PM Shift 3.30-6pm Volunteer Checklist

* **Return** the **kitties** that are on special diets (green sticker) to their **cages**

* Take out **empty** **food** **bowls** from the cages, the two kitten rooms, and the kitten-cabana
* Once all the kitties on special diets are back in their cage, 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 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 (2-3 large bowls) + the kitten cabana (4-5 large bowls)
	+ 4 scoops of kitten dry food per plate from the kitten bin
* Feed **adult wet food** to the adult cats **not** in **cages**
	+ Check the ‘recipe’ in the kitchen for the amounts of wet-food & ratio of water + supplements to be mixed in
	+ Put out lots of small white bowls and a couple of bigger plates spread out over the floor in the main building and in a long row outside and on the floor in the shy cats room (labeled kitten room #2)
	+ Pour out 1 scoop of wet food in every bowl
	+ Check in the kitchen for the list of kitties that don’t always get to eat their wet-food because they are shy – **make sure they eat!**

* Feed **adult** **wet** **food** to the cats in the **cages** in the main building
	+ Check the white-board in the kitchen for prescribed diets
	+ Check that all kitties in cages are being fed – add new names to the whiteboard
	+ Also quickly check their water – replace if dirty/low
* 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
* **Double check** to make sure everyone has food – including any new cats in cages whose name is not yet on the white-board; check their cage-sheet for special diets, otherwise feed adult dry/wet.

* **Pick up empty wet food bowls,** leave out dry food
* Do **dishes**
* Check **laundry**, always have a load running
* **Clean** **litter-boxes** in the cages, main building, kittenrooms, and kitten-cabana
* **Sweep floors**
* **Lay down blankets for night time** (they are on the chair next to the tall grey linen cabinet)
* **Extra:** outsidepoop**-**scooping
	+ When there are enough people helping out and there is extra time, please get a trash-can and scoop poop outside on the Goathouse grounds – check especially along the fence.