

# **HUMANE SOCIETY**

## **STANDARD OPERATING PROCEDURE – CLEANING (DOGS)**

### **DOG KENNEL RUNS - DAILY**

1. Move all dogs to the outside portions of the runs and close the guillotine doors being careful to not drop doors on any portion of the dog(s). Remove puppies by hand and “Do Not Wet.”
2. Remove all food and water dishes, blankets, toys, etc from the runs. Pick up pallets and lean against wall. Take all dishes and toys to the sink for washing and all blankets and towels to the washing machine area for washing (dish washing/clothes washing done later in the process).
3. Scoop all solid waste from the inside of the runs into a plastic bag lined bucket. Prior to scooping inspect runs for any diarrhea, blood or vomit. If any diarrhea, blood, vomit or other fluid of concern is seen, notify a staff member before cleaning so that an assessment on the animal’s health can be made. Once cleared to clean those runs with questionable body fluids, clean those runs last so as to not contaminate other runs with disease from either the cleaning equipment or your shoes. 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 kennel run first squirt commercial liquid soap (Fabuloso, etc.) into each kennel run and down the length of the walk way area of the kennel facility. Starting at one end of the kennel runs, hose this soap, pine sol and bleach mixtures from the walk area into each kennel run and into the drains at the back of each kennel. Ensure both sides of the plastic pallets are cleaned. Then spray out the kennel runs of soap. If any kennel walls have stains, take a stiff brush or sweep broom and scrub off the stains and hose that into the drains. Squeegee the walkway of excess water into the kennel runs.
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 kennel to include the floor, drain covers, walls, caging, doors, spacing between each run and the windows above the kennels. Ensure both sides of the plastic pallets are also sprayed and disinfected. 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. Set pallets back down making sure there is no standing water on them.
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 pan per adult dog and one or more puppy pans depending on size and age of litter. Do not fill food pans to overflowing as it just wastes food that they do not eat.
8. Feeding guidelines - General guidance is 1-2 cups per adult dog and ½ cup per puppy up to four months old and small breed dogs (consult staff if unsure). Puppies are to be fed a minimum

of twice daily and in the case of extremely young puppies, three times daily (consult staff for guidance on amount, mixing with canned food, etc).

9. Once food and water is in place, open guillotine doors to let dogs back inside. Once dogs are inside, close the guillotine doors again to keep the dogs inside so you can clean the outside runs. Be aware of dogs with food aggression issues as these may need to be separated for feeding – one inside and one outside with the guillotine door closed until they are both finished eating.

10. Once dogs are closed inside for feeding, repeat steps 3-6 above in each outside kennel. Once outside runs are completely done, open guillotine doors so they can remain open the remainder of the day.

11. To wash dishes use soap 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. Dishes are to be stacked so they can drain and air dry – do not towel dry dishes. Toys are to be scrubbed in the same soap/bleach water to ensure all food particles are removed and air dried.

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.

## **DOG KENNEL RUNS - WEEKLY**

1. In addition to the daily cleaning procedures, and generally on Monday mornings additional cleaning steps are taken.

2. In between steps 3 & 4 for daily cleaning, all drain covers will be pulled and any accumulated solid wastes, bedding, toy pieces, collars, dead mice, etc will be removed and discarded along with the solid wastes.

3. Replace drain covers and continue with cleaning.