AC-01 DAILY ROUNDS / ANIMAL INVENTORY

**Purpose**

Daily Rounds are conducted as a means of a visual assessment and to compare physical animal occupancy with virtual inventory in ShelterLuv.

**Policy**

Rounds should be performed regularly to effectively manage the animal population. The following objectives should be met for each and every animal on a daily basis:

**Staff /Areas Affected**

• Shelter Manager is responsible for accurate Animal Inventory and a physical walk through the facility to ensure that each animal is identified and located where they should be.

• Vet Staff should assess each animal’s medical heath and formulate a treatment plan if needed. Responsible to observe appetite, hydration and overall attitude.

* Animal Care staff will assess each animal’s physical wellbeing by ensuring the animal’s needs are being met. (Clean cage, bedding, food water and enrichment items.)

**Definitions**

**Vet Check Request** – Report obtained through ShelterLuv which details the animal and health concern

**ShelterLuv –** Database used by HSWM for all tracking of customers, animals and associated service

**Responsibilities**

Director of Animal Care or designate is responsible for conducting a visual observation of all animals in the shelter every 24 hours. This observation is to monitor the well-being of each animal.

**Procedures**

The Director of Animal Care or designate does a daily walk through all areas where animals are housed, to do a visual assessment of the wellbeing of each animal. During the assessment, the following issues are noteworthy:

* Medical concerns are reported to the Vet Staff and may be added to the Sick List for follow up.
* Vet staff will do rounds to triage
* Director of Animal Care monitors all areas and long term animals
* Director of Animal Care will notify Development staff for animals to promote
* Behavior Staff is notified of any concerns that might require follow up or additional observation
* Animal Care staff is to alert a supervisor if there is a health or behavior concern of any animal.

During the walk through a printed report from ShelterLuv should be used to confirm

* Each animal’s Name
* Animal Location is accurate to the report
* Discrepancies will be corrected immediately by Admitting Staff or designate. In case of missing animals from proper location, it should be investigated immediately by the Director of Animal Care.

ShelterLuv is updated with any medical or behavior notes of significance and treatment or re-evaluation as needed.

**Reference Documents**

• Sick List

* SOP M-01 Reporting Sick Animals

**Revision History**

Created 12/20/18

Revised 2-17-20 – V2