



Master SOPs

Supportive Animal Care

Dish Washing

Setup:

Sanitize 3.	Rinse 2.	Wash 1.
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1. Wash the dishes in the right most sink. As much food, feces, sand, etc. should be removed before washing. There is a trash can in the commissary. There are a variety of sponges and brushes that can be used to assist in the cleaning process. Use generous amounts of soap and change dish water when necessary.
2. Rinse the dishes in the middle sink. It serves as a holding bin for soaped up dishes until you have washed a sink load. To conserve water, and our water bill, we compile a sink load of soapy dishes before rinsing them.
3. Disinfect the dishes in the left most sink. The solution will be made first thing in the morning and should not be drained until the end of the day. Simply washing dishes with soap does not kill some of the bacteria, viruses, or parasites our patients carry. This is a vital step in the process to protect our animals and us!

Steps:

- Roll large towel and place behind the sinks to absorb water that splashes.
- Spread towels over counter on the plastic mat to the left of sinks for the clean dishes.
- **Put on gloves** (found in drawer to the left of the sinks).
 - If you cannot find your size, ask a staff member for assistance.
 - If the glove has a hole in it, please discard it and find another one.
- Fill the sanitizing sink $\frac{1}{2}$ way with water and add 1 packet of sanitizer.
 - Only fill first thing in the morning before the first round of dishes are washed. Only drain once, at the end of the day, after the last dishes are washed.
- Fill the washing sink with water and then add a generous amount of soap.
 - Hot water is not necessary but if you prefer it, please heat water in a pot on the heating element or fill buckets from the mop closet (too much water is wasted waiting for warm water to come through the faucet).
 - Only have water on long enough to fill the sink (it should not be running the entire time you are washing dishes).
- Scrape any leftover food, feces, or dirt into the trash can.
- Wash the dishes using the available sponges and brushes.
 - Do not put knives or other sharp objects in the dirty sink. Set them next to the sink so they are not a hazard to people reaching into the soapy water.
 - **Syringes and tubes require special instructions.**
 - Syringes must be taken apart and each component cleaned separately (a brush must be used to clean the inside of the tube).
 1. The small black mascara brushes fit in the 1cc syringes.
 - If you need to throw away part of the syringe, please throw away both pieces.
 - Most of the feeding tubes we use don't have a large enough circumference for water to freely flow through them. For this reason, soapy water, rinse water, and sanitizer must be forced through it using a syringe.

**** This process will need to be repeated with the rinse water and the sanitizing solution. ****

- Transfer the clean, but still soapy, dishes to the middle sink.
- Once the middle sink is full of clean, soapy dishes, rinse them all and transfer them to the sanitizing sink.
 - Inspect the dishes as you rinse to make sure they are clean. **If not, rewash!**
- All dishes, **except for syringe plungers and feeding tubes**, must remain in the sanitizing solution for a minimum of 5 minutes.
 - Syringe plungers and feeding tubes simply need to be dipped in the solution and set to the side to dry (leaving them in water causes the rubber stopper to break down making them unusable).
- After the dishes have soaked in the sanitizer for 5 minutes they can be removed and set on a towel to dry; no rinsing is necessary.
- After using any sponges or brushes, rinse them and place in the sanitizing solution for 5 minutes.
- Once the dishes are dry, you can put them away. Dishes need to air dry for the sanitizer to work.
 - Cabinets should look neat once dishes are put away. Do not stack too high!
 - If you are unsure where something goes, **ASK!**



Floors

Steps:

Sweeping

- Sweep each room and check off on door card when done.
 - Each room should have its own broom and dustpan (usually behind the door). This is a precaution used to cut down on cross contamination and/or spread of disease. The hallway brooms are kept in the mop closet in the hallway.
 - **Do not enter any rooms with an Authorized Personnel Only sign.**
 - Check with Front Desk person if Intake door is closed to see if it is ok to sweep in there.
 - Do not go into Treatment if door is closed or if there is an animal being treated.
 - Remove rugs from the entryways and shake off outside so that you can sweep underneath.

