

Appendix A

Beginning of Day

1. Check for diarrhea or other problems with pets first. If you see any problems report it immediately to a technician. The technician will notify a doctor if necessary.
2. Clean cages/give pets potty break/change food and water/scoop back yard.
3. Check bath list to see if there will be any pets going home in the afternoon. Give these pets a bath.
4. Wash dirty kennel dishes.
5. Sweep and mop the kennel area. Make sure the mop bucket is empty before you leave.
6. Assist the technicians if needed.
7. Do other Clinic duties as assigned.

End of Day

1. Clean cages/give pets potty break/change food and water/scoop back yard.
2. Wash dirty kennel dishes.
3. Empty syringes from exam room drawers.
4. Take out the trash each evening and replace the trash can liners every other day.
5. Sweep and mop the Clinic, including the kennel area. Empty out the mop bucket before you leave.
6. Do other Clinic duties as assigned.
7. When leaving:
 - Do a walkthrough of the pet area. Make sure pets are okay. Check to make sure all cages are clean and all pets have plenty of food and water.
 - The kennel area needs to be left clean. Make sure all items on the treatment board have been checked off.
 - Make sure dishes are washed, counters are clean, and floor swept and mopped.
 - Leave air conditioner no lower than 78° at night (68° in cooler months) and lock back door.
 - Make sure back gate is locked before you leave.
 - Be sure all pets are secure in their cages and lock the door between kennel and treatment room. This prevents any pets who may get out of their cages from roaming the Clinic area and setting off the alarm.

End of Section