



## RAWL CAT SHIFT DETAILS

**Cat shift can be done between 4-7pm – allow yourself about 1 hour to complete.**

- Check log book and white boards for any important information and messages.
- Check the med's board in case one of the cats needs meds. If so give the med to the cat and initial the board to say it has been given.
- Take new bowls for food and water, food bucket and some plastic bags (for poop and old food) outside with you. There are more plastic bags at the last cat kennel if required.
- Remove old food and water and place old bowls in the sink with hot water, bleach and dish soap to soak.
- Clean out litter boxes adding a couple of scoops of NEW cat litter after you have cleaned the litter box.
- Change the litter box and blankets in the pen with the sign on, new blankets in the laundry room, move the sign to the next kennel. Shake out the old blankets before placing in the washer.
- Sweep out the kennels.
- Add fresh food (no more than the black line on the scoop, and new water in clean bowls. Make sure cats on special food get that food. (It's in their kennels).
- Finish washing bowls, dry and put away in feed room.
- Log your shift duties with any comments in the log book and log your hours.
- If you have time they always need to be brushed and just loved!!