Mopping

- Get a mop head from the carport (on hanger to right of carport entry).
- Attach the mop head to a handle from the mop closet.
- Add 1/3 cup of concentrated **KennelSol** (in mop closet) to the yellow mop bucket and fill halfway with water. ****Wear gloves when working with concentrated KennelSol.****
- Always mop the breakroom first so that the human area has a fresh, clean mop. Then work your way from the front desk area down to the commissary, mopping all rooms you are authorized to enter.
 - Be careful of the light fixtures when wringing out the mop head as the handle will hit them if you aren't paying attention.
 - Wring the mop head out thoroughly so the floor isn't overly wet.

- There is a yellow 'Caution Wet Floor' sign in the closet that should be in any areas that get excessively wet and are slippery.
- Please change the mop water as frequently as necessary. **Mopping with dirty water defeats the purpose.**
- Be careful when emptying the bucket! You should remove the ringer attachment and slowly pour the water down the drain in the mop closet. Please wipe up any spilt water.
- After you have finished mopping and the floors are dry, shake out and return the rugs to the entryways.
- Rinse the mop head thoroughly and ring out before taking back to the carport.
- Put mop head in the bleach sink (only if the sink is empty of dishes) to disinfect.
 - If there are dishes in the bleach sink just leave the mop head in an empty sink.
- After the mop heads have sat in the bleach solution for 5-10 minutes, they can be rinsed, rung out, and hung back up to dry.
- Return the mop handle to the hanger in the closet.
- Empty and rinse out the mop bucket and return it to the closet.
- Rinse out the mop closet drain and close the closet door.

Footbaths

There are footbaths located at the front door, side door, and backdoor. They are rinsed out and replaced with fresh disinfectant solution four times each day at 9:30, 11:30, 2:00, and 4:30. To change out the footbaths:

- ****Wear gloves****
- Dump the old solution in one of the drainage ditches.
- Rinse the bin and the mat out with a hose.
- Refill until the level covers the bottom of the mat using the jugs of diluted KennelSol that are located next to each door.
- If the jug needs to be refilled, you can make more by adding **2oz KennelSol** (1:64 ratio) to the gallon jug and filling the rest of the way with water.
- If at any point between those times there is not enough solution to fully get the bottom of shoes wet and disinfected, add more solution.

Laundry

The **round tubs** are for **dirty laundry** and **the square/rectangular baskets** are for **clean laundry**.

- The clean laundry baskets are stored in the carport next to the washers and dryers.
- 1-2 round tubs should be kept in each of the main animal rooms (treatment, CCU1, CCU2, and the Nursery).
 - Any extra tubs can be kept in the carport or in Gonzo's room.

Steps:

- Collect all dirty laundry from throughout the hospital, in 1 or more round tubs, and take them out to the carport.
- Empty the dryers into 1 or more laundry baskets.
- Empty the lint screens into the trash.
 - **This must be done after every load. Lint buildup is a fire hazard!**
- Put on gloves.
- Transfer the laundry from the washers to the dryers (1 washer per dryer).
 - If you find linens that are still dirty, they will need to be washed again.
 - Spin the washing drum to be sure there aren't any items stuck on the top or sides.
 - Check the rubber door seal for debris or smaller laundry that might have been trapped.

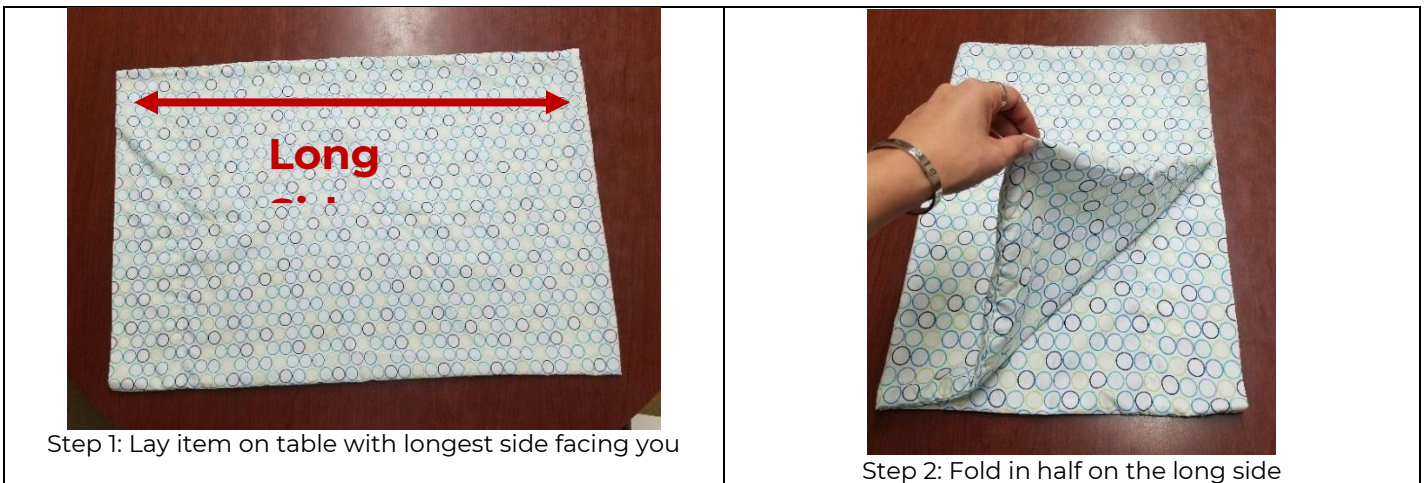
- Any linens with holes can be discarded.
- Set the dryer to 50 minutes and press the button to start.

