

Cat Matchers Petco Lovers Cleaning – Information and Instructions

General Information

1. Store Address: Petco – 4325 W. Lovers, Dallas, TX 75225, 214-522-4893
 - a. Located at the corner of Douglas and Lovers.
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. 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
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 email the cleaning (gaggle) group for the store and also text the store captain and Tammy ASAP at: 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. 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 and kittens. You do not have to let them hold the cat outside the cage. It is actually safer to keep the cat inside the cage and have the people pet the cat inside the cage.
7. If there are any issues or questions, with supplies (such as cleaning supplies, food, litter or linens needed, etc.), send group email via Gaggle so we can keep track of any issues.
8. If any cats are sick or you question some of their symptoms, please contact the foster and/or the team leaders immediately. Fosters are listed on the yellow cards. If there is something you think all of the cleaners may need to know, please send out an email ASAP via Gaggle.
9. Wash or sanitize hands in between handling different cats and their cages. This helps to reduce the spread of any hidden illness.
10. Lock cage and double check all sections of that cage are locked after cleaning and check all cages one more time before leaving.

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 now stored in the cabinets in the cages and behind the shelves on the left of the cages. It is easiest to sequester the cats in the far-left cage, in order to get to the needed supplies and to clean the litter box and fill food/water. You will need:
 - Small trash can/bag (for discarding used litter, wipes, paper towels, etc.) (Upper-right cubby)
 - Spray cleaner and paper towels and/or wipes (upperright cubby)
 - Food (kitten and/or cat food depending upon what cats or kittens are in the cages) (Dry food and paper plates in the middle-bottom cubby, wet food in the bottom-right cubby)
 - Bottle of water to refill water dishes (bottom-middle cubby)
3. The cages have 3 sections each. The first compartment on the left, has the see-through window and cats are provided beds, toys, and wet food on a paper plate. The middle section has a solid door with a cage grid. This has the food/water bowls and a small bin for the cats to sleep/hide in. The third section is on the right and has the litter box, scooper, and cage-

specific broom. Please do not mix the brooms and scoopers among the cages. There is a divider in between each section. You can close this to help sequester the cat while you clean. **YOU MUST OPEN THE DIVIDER BEFORE YOU LEAVE.**

4. To clean:

1. Remove bedding and shake out in the trash.
2. 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).
3. After sweeping, wipe down all surfaces of the cage section or spray and then use paper towels to wipe.
4. Return bedding to cage. If the bedding/carpeting is soiled, please put bedding into the dirty linen bag next to the cage on the left in the space behind the merchandise shelves. Add new bedding if old bedding was soiled.
5. Replenish food and water. Note, the bowls are removable from the cage door grid. Simply turn and lift to take it out: rinse and replenish the water. We can rinse the bowls at the nearby bathroom
6. Return bowls to cage section, lock door, and clean other side.
7. Remove litter box and sweep up litter in bottom of cage.
8. After sweeping, wipe down all surfaces of the cage section or spray and then use paper towels to wipe.
9. Scoop litter and put discards in trash bag. Top off litter as needed from container stored in bottom cabinet.
10. Return litter box to cage as well as scoop and broom
11. Open divider to allow cat to use all sections of cages
12. Lock cage door.
13. Sweep floor around cages as needed after all cage cleaning is complete.

5. Sign out procedure

- a. Double check all cage dividers are open (as appropriate) and cage doors are locked.
- b. Discard trash in trash bins in back middle part of the store. Do Not use the OOPS station.
- 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 text Heather at 214-385-7176 and Tammy 214-675-5174.
- d. Fill out store sign off sheet and include initials.
- e. Return sign off sheet to sleeve in the upper-right cabinet.
- f. Lock the storage doors and return key to cashier.

6. Special notes:

- a. If there are soiled linens, please place them in the hamper on the left side of the cages behind the shelves. Please replace with fresh linens stored in the cage cabinet and also more in the bins near the hamper.
- b. Put toys in cage if needed (dirty ones can go in with soiled linens)
- c. If supplies are low, please text Tammy 214-675-5174 and she will replace.
- d. If we need more food, and you decide to purchase the food, Cat Matchers can reimburse the cost. Please contact a Tammy for assistance. If you purchase food, please mark the package with "CAT MATCHERS" before putting in the cabinet. We

are tax exempt, our number is 35-2302714, make sure the person ringing this up applies this to the purchase.

- e. 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.
- f. Make sure all the cages have the cage cards (bio cards) hanging on them for the potential adopters to see. Each set of cages must also have a cleaning checklist card (yellow card).

Cleaning Instructions – Deep Cleaning (Required “turnover” cleaning for new cats not in the same foster household)

- Remove all linens and toys, shake the litter into the trash and then put in the dirty linen hamper
- Remove food and water bowls
- Empty the litter box contents into the trash. Remove litter box, scoop, broom/dustpan and litter mat from cage
- Sweep and vacuum (if available) the cages. Once clean, spray with the provided cleaner and wipe all surfaces.
- Wash/dry all water/food dishes (soap and water) and wipe down the bowl connectors with cleaner. You don't have to remove these from the cage to clean.
- Wash/wipe out all contents of litter box and then clean well with provided cleaner.
- Clean the litter scoop and the broom/dustpan with the provided cleaner
- Put all clean items back into cages.
- Place clean linens in the cages
- Put new yellow card in the cage, write on the back of the card “cage is ready for next cats”
- Do not fill food, water or litter bowls

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

Last Updated: 3/15/22