**PM Shift Cleaning & Task Chart**

**PM Cleaning {Mon 7p-9p, Tu-F 4p-7p, Sat & Sun 2p-5p} 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) |  |  |  |  |  |  |  |
| **Tidy Up Toys** (at end of shift) |  |  |  |  |  |  |  |
| **Spot Check** (Check for vomit, boogers, pee, poop, spills, etc. on chairs, surfaces, walls and clean as necessary. Mop as necessary. Please report anything concerning to the volunteer group on Facebook) |  |  |  |  |  |  |  |
| **Put Away Donations** (If any donations have been dropped off, please place them in the appropriate places in the office) |  |  |  |  |  |  |  |
| **Trash** (Take out trash bags with litter, food cans, paper food plates, and any boxes to dumpster at end of shift) |  |  |  |  |  |  |  |

**PM Cat Care {Mon 7p-9p, Tu-F 4p-7p, Sat & Sun 2p-5p} S / M / T / W / T / F / S**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Wet Food** (Prep wet food in office, mix in meds if necessary. ½ can per cat) |  |  |  |  |  |  |  |
| **Dry Food** (Top off dry food bowls if needed) |  |  |  |  |  |  |  |
| **Water Fountains & Water Bowls** (Top off water bowls & fountains if needed) |  |  |  |  |  |  |  |
| **Meds** (Check med chart and administer medicine - sign off on med chart once meds are given) |  |  |  |  |  |  |  |

**SPECIAL WEEKLY PM DUTIES**

|  |  |
| --- | --- |
| **Monday –** “Deep Cleaning” & vacuum cat trees |  |
| **Tuesday –** Adoptions & Open Cat Lounge Hours |  |
| **Wednesday -** Adoptions & Open Cat Lounge Hours |  |
| **Thursday -** Adoptions & Open Cat Lounge Hours |  |
| **Friday -** Adoptions & Open Cat Lounge Hours |  |
| **Saturday 11a-5p -** Adoptions & Open Cat Lounge Hours |  |
| **Sunday -** Adoptions & Open Cat Lounge Hours |  |

\*Volunteers signed up for Open Lounge Hours will be in charge of greeting & checking in guests, getting them to sign the waiver form and sanitize their hands. You will also facilitate adoptions for approved adopters that have been scheduled to come in and meet our kitties.