Washing Laundry

- Add ½ cup of bleach for front load washers (1 cup for top load washers) or 3 bleach tabs. Liquid bleach goes in the pull drawer and bleach tabs go directly into the drum.
 - Only use full strength bleach that says it kills 99.9% of germs.
- Add 1/3 cup of detergent or two detergent pods. Liquid detergent goes in the pull drawer and pods go directly into the drum
- Open and shake out each laundry item to remove any debris over a trash can.
 - This step has saved lives of several small patients that were unknowingly wrapped up in soiled laundry.
 - Linens with holes or cut fitted sheets can be discarded.
 - Pelican sheets need to be scrubbed at wash station before being washed.
- Fill washer with linens until it is about 2/3 full and close the door. ** Do not run washer if it is less than half full. **
- Follow marked settings on each machine and press start.

**** Gloves must be worn when handling soiled laundry. Several of the species we work with here carry zoonotic diseases that are passed through their feces and/or urine. These are potentially deadly diseases that can be passed to you. ****

Folding:





Step 3: Continue folding in half on long side again (should be opposite of the last)

Each subsequent fold will follow this pattern (**except** for Bed Pads- see next page)



End result of folding a pillowcase

- **2** folds for washcloths.
- **3** folds for towels, pillowcases, hand towels, small fleece blankets, and blue cloths.
- **6** folds for sheets.
- Stimulating cloths (small thin white cloths) and fleece basket liners **do not** get folded.
- Hammocks, boots, and socks have an assigned drawer.
- Stuffed animals- give to staff they will put away.
- **Place all items in the nursery or CCU closet with the large fold facing out.**



Step 1: Lay Bed Pad on table with longest side facing you. Make sure white side (soft side) is facing down



Step 2: Fold in half on the long side



Step 3: fold into thirds



Step 3 continued

Once finished, place in Nursery Closet

Turtle & Tortoise Care Protocol

Wash hands! This is the most important thing to remember to do between caring for each tortoise/turtle. They are highly susceptible to disease transmission amongst one another.

1. Check patient cards for individual care instructions. It is vital that you read and understand each card in its entirety. Each card will be different, and the information will be specific to that particular patient. Again, **READ THE CARD**.

