

HUMANE SOCIETY STANDARD OPERATING PROCEDURE – CLEANING (CATS)

COMMUNAL CAT ROOMS – WEEKLY (USUALLY MONDAYS) OR AS DIRECTED

1. Place all cats into portable kennels and set outside of rooms – ensure cats are not set in the sun or in a way to block airflow into the kennels. This is a critical step in the cleaning process - portable kennels are not to be reused from one cat to another as this can spread disease throughout the cats. The portable kennels must be cleaned and disinfected prior to use and after each use to prevent the spread of disease. Hand cleaning between each cat is also critical so that fomites (disease agents) are not spread from one cat to another through handling. **IT IS CRITICAL THAT EACH CAGE CARD IS KEPT WITH “IT’S” CAT TO MAINTAIN ACCURATE RECORDS AND FOR SAFETY AND HEALTH OF THE CATS AND STAFF.**
2. Remove all food and water dishes, litter boxes, blankets, toys, chairs, houses, etc from the cages. Take all dishes and toys to the sink for washing, all blankets and towels to the washing machine area for washing (dish washing/clothes washing done later in the process), and larger items outside for cleaning and disinfecting.
3. Scoop any litter or waste left on the floor into waste buckets (if any diarrhea, blood, vomit or other fluid of concern is seen in the litter boxes or on the floor, notify a staff member before cleaning so that an assessment on the animal’s health can be made). **DO NOT** hose down solid wastes as that will aerosolize the feces and can spread disease. Ensure no debris is left in the kennel prior to starting the cleaning and disinfecting process
4. To clean and disinfect the cat room first squirt commercial liquid soap (not Pine Sol) into each room and the outside area as well. For cat rooms/cages do **NOT** use Pine Sol as it is somewhat toxic to cats. Hose the soap mixture into the drains in each room. If any walls have stains, take a stiff brush or sweep broom and scrub off the stains and hose that into the drains. Squeegee the floors of excess water into the drains.
5. Once the above general cleaning process is complete, using a water hose and spray hose dispenser attachment (similar to those used for liquid fertilizer application), filled with liquid bleach and set at a 30% dilution rate, spray all surfaces of the room to include the floor, drain covers, walls, caging, doors, etc. Once all surfaces are sprayed let that stand for ten minutes.
6. After the ten minute wait period, use a squeegee to push excess water into the drain.
7. Set water dishes back in kennels (generally only one water bowl per kennel run) and fill with water (use water cans, not the hose). Set food bowls with appropriate amount of dry food in kennels. Generally one large pan per three cats. Do not fill food pans to overflowing as it just wastes food that they do not eat.
8. Feeding guidelines - General guidance is 1 cup per adult cat and ½ cup per kitten up to four months old (consult staff if unsure). For the most part ensure large bowls are half full of dry food and small bowls are completely full of dry food. Young kittens, nursing mothers and

debilitated cats may need a mixture of canned food to get them to eat better - consult staff for guidance on amount, and mixing directions.

9. Once food, water and filled litter boxes are in place, replace rugs, toys and housing.
10. Wash dishes before litter boxes, toys, etc. To wash dishes use dish soap and $\frac{1}{4}$ - $\frac{1}{2}$ cup of pure bleach in the tub of water. Also put $\frac{1}{4}$ - $\frac{1}{2}$ cup of pure bleach in the rinse water. Soak dishes ten minutes in the rinse water, then rinse again in clean water (no bleach) and air dry. Dishes are to be stacked so they can drain and air dry – do not towel dry dishes.
11. Wash litter boxes and toys and other washable housing items in a separate soap/bleach mixture than that used for the food bowls. Soak litter boxes for ten minutes in a bleach solution ($\frac{1}{2}$ cup per tub of water), then rinse with clear water. Dry thoroughly before adding litter.
12. To wash bedding and towels, add appropriate amount of detergent for the particular machine and 1 cup pure bleach to a full load and start the washing machine. Do NOT overload the washing machine as that may not only break the machine but cause less effective cleaning and disinfecting. Overloading the dryer just results in less effective drying and increased electrical costs.
13. Check cages throughout the day and clean food/waste/water spills; ensure water bowls always have fresh water, refilling as necessary.

COMMUNAL CAT ROOMS – DAILY (EXCEPT FOR MONDAY FULL CLEANING)

1. Scoop waste from litter boxes into plastic trash bag (if any diarrhea, blood, vomit or other fluid of concern is seen in the litter boxes or on the floor, notify a staff member before cleaning so that an assessment on the animal's health can be made). Add more litter if necessary. If the litter is extremely soiled then dump it all out, wash the litter box, soak in a bleach mixture for ten minutes, rinse with clean water, drain, dry and refill with clean litter. Do not overfill the litter boxes as that is the one supply we generally don't get donated enough of, so we have to purchase it – we can't afford to waste litter.
2. Change bedding and rugs if soiled.
3. Sweep floors inside and outside of cages.
4. Dump old water and refill with clean water each day (cats are very picky about drinking clean water).
5. Ensure large food bowls are half full and small bowls are full of dry cat food.
6. Check cages throughout the day and clean food/waste/water spills; ensure water bowls always have fresh water, refilling as necessary.

HUMANE SOCIETY STANDARD OPERATING PROCEDURE – CLEANING (CATS)

INDIVIDUAL CAT CAGES – DAILY

1. Place all cats into portable kennels and set out of the way – ensure cats are not set in the sun or in a way to block airflow into the kennels. (EXCEPTION TO MOVING CATS INTO PORTABLE KENNELS IS FERAL CATS WHO MAY TRY TO BITE OR SCRATCH – CONSULT STAFF FOR BEST METHOD OF CLEANING THESE CATS TO ENSURE SAFETY FOR ALL CONCERNED). This is a critical step in the cleaning process - portable kennels are not to be reused from one cat to another as this can spread disease throughout the cats. The portable kennels must be cleaned and disinfected prior to use and after each use to prevent the spread of disease. Hand cleaning between each cat is also critical so that fomites (disease agents) are not spread from one cat to another through handling. **IT IS CRITICAL THAT EACH CAGE CARD IS KEPT WITH “IT’S” CAT TO MAINTAIN ACCURATE RECORDS AND FOR SAFETY AND HEALTH OF THE CATS AND STAFF.**
2. Remove all food and water dishes, litter boxes, towels and toys from the cages. Take all dishes and toys to the sink for washing, all towels to the washing machine area for washing (dish washing/clothes washing done later in the process), and throw cardboard litter boxes* in the trash.
3. Scoop any litter or waste left in the cage into waste buckets (if any diarrhea, blood, vomit or other fluid of concern is seen in the litter boxes or on the floor, notify a staff member before cleaning so that an assessment on the animal’s health can be made). **DO NOT** hose out solid wastes as that will aerosolize the feces and can spread disease. Ensure no debris is left in the cage prior to starting the cleaning and disinfecting process
4. To clean and disinfect each cat cage first squirt dish soap into each cage. For cat cages do **NOT** use Pine Sol as it is toxic to cats. Hose the soap mixture out of each cage. Scrub down the cage walls and doors with a stiff brush. Wipe the cages of excess water into the drains.
5. Once the above general cleaning process is complete, using a water hose and spray hose dispenser attachment (similar to those used for liquid fertilizer application), filled with liquid bleach and set at a 30% dilution rate, spray all surfaces of the cages to include the walls, doors, etc. Once all surfaces are sprayed let that stand for ten minutes.
6. After the ten minute wait period, wipe out excess water.

7. Set water dishes back in cages (generally only one water bowl per kennel run) and fill with water (use water cans, not the hose). Set food bowls with appropriate amount of dry food in kennels. Do not fill food pans to overflowing as it just wastes food that they do not eat.
8. Feeding guidelines - General guidance is 1 cup per adult cat and ½ cup per kitten up to four months old (consult staff if unsure). For the most part ensure large bowls are half full of dry food and small bowls are completely full of dry food. Young kittens, nursing mothers and debilitated cats may need a mixture of canned food to get them to eat better - consult staff for guidance on amount, and mixing directions.
9. Once food, water and filled litter boxes (generally one small cardboard pan per adult cat) are in place, replace bedding and toys.
10. Wash dishes before litter boxes, toys, etc. To wash dishes use dish soap and ¼ - ½ cup of pure bleach in the tub of water. Also put ¼ - ½ cup of pure bleach in the rinse water. Soak dishes ten minutes in the rinse water, then rinse again in clean water (no bleach) and air dry. Dishes are to be stacked so they can drain and air dry – do not towel dry dishes.
11. Wash plastic litter boxes and toys and other washable housing items in a separate soap/bleach mixture than that used for the food bowls. Soak litter boxes for ten minutes in a bleach solution (½ cup per tub of water), then rinse with clear water. Dry thoroughly before adding litter.
12. To wash bedding and towels, add appropriate amount of detergent for the particular machine and 1 cup pure bleach to a full load and start the washing machine. Do NOT overload the washing machine as that may not only break the machine but cause less effective cleaning and disinfecting. Overloading the dryer just results in less effective drying and increased electrical costs.
13. Check cages throughout the day and clean food/waste/water spills; ensure water bowls always have fresh water, refilling as necessary.

** Cardboard litter boxes are made by taking the free “beer flats” we get, cutting them in half and pushing the halves together to make small litter boxes.*