AC-11 KENNEL PROCESSES

**Purpose**

To detail the positions and responsibilities of staff working in the dog kennels

**Policy**

Animal care staff will assure kennels are clean and sanitary for housing dogs & puppies.

**Staff /Areas Affected**

• Animal Care Staff

**Definitions**

**ISO** – Isolation

**Commercial Disinfectant**– Cleaning solution used for cleaning, deodorization and controlling the hazard of cross contamination. Commercial Animal Disinfectant/Disinfectant is always used for adult animals and kittens. Two Types:

**MicroChem** – used for general cleaning

**Rescue**– used for puppies, kittens, known Giardia or Parvo

**Responsibilities**

Director of Animal Care is responsible for making sure this process takes place

**Position Locations & Descriptions:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Position A** | **Position B** | **Position C** |
| **AM** | Puppy Room | Take all dogs out, meds & feed (by priority\*) | 1 Bunny out, meds & feed |
| Help any position clean | Clean backs (Green & Purple) | 2 ISO |
| Walk Bunny (9:30) | Clean Fronts (Green & Purple) | 3 Walk G+ and fence climbers |
| Walk ISO & Office dogs (when cleaning is done) |  | 4 Clean backs (Blue & Orange) |
| Help other positions |  | 5 Clean fronts (Blue & Orange) |
|  |  |  |
| Feed puppies lunch |  | Help B position clean |
| - - **L U N C H** - - | | | |
| **PM** | Enrichment | Enrichment | Enrichment |
| Scoop as needed | Scoop as needed | Scoop as needed |
| Feed 4:00 – 4:30 | Feed 4:00 – 4:30 | Feed 4:00 – 4:30 |

\*Priority:

1. Bunny
2. Doubled Dogs
3. All Other dogs

Things to remember:

* Reactive dogs – walk, or in the run but ALONE
* Fence Climbers – do not leave in a run alone, walk
* G+ - walks only
* HW+ - small runs only

**Daily Schedule:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Position A** | **Position B** | **Position C** |
| **First thing** | Start Laundry | Start Laundry | Start Laundry |
| Clean Puppy Room | Take out/meds/feed | Bunny - meds, out & feed |
| **Morning** | 9:30 – Bunny, min. 20 min walk | Spot clean backs of G & P  *\*Deep clean only if needed* | Take ISO dogs out & feed |
|  | Help Position B & C as needed | Spot clean fronts of G & P  *\*Deep clean only if needed* | Spot clean backs of O & B  *\*Deep clean only if needed* |
|  |  |  | Spot clean fronts of O & B  *\*Deep clean only if needed* |
| **Before Opening** |  |  | Walk G+ & Fence Climbers |
| Quiet time – starts 11:30. Dishes, kitchen clean up, making enrichment, restocking | | |
| **- - Lunch - -** | | | |
| **Early PM** | Scoop poop, Enrichment | Scoop poop, Enrichment | Scoop poop, Enrichment |
| **4:00 – 4:30** | Feed / meds | Feed / meds | Feed Meds |
| **Before Leaving** | Give checklist to Supervisor | Give checklist to Supervisor | Give checklist to Supervisor |

**Weekly Schedule:**

|  |  |
| --- | --- |
| **Sunday** | Deep Clean all Green & Purple |
| **Monday** | Deep Clean all Orange & Blue |
| **Tuesday** | Spot Clean fronts & backs of Orange, Blue, Green and Purple kennels.  *\*Deep clean backs, fronts if needed* |
| **Wednesday** |
| **Thursday** |
| **Friday** |
| **Saturday** |

\* “Deep clean if needed” = only if large amounts of smeared urine, feces or vomit. - involves removing all contents, rinsing, foam, scrub, rinse, dry and replace items.(Details below)

Spot Clean = removing urine, feces or vomit solids, spray with Rescue and wipe clean with a towel.

**Cleaning process -**  **Puppy room** (Position A)

**Morning (7:00 – 11:00)**

1. Start Laundry
2. Scoop poop
3. Move puppies into separate crates for each kennel area.
4. When Giardia or Parvo has been confirmed or is suspect, wear gloves and shoe covers for only ONE kennel. Change them between each Yellow kennel. See SOP M-02.
5. Strip all linens and toys.
6. Put linens in trash bags. Move to laundry or trash.
7. Put all bowls and toys into milk crate to take to the kitchen
8. Clean the inside of all kennel rooms:
   1. Empty water bowls
   2. Remove linens and toys
   3. Scoop poop
   4. Rinse, Foam (MicroChem), Scrub, Rinse
   5. Spray with bleach spray (leave for 3-5 minutes) then rinse again
   6. Remove all debris from drain
   7. Squeegee
   8. Dry with towels. No puddles on floor or in corners.
9. Inspect and clean the bed as needed
10. Clean the tops of the half wall.
11. Clean and dry the inside of the glass in the doors
12. Provide clean bedding and appropriate toys
13. Pull crate back to front of appropriate kennel area and return puppy to proper location
14. Spray outside of glass with bleach spray and wipe dry with towel
15. Crates are rinsed, sprayed with bleach solution and rinsed again. Turn, to get all sides when doing this part of the process
16. Mop Puppy Room/Kennels floor. (Squeeze out the mop as much as possible. This includes double wringing before mopping.)