Species: _____		Patient #: _____		Date	
Clean:	<input type="checkbox"/>	BM:	No Yes		
Salad:	XS S M L	<input type="checkbox"/>	Notes: _____		
Walk:	No Yes	<input type="checkbox"/>	Notes: _____		
Soak:	No Yes	<input type="checkbox"/>	Notes: _____		
Ate Outside:	No Yes	Ate Inside:	No Yes	Drank:	No Yes
Additional Notes: _____					
Meds:					
Medication:					
Date:					
Times:					
Medication:					
Date:					
Times:					
Medication:					
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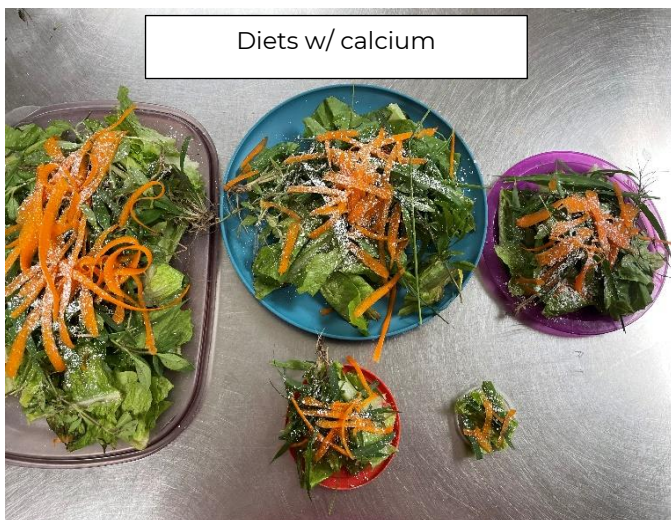
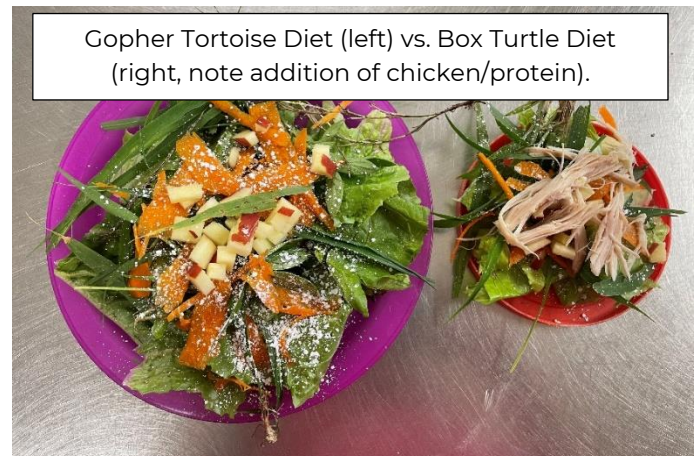
2. Always check the date box first. If the date is from the day prior, you will need to erase all relevant information and update the date.
3. Each tortoise/turtle is designated its own bin thus the number on its shell should match the number on the card attached to its bin.
4. **Yes** or **No** will be circled next to soak and/or walk to indicate whether the patient is permitted to do those activities.
 - a. If yes is circled, please use a dry-erase marker to check the box to indicate that activity has been completed.
 - b. ALWAYS read the notes for each section for special instructions.
5. Tortoises that can be taken outside should have a minimum of 10-30 minutes of outside time each day. If time permits, they can stay out longer or be taken out more than once. However, you must make sure they aren't getting overheated or have restricted exercise time.
 - a. If more than one person is walking a tortoise/turtle, it is important to keep them at least **12ft apart**. This is to lessen the chances of spreading illness between the patients.
6. A salad size will be circled to indicate an appropriate amount of food for that patient. (We don't have unlimited resources and waste should be avoided!)
 - a. If you notice a tortoise or turtle is eating all its salad, please notify a staff member so they can increase its salad size.
 - b. Check the box to the left to indicate that a fresh salad has been given.
 - c. See the notes section for special instructions (Ex. Box Turtles receive protein on their salads).
7. We have designated walking areas around the hospital. These were chosen for their access to a variety of natural foods as well as lower foot/vehicle traffic. You should use all these areas evenly, so each patient has an opportunity to graze on different greens.

8. When you have a tortoise/turtle outside they deserve your undivided attention. **It is easier than you would think to lose track of a tortoise/turtle while it's outside! ** Remember cell phone usage is prohibited while with patients! ****
 - a. If the patient is walking towards something, you may not be able to get them out of, under a shed, hole in the fence, etc., please redirect them to a safer location.
 - b. Also, staff typically doesn't have time to walk our patients and depends on volunteer input about their behavior, eating patterns, mobility, etc.
9. Tortoises, which are permitted to, should be soaked after they are walked. Each patient has their own labeled soaking bin, usually next their housing bin. We keep a 5-gallon bucket of 'tortoise water' in the Nursery. This is tap water that has water conditioner (AquaSafe) added to remove chlorine and other harmful chemicals.
 - a. Soaking should be done **after** the tortoises have been walked to give them a chance to cool off and drink some water.
 - b. You will only need ½ -- 2 inches of water in the bin. **These are land animals and should never be swimming.**
10. While the tortoise is soaking, clean out their bin and prepare a fresh salad.
 - a. Discard any leftover food and old newspaper. The salad tray can be taken to the commissary to be washed and sanitized. Any hides or bin furnishings can be kept from one day to the other if they aren't soiled.
 - b. Spray out the bin with the Rescue spray and wipe thoroughly with a washcloth or blue towel.
 - c. Replace, with several layers, the newspaper on the bottom of the bin. Colored paper is ok to use but don't use glossy ads or stickers
 - i. We recycle these in the small trash cans right inside the Commissary door.
 - d. **Make sure the heating pad is set to low and is on the same side as the heating and UV lights.**



