



## **Morning Attendant Tasks for Volunteers**

### **SHIFTS: Monday- Thursday**

*Revised 12/11/23*

#### ***On Arrival***

- Return the key to the lock box, scramble the code, and tuck it back inside the bars.
- Count profiles on the “cats on-site” bulletin board.
- Turn off single night light.
- Scan floor/rug for accidents/vomit.
- Feel/smell the couch covers for pee. If you find pee, spray soiled area with **Anti-icky Poo**, put in black hamper outside the back door. Re-cover with replacement blanket from flowered ottomans.
- Collect empty plates from the night before. Scrape food into the garbage before washing.

#### ***Morning Feeding***

- Check “favorite food” notes on white board in the back.
- Gather the following items from the first cabinet in the back room.
  - Plates/bowls/ spoon
  - 6-7 Fancy Feast cans
- Serve each cat  $\frac{1}{3}$  can..Add  $\frac{1}{2}$  scoop L-lysine and  $\frac{1}{2}$  scoop Visbiome from fridge; mix together. These supplements are in the fridge.

Some cats will gather to eat on the picnic table. Others will wait on the floor to be served. Shy cats will stay put so please deliver food to wherever they are hiding. Sometimes shy cats won't eat until you leave the building so don't collect their plates if there is still food left.

- Refill 1 cup dry food per bowl.
- Top off the fountain.
- Combine leftover food on two plates to leave out.

**Please avoid feeding on the large blue rugs or the white furry throw rugs.**

#### ***Wash Dishes with YELLOW SPONGE***

- Keep the drain free of food by using the strainer in the sink.
- Wash dishes with hot water and Dawn soap.

#### ***Water Bowls:***

- Wash ceramic water bowls with hot water and Dawn soap.
- Spray water bowls with **Rescue**, let sit 10 minutes before rinsing.
- Use water from the dispenser to fill the bowl one-quarter full. Do not overfill.

***Maintaining and Cleaning Fountain:***

- Make sure that the fountain is topped off with water daily so the pump won't burn out if the water level gets too low.
- Fountain should be thoroughly washed once a week. Check the date; if more than a week, wash it. Take apart and use the bottle brush to clean small parts. With hot water, spray inside the motor to get rid of the slimy residue. Spray all the pieces/ filter with **Rescue**. Let sit for 5 min and rinse well.
- Replace filter once a month. Filters are in the cabinet with the cleaning supplies.
- Refill with water from the dispenser. Add a post-it note to side of the fountain with cleaning date
- Update small white board on back wall with the cleaning date.

***Litter boxes: (blue sponge/blue gloves)***

Note: Take notice of anything unusual, like diarrhea, blood, etc. and note it in the Chromebook

- Dump and wash boxes every 2 days. Go by the date of the post-it on the box. If the litter seems over-used and smells, please dump and wash regardless of the date on the box. If you see diarrhea in a litter box, please dump and wash it.
- Gather the following items from the bathroom, broom closet and supply cabinet in the back room.
  - Hand broom and dustpan
  - **Rescue** spray bottle
  - Paper towels
  - Litter scoop
- Use the trash bags from the garbage cans to scoop litter boxes.
- If date on the box is older than the 2-day rule, dump the entire contents into trash and place soiled litter boxes by the bathroom to wash.
- Sweep litter from the floor/baseboards w/ hand broom.
- Spray surrounding walls, baseboards and floor with **Rescue**. Wipe the areas dry with paper towels or a rag.
- Before washing the litter box, wipe out any litter or waste with a paper towel & make sure the yellow sponge is put away.
- Wash the scoops / litter boxes inside and out using Dawn soap. Rinse with hot water. Spray **Rescue** inside the box and let sit for 10 minutes before rinsing.
- When you're done, spray the blue sponge and the sink with **Rescue** to disinfect. Wipe up any water on the bathroom floor with paper towels.
- Dump food from sink strainer.
- Keep bathroom door closed when not in use.

***New litter boxes:***

- Place clean litter boxes outside the back door or use them if needed.
- Litter is in the back room or shed in the backyard.
- When putting out new litter boxes, note the current date using a post-it note on the box. (See *diagram for litter box locations*).

***Recycling and Trash cans:***

- Replace trash bags in the two main garbage cans, the bathroom and the recycle can. Use one or both garbage bags to scoop and dump soiled litter boxes.
- Collect trash and bathroom garbage bags for the dumpster. Replace all bags.
- Place recycling into the recycling bin (do not throw garbage bag into the bin, just the contents).

