AM Shift-8:30-12 Volunteer checklist

* Pick up **blankets** from the floor, fold, and put away neatly on top of the chairs next to the tall grey linen cabinet
* Take out **empty** **food** **bowls** from the cages, the two kitten rooms, and the kitten-cabana
* Put out **adult** **dry** **food** on the floor of the main building (6-7 large plates) + 2-3 plates outside + 2 plates in shy cat room (labeled as kitten room #2)
	+ 4 scoops of adult dry food per plate
	+ Use the smaller dry food bin that has the supplements already added. Need to add supplements? See a staff member.
* Put out **kitten** **dry** **food** on the floor of kitten room #1 (2 to 3 large bowls) + the kitten cabana (4 to 5 large bowls)
	+ 4 scoops of kitten dry food per plate
* Feed **adult** **wet** **food** to the cats in the cages in the main building
	+ Check the white-board in the kitchen for prescribed diets
	+ Only underlined cats get fed in the mornings. See a staffer if you have questions about a cat's prescribed diet.
	+ Check that all kitties in cages are being fed – let a staff member know if you see a cat in a cage whose name is not on the whiteboard. They need to be added.
	+ Make sure to feed the *'make sure these kitties eat'* list of cats. It is posted on the cabinet in the kitchen. They are free roaming but need to put on weight so put them in an empty cage with some wet food to keep the other cats from eating it.
* Feed **kitten wet food** to the kittens in kitten room #1 and the kitten cabana
	+ Check the white-board in the kitchen for prescribed diets & amounts
* **Clean litter-boxes** on the floor in the main building, kitten rooms, and cabana. Clean litter is in the gray bin on the floor of the main building. Don't overfill, keep it about an inch deep at the most.
* **Clean** **cages** in the main building. For each cage:
	+ Get a cart with a white trash-can lined with trash-bag; a litter scoop; a small broom/dustpan; two small buckets – one with water and one with 1/8 cup of dermachlor, fill it halfway with water; two small rags to cover the buckets (to keep kitties from drinking it!); and two cleaning rags, one to use with water and one with the dermachlor mixture; 1 or 2 dry rags; a container of Clorox wipes.
	+ Move kitty temporarily to an empty cage if available/possible. Some kitties do not want to be moved. Ask a staff member if you are unsure.
	+ First, wipe the cage with the dermachlor rag. Then wipe the cage with the rag in water. Wipe it dry with a third rag.
	+ If you clean a cage with a kitty in it, clean around the cat and **quickly** wipe with water **immediately** after you wipe with dermachlor so the cat is not breathing the fumes.
	+ Scoop litter box; put dirty litter in trash-can; refill the litter box with clean litter; if the cage card is not marked for stool/urine in the litter box, mark it.
		- * On Monday and Thursdays, the litter boxes get swapped out completely with clean ones.
			* Dirty litter boxes are taken out behind the orange buildings to be washed.
	+ Take out any dirty blankets & replace with clean
	+ Wash the water bowl and its plastic holder & refill with clean water
	+ Put everything back in the cage, and move kitty back in.
	+ Wipe the litter scoop and the small broom/dustpan with a Clorox wipe before proceeding to the next cage.
	+ If the cat you moved has any medical issues (eye infection, diarrhea, etc.), wipe the 'holding cage' out with dermachlor mixture again **before** placing a new cat in it. This will help reduce the spread of illness among cats.
* **Collect plates around 10:00 am** with food from the floor in the main building, outside, and the shy cats room (kitten room #2; leave out dry food for the kittens). Place it in the small bin on top of the large adult cat food bin in the kitchen. Wash all the plates.
* Do **dishes**
* Wash and rinse all the water bowls including the ones inside on the floor, the big water bowls in the kitten rooms, and in the cabana, and refill with **clean** **water** to all the kitties.
* **Sweep & mop** thefloors (GH should be ready for visitors at **noon**). The kitten room and kitten cabana use a separate mop & bucket to prevent the spread of illness.
	+ - Use the yellow mop bucket to mop the main rooms (not kitten rooms).
		- Use the black bucket & mop to do the kitten rooms.
		- Use dish soap and water mixture to mop floors the first time, be sure to run the mop up the sides of the walls to about knee high to wash off any cat urine if a cat has sprayed.
		- Use bleach and water mixture to mop the floors a second time.
* **Once the floor is dry, release kitties** from cages that have **green sticker** on cage-sheet (make sure there is no more food out)
	+ When running behind the schedule, leave the kitties out before sweeping and mopping the floors
* Scrub, rinse and **refill** all the large stainless steel **water** **bowls** scattered around outside. There are approximately 8 of them. In the hot summer months, put a frozen water bottle in each pan. In the cold winter months, put lukewarm water in them.
* Check **laundry**, always have a load running
* **Extra:** outsidepoop**-**scooping: When there are enough people helping out and there is extra time, please get a litter bucket and scoop poop outside on the Goathouse grounds – check especially along the fence...