- e. After the tortoise/turtle has soaked for 5-10 minutes and the bin is reset, they can be returned to their bin. (Please use a hand towel to dry the plastron off before returning it to the bin.)
 - i. Very small or severely debilitated patients may need soaked in warm water; this will be specified on the card.

11. There are sections to note whether the patient had a bowel movement (BM); whether it ate its salad or ate outside, and whether the patient drank water during its soak. Please circle the appropriate answer for each question. Additional notes/instructions will be written in the notes section.
12. Diets will vary between species as each have different nutritional requirements. Please check with staff if you are unsure of what to feed.
 - a. All salads will include a bed of mixed greens (romaine, outside greens, kale, etc.) and several shavings, or small chunks, of veggies (squash, carrots, sweet potatoes, broccoli, etc.) **Never use white potatoes** as they contain too much starch and sugars.
 - b. All salads are spritzed with water from the spray bottle in the nursery. **Make sure it's the water bottle and not vinegar or Rescue.**
 - c. **Fruit and tomatoes** should be limited and are only given on **Tuesdays and Fridays**.
 - d. Salads should be sprinkled with **calcium** on **Tuesdays, Thursdays, and Saturdays**.
 - e. **Box Turtles** will get a salad like described above with a small piece amount of protein added and a small water dish with 3-4 mealworms.



13. Once the tortoise/turtle has been returned to their bin, empty the soaking water in the drainage ditch outside the back door. Spray out the bin with Rescue and wipe well with a clean washcloth so it is ready for the next patient.
14. After you have completed work with one tortoise/turtle you can move on to the next. **Just remember to wash your hands!!**

**** Quarantine chelonians will require additional training. These patients are reserved for staff and pre-approved volunteers. ****

Please understand that if these procedures cannot be followed, your tortoise care privileges may be revoked. This is not as much of a punishment as it is a guarantee that our patients get the proper care. If you are corrected by a staff member, do not take offense. Again, we are trying to make sure our patients receive optimal care.

Wash Station Protocol

1. **Wear gloves and protective eyewear** (sunglasses or safety goggles).
2. **Fill small bucket** (kept under the metal tub) **with water and a generous amount of soap.** Water should be changed when dirty. There should be a variety of scrubbies, sponges, and brushes available to use for cleaning (these are also found under the table).
3. **Scrub everything** thoroughly with the soapy water (This should be done on the large cleaning table).
 - a. **Daisy Mats** may take a lot of scrubbing (soaking in soapy water for a while helps). Remove any leftover food and discard in the laundry trashcan. If simple scrubbing doesn't remove all particles, a pressure washer is available in the shop.
 - b. **Carriers** should be taken apart, if possible, to be cleaned (poop can seep easily in-between the top and bottom half). Only after all parts have been washed, bleached, and rinsed should they be reassembled. Every nut and bolt that was removed should be replaced!
 - c. **Pelican sheets or pillowcases** are usually caked in feces and take a lot of scrubbing. Once all the poop has been scrubbed off, they can be taken into the carport to be washed with the other dirty laundry (please wring them out before taking to the carport). If they aren't salvageable, they can be thrown away.
 - d. **Perches** should be scrubbed thoroughly, and all leftover food should be discarded in the carport trash to prevent ants.
 - e. All other cages, baskets, trays should be scrubbed thoroughly.
4. **Rinse** the items, once they are clean, and spray with a 10% bleach mixture. Allow it to sit for 10 to 20 minutes. This step can be done in the metal tub, and they can be left there to sit for the allotted time.
 - a. To make more bleach solution, add **1 cup of bleach per gallon of water** (1:16 ratio).
5. **Rinse** everything again thoroughly to remove the bleach.
6. Once the bleach has been rinsed off, items can be placed to the side of wash station nearest the clothesline or in front of the main building's back door to **dry**.
7. After everything has been cleaned and rinsed, please empty the soap water bucket and rinse out all cleaning implements.
8. Spray remnants off the table.
9. Turn hose off and drain all water out.
10. At this time, carriers should be reassembled. Please make sure to assemble them correctly and completely. Return the items to their correct locations. If you unsure of where that it, **ASK!**

Weekly/Monthly Checklist Task Protocol

- 1. Clean commissary (wipe counters, cabinets, doors, and handles).**
 - You may use 1) Rescue (kept in the spray bottle on the windowsill and a washcloth or 2) Lysol wipes (wear gloves). * Please don't use paper towels as it is wasteful*
- 2. Clean door handles, door frames, picture frames and light switches.**
 - Wear gloves.
 - Use Lysol wipes to disinfect the surfaces.
 - i. DO NOT wipe interior door handles of rooms with Authorized Personnel Only signs.
- 3. Clean microwaves in Nursery, Commissary, and Treatment.**
 - Use Rescue and a washcloth to clean the inside, outside, and underneath the microwave. The glass tray will need to be removed to thoroughly clean the inside of the microwave.
- 4. Ajax sinks (Nursery, Commissary, *Treatment, *Lab, * Outside sinks) *Will need permission before entering.**
 - Wear gloves.
 - Wet sink and sprinkle a small amount of ajax.
 - Use a green scrubby and clean the inside of the sink, faucet, handles, and around the drain.
 - Rinse thoroughly and use a damp washcloth to clean up any excess residue.
- 5. Refill hand soap (Commissary, Nursery, Treatment, Breakroom, Bathrooms).**
 - There are large jugs of hand soap under the nursery, commissary, and treatment sinks that can be used to refill bottles.
- 6. Restock paper towels under treatment sink, breakroom cabinet, and in both bathrooms.**
 - Replenish paper towels in designated rooms (keep in plastic wrapping, if possible, to prevent bugs).
 - i. Treatment- in cabinet to the left of the sink.
 - ii. Breakroom- lower cabinet to the left of the sink.
 - iii. Dolphin Bathroom- cabinet under the sink.
 - iv. Pelican Bathroom- Storage cabinet next to the door.
- 7. Refill Rescue bottles (treatment, lab, intake, surgery. CCU1, CCU2, CCU3, nursery, isolation, commissary). ** Wear gloves when using concentrated chemicals. ****
 - Collect all Rescue bottles.
 - Rescue is kept in mop closet. Use either the bottles labeled "Ready to Use" or use the jug of diluted Rescue which can be found in the jug in front of the mop sink.
 - Use funnel to fill bottles and fill over the drain in the closet in case of a spill.
 - Replace bottles to their designated room (bottle should be labeled).
 - To make more diluted Rescue, add **8 oz.** of concentrated Rescue and fill rest of jug with water.
- 8. Clean Nursery and Commissary refrigerators.**
 - Use vinegar (spray bottle kept in nursery) and wash cloth to clean the inside of the refrigerator.
 - i. Please spray the vinegar on the washcloth and not directly into the refrigerator as it may contaminate the food remaining inside.
 - Clean 1 bin or shelf at a time so you can replace items to where you found them.
 - Replace drawer liners if soiled.

** See instructions for defrosting refrigerators if this step is necessary. **
- 9. Clean outside refrigerators.**
 - Use vinegar (spray bottle kept in nursery) and wash cloth to clean the inside of the refrigerator.

- Clean 1 bin or shelf at a time so you can replace items to where you found them
- Replace drawer liners if soiled.

** Always put oldest food or food with closest expiration date towards the front. **

** Throw away any spoiled food and notify staff so we can buy more if necessary. **

10. Clean extra nursery cage cards.

- Use soft scrub and wash clothes or a magic eraser to clean the nursery cards not in use.

11. Soft Scrub the nursery table.

- Use a damp wash cloth and soft scrub to clean the nursery table.
- Wash well afterwards to remove any leftover residue (could be toxic to our patients).

12. Clean lint off walls and shelves behind washers/dryers.

- Use a damp wash cloth to remove lint from area around washers and dryers (lint buildup is fire hazard!).

13. Clean dryer filters.

- Remove all lint from screens.
- Wash screen in warm, soapy water and rinse (water should freely run through the screen and not pool).
- If water pools on the screen, wash again.

14. Clean brooms in soapy water.

- Collect all brooms from inside the hospital (intake, treatment, isolation, CCU1, CCU2, CCU3, Nursery, Office, Commissary).
- Put on gloves and take brooms to wash station.
- Fill bucket with soapy water and swoosh brooms in the soapy water.
- Rinse thoroughly.
- Soak in a bucket of 10% bleach solution for 5-10 minutes.
- Remove and rinse thoroughly.
- Bring inside and allow bristles to air dry while sitting on a towel.
- Return to their designated room (each broom should be labeled).

15. Wash rugs.

- Collect rugs from all entryways and take to the wash station.
- Shake thoroughly to remove as much sand/dirt as possible.
- Scrub with soapy water and rinse.
 - i. For a really thorough cleaning, use the pressure washer.
- Spray with 10% bleach solution (in pump-up sprayer).
- Let sit for 5 minutes then rinse thoroughly.
- Hang on clothesline to dry.
- Once dry, return to designated doorway.

16. Sweep front steps and porches.

- Use broom from carport (hanging next to dryers).
- Discard any debris in dumpster or carport trashcan.
- Shake out doormats and replace.

17. Clean windows and windowsills.

- Clean windows with Windex and paper towels.
- Clean windowsill with 1) Rescue and a washcloth or 2) Lysol wipes.

18. Clean laundry buckets.

- Put on gloves.
- Collect all laundry tubs from throughout the hospital and carport.
 - i. Any dirty laundry can be put on the ground by the washers.
- Take all tubs to wash station and wash with soapy water.

- Rinse and spray with 10% bleach solution (in pump sprayer).
- Let bleach sit for 5 minutes then rinse again.
- Dry with towel and return to designated rooms.

19. Clean garbage cans.

- Put on gloves.
- Collect all garbage cans from throughout the hospital and carport.
 - i. Trash bags can be set on the ground in their rooms.
- Take all cans to wash station and wash with soapy water.
- Rinse and spray with 10% bleach solution (in pump sprayer).
- Let bleach sit for 5 minutes then rinse again.
- Dry with towel, return to designated rooms, and return the trash bags to the can.

20. Clean Bathrooms (mirror, sink, countertop, toilet).

- Wear gloves.
- Cleaning supplies can be found in each bathroom.

21. Clean Baseboards.

- Put on gloves.
- Mix a slurry of ajax, dawn dish soap, and water in a bowl.
- Use a scrub brush, a small amount of mixture, to clean the black buildup from the baseboards.
- Wipe residue off with wet hand towel.
- Wipe again with a dry towel.

22. Empty cigarette receptacle (by front door).

- Take the top off and empty the receptacle in a trash bag.
- Sweep up any spilt debris.
- Discard bag in dumpster.

23. Clean Breakroom

**** Do not use any washcloths, blue clothes, etc. from animal closets. ****

- Remove everything from the table and place on counters or chairs. **Do not put anything on the floor (remember what is on the bottom of our shoes!!).**
- Use Lysol wipes or alcohol and paper towels to disinfect the table and chair arms.
- Replace items to the table. Please use chip clips to close any opened bags.
- Wash any dirty dishes and set in rack to dry.
- Sinks can be cleaned with Ajax if necessary. Only use sponges and/or scrubbies from the breakroom.
- Disinfect counters with Lysol wipes.
- Return any moved items to where you found them.
- Use Lysol wipes to clean the inside of the refrigerator.
 - i. Place any food or drinks on the counters or table. **DO NOT** put anything on the floor!
 - ii. Return everything to where you found it.

24. Dust/clean air &return vents.

- Use a Swiffer Duster to clean vents.
- Use a dampened washcloth to remove any leftover dirt/grime.

25. Sweep/blow off parking lot and check drainage (Northside by rolling gate) and clean signs.

- Sweep up dirt, pine needles, leaves, etc.
- Discard any trash in dumpster.
- Clean drainage if there is a dirt/sand buildup.
- Wipe outside signs with 10% bleach solution to prevent mold buildup.

26. Collect metal debris from parking areas.

- Sweep the ground of parking areas with the magnet (hanging on the inside of the shop door) to collect any dropped screws, nails, etc.
 - i. Please be thorough, as several of us have gotten nails in our tires.
- Dispose of any collected metal in the carport trashcan.

