**VOLUNTEER DOG KENNEL CLEANING CHECKLIST**

SPOT CLEANING

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| 1 | Wear a pair of gloves and secure animal to one side of the kennel via guillotine door. This is done by pulling the handle one the side of the kennel. |
| 2 | Remove carabiner to open the kennel door to the empty side of the kennel. |
| 3 | Check blankets and plush toys. If soiled or wet, place in laundry basket. Heavily soiled items are to be thrown away. Reusable blankets/toys can be hung over kennel door or set aside. If there is a kuranda bed (pvc pipe bed), lean it against kennel wall for cleaning. |
| 4 | Enrichment toys (such as nylabones, kongs or anything to be washed by hand) are placed in the sink. |
| 5 | Food bowls should be taken out and stacked by the sink. Leftover food is to be thrown in the trash. Water bowls are to be refilled and set aside. |
| 6 | Using the poop scooper, remove any solid waste and dispose of it in the corner toilet. Poop scooper should be thoroughly rinsed between each kennel. Only dog excrement should be flushed down the toilet.  Use a broom and dust pan to sweep up other waste (newspaper, toy stuffing, etc.) and discard it in the trashcan by the sink. |
| 7 | Lightly spray kennel floor and kuranda bed using the Rescue spray bottle. Some areas on the walls or inner door may need spraying if they are dirty. |
| 8 | Using a dog hand towel, wipe down all areas sprayed with Rescue. The kennel floor should be wiped down last. |
| 9 | Place all reusable items from step 3 back down (blanket, toys, etc.) Check kennel card before giving an animal any new bedding or toys. Set water bowl in a corner of the kennel. |
| 10 | Ensure kennel door is closed and carbineer is back on latch before opening the guillotine door. When the dog enters the cleaned side, shut the guillotine once more and repeat the process on the other side. |
| 11 | Wear a new pair of gloves and repeat with next kennel. |

**VOLUNTEER DOG KENNEL CLEANING CHECKLIST**

DEEP CLEANING

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| 1 | Wear a pair of gloves and locate all kennels that have **NC** written with expo on the window or kennel card holder. Before opening these kennel doors, ensure they aren’t housing a dog. |
| 2 | Anything to be washed by hand (such as bowls, buckets, nylabones, kongs) should be placed in or by the sink. |
| 3 | Blankets, collars, leashes, and plushy toys should be placed in a laundry basket. Discard of any ripped or heavily soiled items in the trash.  If there is a kuranda bed, lean it against the kennel wall for cleaning. |
| 4 | Using the poop scooper, remove any solid waste and dispose of it in the corner toilet. Only dog excrement should be flushed down the toilet.  Use a broom and dust pan to sweep up other waste (newspaper, toy stuffing, etc.) and discard it in the trashcan by the sink. |
| 5 | Connect the Rescue foamer to a hose. Ensure foamer is on setting C. *Ask a staff member for assistance, if needed.*  There are two hoses in each holding room, placed on both sides of the kennels. Use the appropriate hose for each side. |
| 6 | Shut guillotines then lightly foam the kennel walls, the kuranda beds, and inner doors. Generously foam heavily soiled areas. |
| 7 | Let Rescue sit for a minimum of 10 minutes to successfully disinfect. |
| 8 | Use the scrub brush to scrub all foamed areas including the kuranda bed. |
| 9 | Disconnect foamer from hose and rinse the kennel. Make sure water does not seep into an occupied kennel. |
| 10 | Squeegee the kennel floor, pushing water toward the kennel drains. Remove as much moisture as possible. |
| 11 | Using a paper towel, remove any dog hair or other waste that may have accumulated at the drain. |
| 12 | Close kennel doors and repeat the process on the other side. |

To view a video displaying the steps above, please see this link! <https://youtu.be/2AfG8s71t5c>