

PARMA ANIMAL SHELTER

RULES AND PROCEDURES FOR THE MAIN CAT ROOM

- Sign in and read cat notebook log since your last shift.
- At beginning of each shift prepare:
 - Dish water for washing dishes and plastic toys: Wash dishes in sink with water and dishwashing liquid only and rinse. Cloth toys should be placed in mesh laundry bag to be laundered. Plastic toys should be sprayed with Rescue and allow to sit for 5 minutes.
 - Sanitary tub or bucket for washing scoops: Fill tub to appropriate level and use dishwashing liquid only. After scoops have been rinsed off, spray both side of scoops with Rescue and allow to sit for at least 5 minutes before used again.
- **Quarantined cat/kitten cages are handled only by the shift leader or a volunteer designated by the shift leader only. Anyone found handling a quarantined animal without authorization from the shift leader will be subject to disciplinary action.**
- Canned Treats:
 - Check refrigerator for opened cans of treats.
 - At the beginning of the shift, **serve 1 Tablespoon canned food with one scoop of Lysine powder**. This allows the cat time to eat the food before dishes need to be collected and washed. This will also calm the cats while the cages are cleaned.
 - If cat doesn't eat canned food or lysine treats, one scoop of Lysine powder should be sprinkled over their dry food.
- Recycling Aluminum Cans:
 - Rinse out cans from treats. Small cans and lids are to be put in aluminum recycling bin.
Large cans and lids are to be thrown out in the garbage can because they are made of steel.
- **Wash hands or use hand sanitizer between cats.**
- Food and Water:
 - No extra food or treats should be given unless specified. Diet CAN ONLY be changed by Health & Welfare Chairperson of Cats. Check cage for any special instructions regarding diet requirements for each cat or kitten.
 - Check cage for any special instructions regarding diet requirements for each cat or kitten
 - Wash food and water bowls ONLY IF NEEDED or ON DESIGNATED DAY. Fill large water bowl only ½ way and put in the corner of cage on top of small towel. Place food bowl next to it on towel.
 - Make sure all cats/kittens have the proper amount of food and water based on age and size. Food and water is to be replenished. **Do not simply add ¼ cup to each bowl for adult cats**. Check to see what needs to be added to maintain ¼ cup of dry food for most adults. Be careful not to overfeed adult cats.
(Overfeeding caged animals causes serious health issues. Caged animals do not

PARMA ANIMAL SHELTER

RULES AND PROCEDURES FOR THE MAIN CAT ROOM

get the same amount of exercise as cats in a home.) Kittens should always have larger bowls of food and water available.

- Litter Boxes:
 - Make sure that every cat has the right size litter box based on the size of the cat and number of cats or kittens in the cage.
 - Scoop litter box and add new litter if needed. A total of about 2 scoops of litter should in litter box. Use a separate scoop for each box. If box is soiled, wash and disinfect in sanitary tub.
 - **Record stool and urine output and food intake on the weekly log under the cage card.**
- Bedding:
 - Fluff or brush bedding to remove litter or cat hair from bedding. Remove, rinse off, or scrape off any vomit and/or stool from bedding. If bedding is wet or soiled, put in laundry basket and replace with clean bedding.
 - Only one blanket or cat bed for the cat to sleep on is needed. Kittens may be provided with a plastic litter box (cuddle box) with a fleece blanket inside. If there is excess bedding, remove it.
- Cages:
 - Follow Spot Cleaning Guidelines and Disinfecting Cages in the Main Cat room information sheets.
 - **Close cage door** when unattended to prevent another cat from entering wrong cage. This will help to eliminate contact between cats that do not get along.
 - Spray disinfectant onto cleaning towel **NOT** into cage or onto shelf.
 - Disinfect holding or exercise cage after each cat or kitten has been returned to their cage before working on the next cage.
 - **Sanitize hands before working on the next cage.**
- Cat Fights:
 - Do NOT step between fighting cats. Put a blanket or laundry basket over one of the cats and return it to its cage.
- Report any signs of illness or injury to the shift leader, not already noted on clipboard (outside vet room) or in the Medications book. (Signs of illness can include: unusual behavior, sneezing, watery eyes, diarrhea, sores, etc.)
- Cats may be let out of cages for exercise but do not allow more than 4 cats out at a time. Cats on certain medications are not allowed out of cages but shift leader or cage note will state if cat is allowed out. Close cage of any cat let out so another cat can't eat food and use litter box of that cat.

PARMA ANIMAL SHELTER

RULES AND PROCEDURES FOR THE MAIN CAT ROOM

- Do not put more than one litter of kittens in an exercise cage at a time. Kittens bite and scratch while playing and can spread diseases between litters.
- Single kittens are not allowed to be combined into one cage without checking with the Health & Welfare chairman.
- Cats/kittens are NOT to be shown if they are not designated as adoptable.
- **The Vet Room, Step-down and Quarantine Rooms are NOT to be visited by anyone, when volunteers are working. If you are not working there, you DO NOT belong there.**
- End of Shift:
 - Check that all cages are closed and locked. Check that cat is in correct cage with food, water, accessible litter box, blanket and toy(s).
 - Laundry should be washed, dried and put away after each shift.
 - Make sure that supplies (cat food, disinfectant, litter containers, etc.) are restocked and ready for the next shift.
 - Remove the trash to the dumpster.
 - Sweep floor.

If possible, spend time interacting with the cats and kittens, whether petting, brushing or playing. They enjoy the attention and many of them need the extra socialization to make them more adoptable.

- Sign out.

PARMA ANIMAL SHELTER
RULES AND PROCEDURES FOR THE MAIN CAT ROOM

PARMA ANIMAL SHELTER

RULES AND PROCEDURES FOR THE MAIN CAT ROOM

- The instructions from the Cat Specialist Volunteer Information Folder that I received are the rules and procedures to be followed and are not recommendations. Failure to comply will result in possible disciplinary action or termination. With my signature, I agree to follow these instructions.
-
- Signature of Volunteer
Trainee _____ Date _____
-
- Signature of Trainer _____ Date _____