27. Sweep out carport.

- Pull golf carts out.
- Use brooms and dust pans near the washers/dryers.
- Sweep up all debris and discard in the trash can.
- Return broom/dustpan to hooks.

28. Bleach bird bath.

- Empty bird bath of water and remove top from the base.
- Pour small amount of bleach in the top and use scrub brush to remove algal buildup.
- Turn top over or cover to deter animals from attempting to drink while bleach is in there.
- Leave bleach for 5 minutes before thoroughly rinsing. For animal safety, you must make sure all bleach has been rinsed off.
- Return top to the base and refill with fresh water.

29. Clean pavilion

- Empty cigarette butts into carport trashcan.
- Clean table and chairs with Lysol wipes.
- Put away any misplaced items (please don't assume where things are supposed to go, ask!).
- Sweep using carport broom.

30. Gather pinecones and/or acorns from around property

- Avoid collecting around wash station and nearby oak trees as these are debris sites and the items could have come from contaminated cages.

31. Rake pine needles from around hospital.

- Put on gardening gloves.
- Rake pine needles into piles.
- Ask staff if they want them anywhere for mulching, otherwise bag them and take to the street for debris pickup.

32. Clean around wash station.

- Put on gloves.
- Pick up debris, food waste, poop, etc. from around the wash station area and dispose in trashcan.

33. Pick up trash from around the property.

- Put on gloves.
- Walk around the property and pick up debris/trash.
 - i. Do not go past the pond unless you have received permission from a staff member to do so.
- Dispose of trash bag in the dumpster.

Advanced Checklist Cleaning Task Instructions

****These tasks may require more hands-on training/instructions or may not be able to be completed at desired time. Please check with a staff member before starting any of these tasks. ****

1. Deep clean incubators (Nursery, Treatment, and Lab).

- Transfer all patients to another incubator or a picnic basket on a heating pad (set on low).
- Turn ICU off.
- Remove motor unit and set to the side.

- d. Take the rest of the unit and a washcloth to wash station. **Do not** use sponges or brushes already at wash station.
 - e. Remove all removable doors, trays, etc.
 - f. Spray thoroughly with water to remove all debris.
 - g. Add small amount of soap to damp wash cloth and clean all compartments thoroughly.
 - h. Rinse and dry completely before reassembling and bringing back inside.
 - i. Take motor compartment outside.
 - j. Use canned air, toothbrush, and the small vacuum (found in last drawer of treatment table) to remove as much dust/dander as possible. A buildup puts stress on the motor and can cause irreparable and expensive damage!!
 - k. Once compartment and fan are dust free, the door panel can be replaced, and the compartment reattached to the unit.
2. **Clean tubs in Tub Room (located in CCU1).**
- a. Open window in tub room for ventilation.
 - b. Open exit door in CCU 1 for additional ventilation (first check each cage door to make sure they are secured).
 - c. Use bleach spray bottle (10% bleach water solution) to spray the inside of each tub.
 - d. Let solution set for 5-10 minutes then rinse.
 - e. Rinse thoroughly.
 - f. Close door to tub room until smell dissipates.
 - g. Close exit door before leaving the room.

**** Make sure window in tub room has been closed before leaving for the day. ****

**** If scrubbing is necessary, use soft scrub and rinse before bleaching steps. ****

3. **Weeding.**

- a. Ask staff before weeding.
 - i. Be clear on what are weeds and what are desired plants.
 - ii. Be able to identify and avoid poison oak, poison ivy, and stinging nettle.
 - iii. Certain areas at certain times may be left to grow on purpose.
- b. Always wear gloves.
- c. Some more common areas requiring weeding include: around resident mews, parking lots, entryway, around resident display cages (behind front fence with windows), and hibiscus 'garden' between Songbird and Aviary.

4. **Clean golf carts.**

- a. Throw away any trash.
- b. Use small brush and dustpan to sweep up leaves and needles.
- c. Use Lysol wipes to disinfect steering wheel.

5. **Clean gutters.**

- a. Will require second person to hold ladder (OSHA requirement).
- b. Wear gloves.
- c. Pull debris from gutters and put in black garbage bag.
- d. Once all debris has been collected take bags to the curb (by mailbox) for pickup.

**** Or climb on roof and use leaf blower (requires special permission) then rake up debris. ****

THANK YOU FOR YOUR HELP KEEPING WILDLIFE WILD!