

Cat Matchers Petco Frisco-McKinney Cleaning – Information and Instructions

General Information

1. Store Address: Petco West McKinney – 15942 El Dorado Pkwy. Frisco, TX 75035
- a. Located at the NW corner of Eldorado Pkwy and Custer. Phone number: (972) 547-0054.
2. 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.
3. Sign ups: Cat Matchers uses Sign Up Genius for the store sign up. An email will go out with the link to sign up for the next month around mid-month. Please use that link to sign up for available days.
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, Elena 512-221-0102 and to Tammy 214-675-5174**
5. Typical 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.
6. If you need a step ladder, there is usually one near the cages. If not there, just ask a store employee where one is located.
7. The store does not allow us to set up a barrier 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 and kittens. You are welcome to encourage them to play/distract the cats when you are cleaning. It really can help the process.

Best Practice/Protocols

- Clean your hands before touching any of the cats and between cats in different cages. If you touch any animals in the store, please clean your hands before touching our cats. There is a hand sanitizer station right by the cages.
- It is always best to clean top to bottom (unless one of the cages is empty). Always take care of the cats in a cage before starting to clean an empty cage. If you do it the other way, you will be frustrated by the mess the litter can make.

- Always assume a cage or cat may have something contagious and your head will be in the right space to keep the other cats and your own safe. Clean your hands often and clean them before going home to your own pets.
- If you notice any of the cats in our cages have symptoms (such as sneezing, nasal or eye discharge, open mouth breathing, missing hair, lethargic, just doesn't look right), send a text message to the store captain and Tammy immediately.

Helpful hints

- Have everything ready before you open any of the cages.
- If you feed the cats their wet food, they are often distracted enough to clean other sections of the cage.
 - Give some wet food in one section and slide the divider closed, so that you can clean the other sections without the “help” of the cats.
- Encourage people looking at the cats to engage with the cats while you clean, to distract the cats and make the cleaning job easier.

Cleaning Instructions – Standard Cleaning

1. Obtain the key from the Associate at the register. The key will work in all locks.
2. The supplies are stored in the cabinets next to 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 adult dry cat food depending upon what cats or kittens are in the cages)
 - Bottle of water to refill water dishes (PREFERRED METHOD: take each dish to the sink to rinse and refill)
3. The cages have three sections.
 - The first compartment has PVC tower, bedding and toys.
 - The second section has the food/water dishes and bedding/toys.
 - The third section has the litter box, scooper, and cage-specific broom. Please only use the broom and scoopers in that cage for that specific set of cages, and not on the other cages.



To clean:

Food and play sections:

- Remove bedding and shake out, in the trash.
- Using the broom and dustpan, sweep out the cage section. (Note, there is a vacuum in the cabinet which can be used as well. Don't forget to empty the filter after use).
- After sweeping, wipe down all surfaces of the cage section or spray and then use paper towels to wipe. Most of the time, water on paper towels is all that is needed to wipe down the cage.
- Return bedding to cage.
- Replenish food and water. Note, the bowls are removable from the holder that is attached to the cage to rinse and replenish. (turn it to align with the groove and lift). We can rinse and refill the bowls at the fish station also.
- Return cat to cage section, lock door, and clean other side.

Litter box section:

- Remove litter box from cage.
- Pick up litter mat and shake loose litter into the litter box.
- Vacuum or sweep the litter from cage section.
- After sweeping, wipe down surfaces of the cage section if needed.
- Scoop litter and put discards in trash bag.
- Top off litter as needed from container stored in bottom cabinet.
- Return litter box to cage.
- Open doors between sections to allow cats to access all parts of the cage (magnet secures door).
- Lock cage door.

4. Sign out procedure

- Double check all cage dividers are open (as appropriate).
- Make sure all cage doors are locked. Pull on each door to double check that the door is fully locked.
- Discard trash in red bins in stockroom. This is on the back right side of the store if you are facing the back.
- Fill out yellow cards commenting on each cat. This card is on the clipboard in the supply cabinet.
 - 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 the foster listed on the yellow card as well as the store captain.
- Fill out the store sign off sheet and obtain manager initials.
- Return sign off sheet to sleeve in cabinet.

- Return the key to the cashier. (DON'T TAKE THE KEY HOME)
5. Special notes:
- If there are soiled linens, please place it in the dirty laundry bin on the top of the cabinet. Please replace it with fresh linens as needed. These are stored in the rolling cabinet.
 - If supplies are low, please text the store captain.
 - Keep the dustpan/broom and litter scoops in the correct cage. Do not use it in multiple cages. This helps us cut down on any potential spread of illness.

If there is an empty cage, then it will be in one of the “steps” of Deep Cleaning – which is Required “turnover” cleaning for new cats not in the same foster household. Please refer to the “Cleaning Checklist” for further information.

If you have any questions or concerns, please feel free to contact us.
Last Updated: 5/22/24