

Daily Cleaning Checklist

These cleaning tasks must be done EVERY DAY. Put the time the task was completed and your initials in the appropriate boxes to verify. Notify a shift lead any questions.

Townhomes & Suites			
✓	Task	Time	Initials
	Remove food and water bowls from all occupied or used townhomes & suites		
	Remove Kuranda beds - wipe down BOTH sides and legs using Rags and Spray Bottles filled with disinfectant solution		
	Sweep or vacuum all occupied or used townhomes & suites		
	Use Rags and Spray Bottles filled with disinfectant solution to spray and wipe down all inside walls, doors, and surfaces		
	Mop the floor inside the townhomes using the CLEAN mop set-up		
	Replace Kuranda beds		

Playrooms			
✓	Task	Time	Initials
	Remove water bowls from all used playrooms		
	Sweep or vacuum playroom floors		
	Use Spin Mop OR Rags and Spray Bottles filled with disinfectant solution to spray and wipe down all inside walls, doors, and surfaces		
	Use scrub brush with spray bottles or bucket of disinfectant solution to clean play equipment - ALL SURFACES		
	Mop the floors using the CLEAN mop set-up		

Halls			
✓	Task	Time	Initials
	Sweep all hallways to remove ALL dog hair & debris		
	Mop the floors using the CLEAN mop set-up		

Spa Room			
✓	Task	Time	Initials
	Rinse tub, spray with disinfectant		
	Clean drains (remove hair) - Tub drain & Floor drain		
	Use scrub brush with spray bottles or bucket of disinfectant to clean grooming table		
	Use Rags and Spray Bottles filled with disinfectant solution to spray and wipe down all drying kennels		
	Clean windows - Viewing and door		
	Use Rags and Spray Bottles filled with disinfectant solution to spray and wipe down walls		
	Clean all brushes or fur		
	Sweep or vacuum floors		
	Mop the floors using the CLEAN mop set-up		
	Empty trash can and replace bag		
	Take dirty towels to laundry room		
	Restock towels		
	Blow dry floor mats		
	Remove all fur from dryer filters		
	Organize and restock supplies as needed		
	Unplug all outlets (dryers, etc)		

Bathrooms			
✓	Task	Time	Initials
	Wipe down sink (bowl, outer bowl, counter)		
	Clean Toilet (bowl, seat, outside)		
	Clean mirror		
	Dust ledges / shelves		
	Refill soap, toilet paper, paper towels		
	Sweep and Mop the floors		
	Sanitize handles (door, sink, toilet)		
	Empty trash can and replace bag		

Lobby / Leash Room			
✓	Task	Time	Initials
	Sweep floors		
	Dust ledges / shelves / front desk		
	Clean windows (viewing, doors, etc)		
	Change water bowl		
	Mop Floors		
	Organize and restock retail as needed		
	Empty trash can and replace bag		

Feeding Room			
✓	Task	Time	Initials
	Sweep or Vacuum Floors (behind and under shelves as well)		
	Clean Refrigerator (Outside & Inside)		
	Clean Bins (Outside)		
	Wash Dog Bowls		

Break Room			
✓	Task	Time	Initials
	Sweep or Vacuum Floors		
	Clean Refrigerator (Outside & Inside)		
	Wipe Counters and Surfaces		
	Organize Supplies		

Laundry			
✓	Task	Time	Initials
	Wash & Dry Mops Heads		
	Wash Towels		
	Dry & Fold Towels		
	Restock (as needed)		

Cleaning Set-Ups

- Mop Buckets
 - Yellow "Pee" Mop Buckets (½ ounce 256 Disinfectant per gallon of water)
 - Used for spot cleaning playrooms - mopping up pee and poop (after poop has been scooped)
 - Filled first thing in the morning - Placed outside playrooms
 - 1 oz of 256 Disinfectant & 2 gallons water
 - Need to be emptied and refilled at least once per day
 - Based on number of dogs in house
 - Less than 20 Dogs
 - Empty & