Companion Animal Facility Cleaning

Directorate
Community, Environment & Planning

Responsible Officer
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TRIM ref: F11/537
Introduction
The cleansing procedures at the Companion Animal Facility at Wallagoot have been developed to ensure optimum disease control and compliance with Council’s Work Health and Safety policy.

Dog Shelter
1. Vacate dogs from their pens to the exercise yards (N.B. there will be exceptions including difficult and dangerous dogs).
2. Remove the filter screen from the drain sump and clean.
3. Remove food dishes from pens – clean and wash them in the sink.
4. Empty and remove water bowls from pens.
5. Place dog beds above floor on sides of pens.
6. Wet down pen floors and scrape dog faeces into the drain.
7. Replace the sump filter screen.
8. Hose out pens and hose out drain to sump.
9. Apply disinfectant to pen floors, walls, partitions and gates.
10. Scrape out occupied pens with rubber scraper.
11. Replace beds onto the raised rear pen floors.
12. Place water bowls back in pens (recommended front RHS) and fill with fresh water.
13. Replenish and or top up dry dog food as required. Canned food can be used at the discretion of the Pound Cleaner or Ranger on duty.
14. Clean all spoons and equipment and replace, clean sink and external drain tops.

NOTES
Puppies:
Pens 1, 2, and 3 are provided for puppies with finer mesh. They are to be used for puppies as they provide safer accommodation.

Dangerous dogs:
Pens 10, 11, and 12 are to be used for difficult or dangerous dogs. Use of the high block lane gate can also be used as it provides safer management of dangerous dogs via isolation.

Cattery
1. Take the rubbish bin from dog shelter and place next to kitty litter store in cattery.
2. Secure all wild or questionable cats in cat dens by closing hatch door.
3. Remove the litter trays from the OCCUPIED pens and empty into the rubbish bin. Scrape out and clean as required and then place fresh litter into the tray. NB 1 or 2 scoops is sufficient.
4. Clean the cat cage floor as required prior to replacing the litter trays. NB Discretion is to be used particularly in regard wild or feral cats where cat is not secured in a cat den.
5. Make sure the water bowls are full. (This is very important when dry food only is used).
6. Replenish / top up food bowls as required. (N.B. The provision of tinned food is up to the discretion of the Cleaner or Ranger on duty.)
7. Wash and clean all utensils and equipment used and place back where they are kept.

8. Clean the sink and benches etc. and place all used towels gloves etc. in the rubbish bin.

9. Empty the plastic lined rubbish bin, and place the sealed plastic bag liner in the 240l wheelie bin stored in the cattery sun room. N.B. This wheelie bin is to be emptied by the Cleaner Tuesdays and Fridays and more often as required dependent upon numbers.

10. Take the rubbish bin back to the Dog Shelter and re-line with plastic bag.

Office Area

1. The office is to be cleaned each Saturday including kitchen and bathroom areas. The WC is to be cleaned each Saturday as a minimum.

2. All used hygiene gloves, soiled paper towels and other general rubbish is to be placed in the plastic lined rubbish bins provided in the Office.

3. Coffee mugs, cups, plates and cutlery are to be rinsed and washed after use and placed on the drainage rack.

General

1. The yellow recycling 240l bin is located adjacent to the dog shelter and all empty food tins, milk cartons and other recyclables are to be placed in this bin. This bin is not to be used for general rubbish. The recycling bin is emptied by the Cleaner over at the Transfer station as required.

2. No chemical mixing or blending is to be undertaken in the kitchen area.

3. No inscribing of dog tags is to be undertaken in the kitchen area.

4. Security: On departure from the Companion Animal Facility all internal lights, electric heaters and fans are to be turned off. All external doors in the Dog Shelter, Office and Cattery must be locked as must the main entrance gate.