescue, and wipe down with a paper towel.  Change gloves and repeat. When all towers are cleaned are cleaned, please sweep and Swiffer the main floor. Thank you! |

DEEP CLEANING

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| 1 | Empty the tower entirely. Bowls, bedding, toys and litter boxes are to be removed and taken to their appropriate stations. If there is a carrier inside a tower, please remove and set aside. Brush out any loose material and wipe out any large messes. |
| 2 | Spray all surfaces, including glass and walls, with Rescue and let it sit for at least 10 minutes. Thoroughly wipe down and lift shelves to clean hard to reach areas. The tower should be entirely empty and clean. Leave kennel empty once completed. |

**VOLUNTEER CAT CLEANING CHECKLIST:**

**COLONY ROOMS**

*When entering and exiting colony rooms, please be mindful of cats near the door. Open and close doors cautiously.*

*Please do not open any doors that connect to the outside catio unless approved by a staff member.*

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| 1 | Wear a pair of gloves before entering a colony room. Check bedding, blankets, tunnels, and soft toys. Shake them out to remove any debris. If soiled, replace. Set these items aside on a raised surface. |
| 2 | Collect all bowls. Replace any that are soiled. Ensure there is an appropriate amount of bowls for the cats being housed in that room (Four food and water bowls max). Dispose of leftover kibble and refill (1/4cup adult kibble per one adult cat). Rinse and refill water bowls. Set aside. New bowls are in adoption prep room. (no ceramic bowls) |
| 3 | Remove litter boxes from the room and dispose of soiled litter. Spray boxes with Rescue and wipe down. Refill with enough to cover the surface (approx. 6-8cups of litter). Set aside. |
| 4 | Collect all other small items off floor and set aside on a raised surface. |
| 5 | Spray all dirty surfaces with Rescue then wipe down with a hand towel. Windows can be sprayed with glass cleaner or Rescue. |
| 6 | Sweep then Swiffer the floor. |
| 7 | Set items back in place. Place bowls in different corners of the room so all cats have access. |
| 8 | Change gloves and repeat. |

To view a video displaying the steps above, please see this link! <https://youtu.be/M6VmG_GXxDM>