Assist B & C Positions if needed

Take Bunny out for walk between 9:30 – 10:00, for at least 20 minutes.

**Afternoon (12:00 – 4:30)**

1. Scoop poop
2. Feed puppies lunch
3. Assist B & C positions if needed

**Before Leaving (4:30 - 5:30)**

1. Scoop poop
2. Feed puppies
3. Feed ISO dogs
4. Wash all dishes from the day
5. Help other positions finish up their area
6. Help clean kennel kitchen

**Deep Cleaning process -  Kennels** (Position B)

**Morning (7:00 – 11:00)**

1. Once all dogs have been out and fed, clean the backs of all kennels
2. Scoop fronts if any poop
3. Move dogs to fronts and lower guillotine
   1. Scoop poop
   2. Rinse, Foam (MicroChem), Scrub, Rinse
   3. Remove all debris from drain
   4. Squeegee
   5. Dry with towels. No puddles on floor or in corners
   6. Move dog to back of kennel
4. Proceed to front
   1. Empty water bowls, inspect linens and toys
   2. Tidy up bed and linens if clean
   3. Deep clean as needed and replace bedding, toys in front, if soiled
5. Once kennel is clean & dry
6. Provide clean water bowl and fill with water
7. Spray enrichment scent
8. Provide 3 appropriate size toys of different textures
9. Lift guillotine and allow dog(s) full access to the kennel when ready
10. Sweep and mop all public floors in kennel. This must be done prior to opening. (Squeeze out the mop as much as possible. This includes double wringing before mopping.)
11. Provide ‘Daily Kennel Enrichment’ to single dogs. NO ENRICHMENT FOR DOUBLED DOGS. They are each other’s enrichment.
12. Do dishes and take out trash.
13. Make notes in Enrichment Notebook as to how dogs responded to the scent and morning enrichment in kennel, and any other notes that will be helpful the following day.

**Afternoon (12:00 – 4:30)**

1. Scoop Kennels
2. Take EP dogs to dog park for play group as weather permits, or training room
3. Provide Enrichment
4. Make notes in Enrichment Notebook as to how dogs responded to the scent and morning enrichment in kennel, and any other notes that will be helpful the following day.
5. Work with other positions to determine which dogs should be worked inside vs outside
6. Take Bunny out for walk between 2:30 – 3:00, for at least 20 minutes.

**Before Leaving (4:30 – 5:30)**

1. Scoop kennels
2. Feed & give meds dogs in Green and Purple kennels
3. Remove food bowls and puzzles from kennels
4. Put away everything in kennel kitchen and sweep
5. Empty poop bucket
6. Move/load laundry
7. Punch out

**Cleaning process -  ISO** (Position C)

1. Collect supplies need for resetting kennels as needed and take back to ISO
2. Move one dog to a clean, empty reset kennel, or move their linens and toys with them to the new kennel. If soiled linens, remove and replace.
3. Sweep floors of any debris under kennels
4. Hose with water, foam and scrub, especially on the floor grate.
5. Leave for minimum of 10 minutes.
6. Rinse and towel dry
7. Proceed with any other dogs as done above
8. Provide clean water
9. Rinse floor
10. Squeegee and towel dry floor

MISC

**Resetting Empty Kennels**

Once an animal no longer occupies a kennel, it can be cleaned and reset for the next dog.

* Each kennel should be properly cleaned with disinfectant.
* The clean bed should be set up in the front of the kennel.
* A clean bowl with toys should be set in the front of the kennel.

When a dog is to be put in the kennel

* Put the bed on the floor, in the front side, near the back wall, next to the guillotine
* Put the blanket on the bed
* Put the toys on the bed (different textures)
* Put water in the bowl

**Reference Documents**

* Checklists
* Position Names & Descriptions
* SOP M-02 - Giardia
* SOP M-03 - Parvovirus

**Revision History**

Created 6/1/18 – V1

Updated 6/5/18 – V2

Updated 12/9/19 – V3

Updated 1/17/20 – V4