

# Cat Matchers Petco Frisco DNT Cleaning – Information and Instructions

## General Information

1. Store Address: Petco – 5177 Eldorado Pkwy. #1486 Frisco, TX 75033
2. Located in Parkway Towne Crossing shopping center (with Target and Best Buy) at the corner of Eldorado Pkwy and the Dallas North Tollway). Phone number: 214-705-9384
3. Cleaning hours - You can go anytime the store is open depending on your schedule. If later in the day, please go at least an hour or so before the store closes to allow some extra time in case the cats have been very messy that day or one of the cats is sick and it may take extra time to clean.
4. Sign ups – Cat Matchers uses Sign Up Genius for the store sign up. Around mid-month, an email will go out with the link to the sign up. Please use that link to sign up for available days
5. **4. Need to cancel sign up – Please remove yourself from the sign up genius as soon as you know you won't be able to go. If you have an emergency the day you are scheduled to clean, please also send a text ASAP to the store captain, Laurel 214-770-5542 and to Tammy 214-675-5174**
6. Typical daily cleaning time is 45 – 60 minutes depending upon how messy the cages are, the number of cats (kittens are messy), and if people have questions about the cats while you're cleaning/how crowded the store is. The deep cleaning adds a bit more time. We have tried to make this easier, by breaking it into several days to clean.
7. The store is the busiest in the district and is a flagship store. As such, they have very strict rules on what we can use for marketing and inside the cages.
8. The cages are designed to house four sections of cats. Most of the time these cages will be used as 2 sets of cages, an upper and lower cage section.
9. Cages are tall so a stepladder will be needed to reach the top cages. There is often a store stepladder located near the cages for your use. If it is not there, they house many in the back storeroom, to the immediate right when you go through the doors. Please use caution – we recommend adults clean the top cages.
10. The store will not allow us to set up barriers around the cages, so please feel free to let people know you're cleaning if they come up to the cage. You do not have to let them pet the cats and any unsupervised children are NOT allowed to pet the cats/kittens through an open cage. It is often advantageous to have them help you by distracting the cats (petting, playing with them), while you clean the other sections.

## Cleaning Instructions – Daily Cleaning

1. Obtain the key from the Associate at the register. The key will work in all locks.
2. The supplies are now stored in the cabinets below the cages. Please pull out:
  - Small trash can/bag (for discarding used litter, wipes, paper towels, etc.)
  - Spray cleaner and paper towels and/or wipes
  - Food (kitten and/or cat food depending upon what cats or kittens are in the cages)
  - Bottle of water to refill water dishes
3. The cages have four sections with two compartments each. The first compartment has the see-through window and cats are provided beds, toys, and food/water. The second section has a solid door and has the litter box, scooper, and cage-specific broom. Above that is a metal pan with bedding for them to relax/hide. Please do not mix the brooms and scoopers among the cages. To clean:
  - a. Window section: Put cat in the other section and close the door (the door flips up and down and has a magnet at the top).
    - i. Remove bedding and shake out in the trash.
    - ii. Using the broom and dustpan, sweep out the cage section. (Note, there may also be a vacuum in the storage which you are welcome to use. Don't forget to empty after use).
    - iii. After sweeping, wipe down all surfaces of the cage section or spray and then use paper towels to wipe.
    - iv. Return bedding to cage
    - v. Replenish food and water. Note, the bowls are removable from the silicone mat to wash and replenish. We can rinse the bowls at the fish station sink if need be.
    - vi. Return cat to cage section, lock door, and clean other side.
  - b. Litter box section: Once cat is in the window section, remove litter box and sweep up litter in bottom of cage. Note: there is a pad on the bottom of the cage that is removable. Remove and wipe down. Vacuum or sweep the litter from cage section.
    - i. After sweeping, wipe down all surfaces of the cage section or spray and then use paper towels to wipe.
    - ii. Scoop litter and put discards in trash bag. Top off litter as needed from container stored in bottom cabinet.
    - iii. Return litter box to cage.
    - iv. Open door to allow cat to use both sections of cage (magnet secures door).
    - v. Lock cage door.
4. Sign out procedure
  - a. Double check all cage dividers are open (as appropriate) and cage doors are locked.



- b. Discard trash in red bins in stockroom.
  - c. Fill out yellow cards commenting on each cat. Complete the form by checking off the items (example: cat is eating, drinking, etc) and then you can write your notes in the comments area (i.e. cat was very happy, playful, etc.) You can also use the comments section to let others know if you noticed a potential issue (cat's ears are itchy, cat was hiding, etc.)  
**Note: if a cat is looking ill, please contact foster listed on yellow card and/or text Laurel 214-770-5542 and to Tammy 214-675-5174.**
  - d. Fill out store sign off sheet and obtain manager initials.
  - e.
  - f. Return sign off sheet to sleeve in the bottom cabinet.
  - g. Lock the storage doors and return key to cashier.
5. Special notes:
- a. If there are soiled linens, please place soiled in the large trash bag and in the appropriately labeled bin. Please replace with fresh linens stored in the cage cabinet.
  - b. If supplies are low, please text Laurel 214-770-5542 and she will replace.
  - c. Keep the dustpan/broom and litter scoops in the correct cage. Do not use in multiple cages. This helps us cut down on any potential spread of illness.

If you have any questions or concerns, please feel free to contact us.

Last Updated: 5/25/24