***Floors:***

- Sweep or Swiffer the floors. Brooms/Swiffer are in the broom closet in the back room.

***Play with cats:***

- Wand toys are in the large basket. Put all wand toys back in the basket before you leave.
- Shy cats are usually in a bed or cubby and could always use some extra encouragement.

***Notes in the chrome book:***

- Please write notes in the daily log in the Chromebook. It's helpful for staff to know which cats did not eat. Note if cats are getting along or bickering. If you hear sneezing, coughing or sniffles, diarrhea, frequent visits to the litter box without urinating, pee or poop outside of the litter box, door darters, excessive meowing or howling, cats drinking a lot of water, etc.

***Before you go:***

- ***Do a final scoop of all litter boxes***
- ***Turn off all the lights***
- ***Pull down blinds and close curtains***
- ***Make sure back door is locked***
- ***Shut the bathroom door***
- ***Lock deadbolts on both doors***
- ***Put key in lockbox, scramble the code, and place on window sill***

If you have questions, please call or text Christine at 408.531.7979, or Ann Chasson at 650.906.4876.

## Litter Box, Dry Food, and Water Bowl Placement



### Monday–Wednesday (a.m.) Morning Attendant


#### Legend:

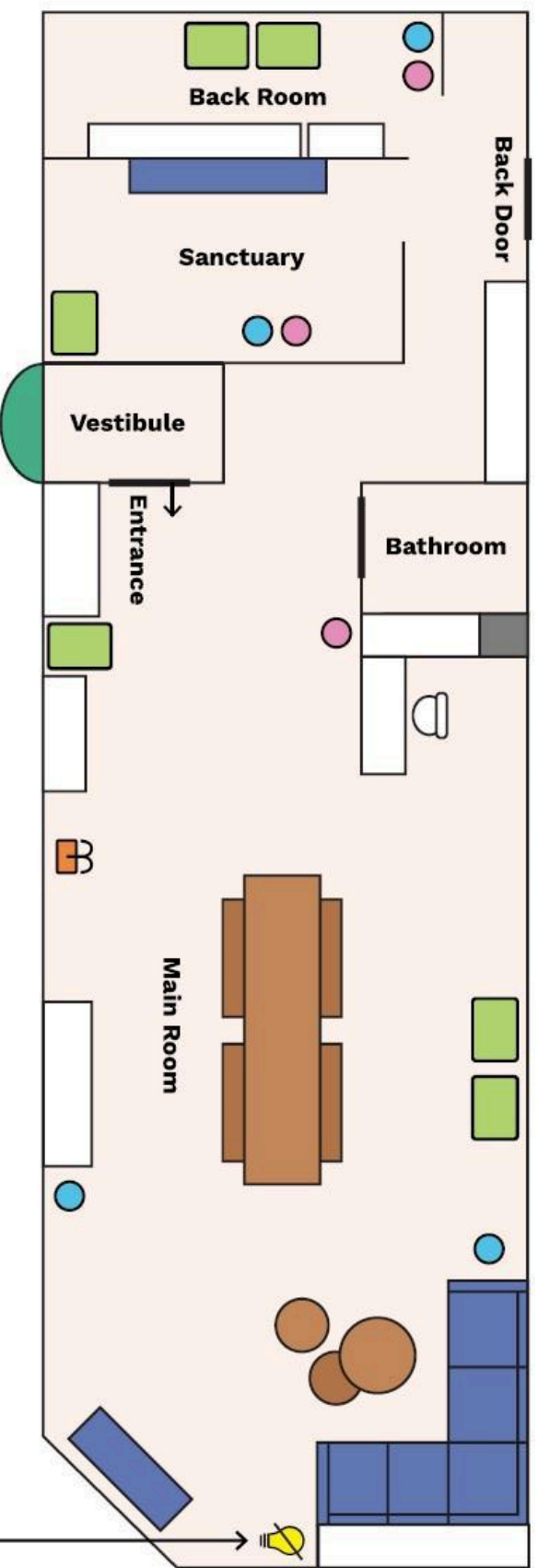
 = 6 Litter Boxes

 = Dry Food Bowl

 = Water Bowl

 = Water Fountain

 = Overnight Light Switch



#### End of Shift Checklist

Make sure you have:

- ☒ 6 litter boxes
- ☒ 4 water bowls
- ☒ 3 dry food bowls
- ☒ Overnight switch off