

## **Petco cages cleaning instructions – Plano store**

### **Daily cleaning procedures:**

1. Get keys from staff at the front register
2. Get cleaning supplies (window cleaner, general cleaner, paper towels) and the small trash can, lined with a trash bag, from the storage closet behind the cage habitat.
3. Take a paper plate and canned food for each cage set. These are in the supply closet.
4. Unlock door of one cage at a time. Make sure to lock each cage when you go to the next or when you aren't right there to monitor the cage door.
5. The best way to start is by giving the cats canned food on the paper plate. While that cage is open, remove the water bowls to empty and refill. This step usually distracts them for a short time to allow you to clean the other parts of their cages.
6. If there are very needy cats or ones that are trying to escape, you can sequester the cat(s) in the adjoining cage by sliding the white divider over the opening between the cages if needed, or welcome others looking at the cats to play with them while you clean the other part of the cage.
7. Sweep and wipe down inside floor and walls (if needed) of each cage.
8. Clean the cage windows.
9. Shake out carpet/bedding into trash and put back into cage. If the bedding/carpeting is soiled, please put into the laundry bag and add clean bedding.
10. Scoop litter box into small, lined trash bag and add new litter (if needed). Use the scoop (behind the litter box) and broom/dustpan in the center cage storage for only that one litter box/set of cages.
11. Fill the dry food (bags in the center cage storage), and fill/freshen water. You can refill from the sink in the storeroom or fill the water bottle in the cabinet. Please refill this water bottle if you use it. Make sure the food bags are secured closed, so they don't attract bugs.
12. Put toys in cage if needed (dirty ones can go in with soiled linens)
13. Remove divider between adjoining cage so that cats can move freely about.
14. Put the food bags, water and broom/dustpan back in the appropriate area and lock the cage.
15. Wash hands or use hand sanitizer and repeat for other cages
16. Sweep the floors in front of the cages after everything is done so we are not leaving cat litter on the store floor
17. When you are finished cleaning, take the trash to the back loading area (back of store through the swinging doors), and empty into receptacles in that area. Bring the small trash can, cleaners and paper towels back in the storage closet.
18. Fill out yellow cards for all cats. These are in the center storage cabinet of each cage set along with the medical records. There should be one per cat/set

of cats. 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.)

*However, if you believe that a cat is ill (sneezing, green gunk, runny eyes, bad diarrhea, ringworm) or is aggressive, extremely unhappy/frightened, etc, note it on the card **AND** contact the foster (the phone # and foster name should be on the yellow card) **AS WELL AS** the store captain. Note this on yellow card.*

19. Please refill the litter container using the Petco litter refill bin at the store.
20. If we are low on cat food, please contact the store captain or Tammy 214-675-5174, or you can purchase some and you will be reimbursed. You can fax a copy to us: 1-877-687-8770 fax. We must have the receipt no matter who pays for the food. We are tax exempt, our number is 35-2302714, make sure the person ringing this up applies this to the purchase.
21. If we are running low on supplies, any supplies-beds, scoops, paper towels, soap, etc., please let us know by sending an email or text to the store captain or Tammy.
22. There is a Petco manager Checklist (white sheet) on the side of the cleaning cabinet in a plastic folder. Mark/initial all items to ensure everything was completed before leaving the store. This is a final check before leaving the store.
23. **Make sure all dividers to cages are open and that cats can move freely to their food and litter box areas. Pull on each cage to make sure door is locked completely.**
24. Make sure all cages are locked up and return the key to employee at the front register.

### **Cage set-up best practice**

Think of the cages as a small home for the cats, where there is a kitchen cage, bathroom cage and bedroom/playroom cage to help with the idea of set up. The following suggestions are made due to issues experienced and lessons learned. It is to help the cages remain tidy, presentable and clean for as long as possible.

### **The "Kitchen"**

- The food and water bowls should be in one cage, not spread out. When the food is in more than one cage, the cats (especially kittens) tend to make a big mess.
- When using 2 bowls each of water and food (if there are multiple cats in the cage), it is best to put the 2 food bowls together and the 2 water bowls together. This helps reduce water getting into the food bowl and making it go bad quickly.
- It is best to have a small blanket folded thinly or a shelf cover under the food/water bowls. This helps to reduce messes that are caused by a water spill. If there isn't a blanket or something there to absorb this, then cats walk through the water, then go to the litter box with wet feet, then leave little cement footprints

all over the place OR they fling wet food/water and litter all over the walls and windows. **Don't put a linen/blanket down to cover the entire cage**, only use one that can be folded under the area of the food/water. If there is a blanket that covers the entire floor and the cat/kitten starts playing, it actually makes a bigger mess, and the blanket pulls the food/water bowls around as the cats play it in.

### **The "Bedroom/Playroom"**

- Make sure there is a PVC "tower" in the cage, 1 bed and a cubby. The small bed can go under the tower. Put some small blankets in the cubby so they have a place to curl up.
- Don't put a linen/blanket down to cover the entire cage. It will be moved/messed up very quickly, especially with kittens when they play. Leave some of the floor in the cage uncovered.
- If the cage has shelves, there are shelf covers to put on them.
- Make sure the cat(s) have toys and a scratcher in the cage. You can tie a long rope style toy to the door through the holes in the glass.

### **The "bathroom"**

There should be a litter box, litter mat and a litter scoop behind the litter box, in one of the center cages.

- If only one cat is in the cage set, the other small center cage can be used as a sleeping area and put some bedding in there.
- If more than one cat in the cage set, please put in 2 litter boxes, mats, scoops in the center area.

### **Storage**

- The center storage areas of the cages should have food for that cage set, a broom/dustpan for that cage set and the medical records and yellow cards for the cats in that cage set.
  - There are 2 center storage areas in each set and there is a set on top and bottom
- The supply room has clean linens, canned and dry food, litter refill container, trash bags, toys, scratchers, cleaners, paper towels, paperwork for adoption, business cards and flyers, hand soap, nail clippers, microchip reader, treats. There are cat traps and a carrier in the storage room in case of emergency.

Revised 8/3/24