

B. Kennel Duties Directly Affecting Pets

Food and Water

Make sure all pets have appropriate food and water. Replace food and water daily, even if not eaten or drank by the pet.

Make sure they are getting the right food—kennel stock, special diet, or own food (sometimes clients bring the food for their pet). Make sure to check the treatment board and/or boarding card as some pets are NPO (nothing by mouth) since this has a special meaning that could have serious effects on the pet if not exactly followed. If the bowls are dirty, please wash them before giving fresh food and water.

The metal trash cans which have the food are located: 1) cat food located in cat ward and 2) dog food located in dog ward. Make sure lids are put back on these metal trash cans and secured with bungee cords. A pet's own food may also be stored in these metal trash cans, unless it needs to be refrigerated.

Food and water bowls are cleaned in the sink between the kennel areas after they are used. Then they are left on drying rack to dry. Once dry, they are put up in the cabinet above the sink until they are needed again.

NOTE: Make sure all animals are eating or drinking. Notify a technician or doctor if you notice any problems.

Clean Cages

Cleaning Runs

Clean the runs in the dog ward every day (includes cleaning grates and remove hair in dog runs). Take each pet out of its cage and, if a dog, put it out in the back yard to exercise and have a potty break (see Dog Potty Time/Clean Back Yard section) while you clean the cage as well as change the food and water.

Make sure all pets have clean cages. Put Synpherol-3 and bleach into a run and then scrub the run. Once the run is clean, use the hose to thoroughly rinse out the run.

The water hose is on the wall next to the door where x-rays are developed.

Cleaning Other Cages

Take the grates out and clean with disinfectant. Clean kennel cages of any spills, soiled newspapers, or other debris. Clean cage with Synpherol-3 disinfectant. Wipe cage dry with paper towels. Put the pet on a grate to help keep it clean and up off any spills or accidents.

NOTE: When a white-colored pet is boarding, keep them on a grate at all times. If they are on newspaper, any water from the water bowl that spills will make the ink from the newspaper come off and stain their coat. When they are given a bath, the ink spreads and makes them look gray instead of white.

Make sure the back door is closed when cleaning the cat ward. All cats need litter pans filled with Yesterday's News cat litter. Dump out old litter and wash litter pan with soap and water. Refill with Yesterday's News cat litter.

Make sure all cages are clean if animals have gone home on your shift. Also line all cages with newspaper (except runs) and place grate in cage. Every empty cage should be ready for a new animal to occupy it at a moment's notice. This prevents another staff member from having to take time away from their duties to clean a cage for a new pet.

After all the cages are cleaned, sweep and mop the floors in the kennel area.

Dog Potty Time/Clean Back Yard

Let dogs out in the fenced-in back yard to have time to eliminate every morning and afternoon. They can be left alone as long as they are over 15 pounds and have no special patient warnings. Smaller pets may get out of the fence. If they are less than 15 pounds or have a special patient warning, they must be taken out on a leash and monitored.

NOTE: It is critical you stay outside and watch smaller dogs or dogs with special patient warnings. Because of their small size, there is an increased chance they may push their way between or underneath the fence. The aftermath of a pet getting out can be very dangerous, frustrating, and time-consuming for the entire Clinic staff. When an animal gets out, several staff members stop what they are doing to immediately search for the pet. The search can involve walking or driving the neighborhoods near the Clinic. (It is very dangerous when staff members are driving around looking for a pet as their attention is focused on searching for the pet and not always on their driving.) If the staff is unable to find the pet within a few hours, "Lost Pet" posters are then placed in several spots in the nearby neighborhoods as well as a notice placed on the Clinic's outdoor marquee. If warranted, a newspaper ad may be placed in the San Antonio Express News. Should the pet not be recovered, damages may be required to be paid to the pet's owner. (This is in addition to the lost revenue from no assessed charges for the lost pet.) As you can imagine, such an event can be not only embarrassing but also very costly for the Clinic. In the end, the owner is without their pet companion, and must deal with the uncertainty of their lost pet.

All dogs should be let out one by one, unless asked by the client (or doctor) to let pets out together.

Scoop back yard of pet excrement (a.m. and p.m.). Pay close attention to the elimination of all animals. Notify a technician or doctor if any of the following conditions are noticed. A technician or doctor will need to know which pet the condition belongs to for appropriate treatment.

- No urination or stool for more than one day
- Blood in urine or stool
- Worms in stool
- Parasites (such as fleas or ticks)
- Diarrhea and/or vomiting
- Seizures

Pet Baths

For boarding pets, do pet baths at designated times in the morning and evening. Make sure to circle that the bath was given on the pet's record and mark off pet's name on calendar in the treatment area. Sometimes baths will need to be done in the evening if the pet is going home early the next day. Most of the time boarding dogs staying 3 nights or more get bathed. However, baths for cat(s) staying 3 nights or more may be requested by the owner at times.

For regular grooming baths, pets will typically come in between 7-9 a.m. We generally do not schedule baths on Saturdays; however, there may be exceptions.

Lift small dogs to get into bath tub. If a pet is too large to pick up and put in the tub, it can be washed in their run. Green-lined dogs need to have a muzzle. When bathing pet in bath tub, place a leash on pet and attached leash to hook on tub wall. This makes it less likely for the pet to move and jump out of the tub.

Any boarders or hospitalized animals with fleas need a bath and/or flea treatment. (Please tell a technician or doctor if you notice fleas or flea dirt in a cage or run.)

Towel dry each animal well. Never put a wet animal on newspaper; put on grate or towel dry. Cage dryers should be placed on the cage door of bathed pets. Set the timer and turn on cage dryer to dry the pet.

Be sure to thoroughly shut off bath faucet. Failure to do so may cause water to leak into surrounding areas, especially the lab area.

End of Section