**AM Shift Task Chart**

**AM Cleaning {Sun/Mon/Tue/Weds/Thu/Fri/Sat: 9a-11a} S / M / T / W / T / F / S**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Litter Boxes** (Scoop Main Room, Kitten Room, & Zen Room thoroughly and add litter as necessary. Report any diarrhea or potty accidents/inappropriate urination outside of boxes on Volunteer Group Page) |  |  |  |  |  |  |  |
| **Vacuum** (Pick up toys and litter mats and thoroughly vacuum floors & carpets) |  |  |  |  |  |  |  |
| **Spot Check** (Check for vomit, boogers, pee, poop, spills, etc. on chairs, surfaces, walls and clean as necessary. Mop if necessary. Please report anything concerning to the volunteer group on Facebook) |  |  |  |  |  |  |  |
| **Sanitize Hard Surfaces** (Use cleaning wipes to wipe down feeding station tables, desk, shelves, window sills, and fixtures in the Lounge, Zen Room, Kitten Room, Bathroom & Front Desk area) |  |  |  |  |  |  |  |
| **Trash** (Take out trash bags with litter, food cans, paper food plates, and any boxes to dumpster) |  |  |  |  |  |  |  |
| **Laundry** (Check bed liners and crate pads to see if they need to be replaced with fresh linens. Place dirty beds or liners in the laundry basket) |  |  |  |  |  |  |  |

**AM Cat Care {Sun/Mon/Tue/Weds/Thu/Fri/Sat: 9a-11a} S / M / T / W / T / F / S**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Wet Food** (Prep wet food in storage room, mix in meds if necessary. ½ can per cat) |  |  |  |  |  |  |  |
| **Dry Food** (Refill dry food bowls out in the Lounge & Kitten area and in any crates with cats in holding in Zen Room) |  |  |  |  |  |  |  |
| **Water Fountains & Water Bowls** (Check water fountains to ensure they are clean and full. Reservoirs should be refilled/topped off if needed) |  |  |  |  |  |  |  |
| **Meds** (Check med chart and administer medicine - sign off on med chart once meds are given) |  |  |  |  |  |  |  |
| **Cat Check & Grooming** (Do a quick cat count and make sure all cats are accounted for and look healthy. If any concerns, please post on Volunteer Group Page. ) |  |  |  |  |  |  |  |

**SPECIAL WEEKLY AM DUTIES**

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| --- | --- |
| **Monday -** Scrub & sanitize litter mats and food station mats |  |
| **Tuesday -** Empty and clean water fountains. |  |
| **Wednesday -** Wipe & sanitize outsides and edges of litter boxes (Use Lysol wipes or spray cleaner and paper towels to wipe down the outside lids and entrance edges of the litter boxes to remove pee, poop, and litter dust. DUMP and refill any litter boxes that need it.) |  |
| **Thursday -** Mop floors in Lounge, Kitten Room, Zen Room, Main Hallway and Lobby, & Check Supplies |  |
| **Friday -** Clean and sanitize crates in Zen Room. (Replace bedding/hammocks, sweep out if litter has gotten along the bottom, wipe down the bottom / shelf trays, replace piddle pads, etc.) |  |
| **Saturday -** Empty and clean water fountains & Sanitize the cat toys with hard surfaces (ball spinners, castles, scratcher poles, etc.) |  |
| **Sunday -** Clean glass windows, mirrors, and doors to remove finger prints, paw prints, nose prints, and bodily fluids) |  |