

Sanitation Policies

Cleaning

The purpose of maintaining a clean shelter is to prevent the spread of disease. The following procedures are to be followed:

1. **General Cleaning**—Every morning and evening shift should work to accomplish the following:
 - a. Maintain any floor coverings.
 - b. Remove all garbage and put it in the dumpster outside the Shelter.
 - c. Put new liners in the garbage cans.
 - d. Straighten and disinfect the front counter.
 - e. Clean all floor areas of the shelter daily.
 - f. Check the condition of all kennels or cages and report any faulty mechanisms.
2. **Dog Area**—Current cleaning procedures should be followed. Cleaning instructions from Health & Welfare Chairperson(s) of Dogs are prominently posted. The procedures have been developed to ensure a safe and healthy environment for all PAS animals and volunteers. All volunteers are expected to familiarize themselves with these procedures and follow them.
3. **Cat Areas**— Current cleaning procedures should be followed. Cleaning instructions from Health & Welfare Chairperson(s) of Cats are prominently posted. The procedures have been developed to ensure a safe and healthy environment for all PAS animals and volunteers. All volunteers are expected to familiarize themselves with these procedures and follow them.

Laundry Policies

Washer and Dryer Instructions

**** All laundry from Step and Quarantine rooms should be placed directly into washing machine *every time, no waiting*. If washing machine is not free, do not accept laundry.**

Use magnets to identify which room, cat or dog, laundry has originated-cats, dogs, cat step-down, cat q-room, dog q-room and place on washer and then it follows laundry to the dryer.

- 1) ***Do not overload the washer more than 2/3 full to allow free movement of items and ensure they are cleaned properly.*** Shake out laundry and unfold blankets before placing in washing machine. Don't overfill.
- 2) Use ¼ c detergent and ¼ cup concentrated Bleach in Opening B. Make sure you use the correct measuring cup. Do not use individual packets of laundry detergent as they do not disintegrate properly and will clog the machines. **Use 1/8 cup fabric softener in Opening C only when laundry has static cling.** If 1/8 cup is not available, use ¼ cup measuring cup and fill halfway.
- 3) Press whites button for every load.
- 4) Clean the hair and debris off the rubber mounting on the washing machine window as needed. Buildup causes the door to leak.

5) Disinfect laundry basket with Rescue in laundry tub that held unclean laundry. Leave on for 5 minutes.

6) Clean out the lint drawers after EACH load in the dryer. The dryers are large enough for two loads. Turn the knob to unlock the drawer and pull forward. Reach all the way back to clear the lint. Don't forget to clean the bottom lint drawer located under the door of the bottom dryer. **Be careful not to touch the hot insides of the dryer when removing the laundry.**

7) Do not overfill dryers. Be sure items are DRY before folding and putting them away.

Quarantine Related Laundry Items

1) Please use gloves provided. Once laundry has been started, disinfect the washing machine door handle and button pressed for wash by wiping with Rescue. Disinfect laundry basket with Rescue in laundry tub that held unclean laundry. Leave on for 5 minutes. Disinfect your gloves while wearing them with either Rescue or hand soap. When returning folded, clean laundry, leave outside door of room. DO NOT enter room! At end of shift, throw gloves away.