

D. Checking Pets In and Out of Kennels

Pets Arriving

- Weigh pet upon arrival.
- Place pet in appropriate size cage. Place pet on grate whenever available.
- Label all pet's items, including leash, collar, carrier, toys, bedding, etc.
- Place pet's record in the appropriate acrylic wall pocket near telephone in treatment area. Any medications to be administered to pet may also be placed in this wall pocket.
- Write any special food requests on the dry-erase board in the kennel area.
- Refrigerate any chilled food items.
- Place food and water in pet's cage, unless NPO for a procedure that day or the following morning (if pet arriving at night). All cats should also have a litter pan placed in the cage with them, regardless if they are having a procedure or not.

Pets Leaving

- When the owner arrives, the receptionist may ask for your help bringing the pet to the front. Make sure you have any items that need to go back with the pet (bed, leash, collar, food, medicine, etc.) along with the pet.
- Give a quick look at the pet to make sure they look and smell clean. Check their eyes to see if there is any drainage that needs to be cleaned or anything else that might need to be taken care of before the pet leaves. If you see something and need help, ask a technician or doctor to help you.
- Apply small amount of pet cologne to pet and brush out with slicker brush prior to taking pet up to owner, unless special request noted on record or elsewhere not to use pet cologne.
- Check with the receptionist to see if there are any special requests for the pet that aren't circled on the pet's record as being done.

End of Section