



Updating the Housing Chart

We keep data on where our animals are located for several reasons. The medical team uses the data to know where the pet is that needs medicine, the office uses the data so they can tell potential adopters where the animal they want to see is located and the Surgery team uses it to know where to put an animal coming back from surgery.

We have a paper spreadsheet that gets updated every evening at the end of business hours. This means it does not get updated for Sunday or Monday. We are also keeping the animals' locations in our PetPoint system and will eventually use only the electronic data.

Items needed to Update the Housing Chart:

- Pen with colored ink (preferably red) as it is easier to spot the changes when manually entering the changes.
- Clipboard
- **Clean copy of** Current Housing Chart – the current one has **TODAY's** date at the top in **red**.
Exception is on Tuesday and then it will have Sunday's date

At the end of the day, every housing unit needs to be documented indicating the current residents. Care needs to be taken to make sure occupants match the identifications on the housing unit and that the number of occupants matches the number of identifications on the housing unit. I.E. 3 animals, 3 IDs, and IDs match the animals.

Animals get moved all the time and their ID is supposed to follow them. See Procedure "Changing a Dog's Location". If things don't matchup, ask a staff member who works in that area to help you get the Housing Chart correct.

When updating the Housing Chart, observations should start in the back corner of Outback (O13) and proceed towards the front of the shelter. For each housing unit listed on the Housing Chart verify:

1. That a kennel card or ID for every dog in the unit is on the front of the unit. 4 dogs, 4 forms of ID on unit.
2. That the dogs in the unit actually match the IDs on the unit, just matching numbers of dogs and numbers of ID is not sufficient.
3. If there is a difference, mark the Housing Chart with a color other than black. Cross out a missing dog, write in a new dog.

When completed, leave the marked up Housing Chart on Judy's desk.

As we move to going paperless, the **team leads are required** to make sure that the locations of animals in their area is correct in PetPoint **at the end of the day**. The two sources for location information will be compared on a daily basis until we are convinced the PetPoint information is correct. Then we will stop using the existing paper version of the housing chart and use the data in PetPoint.

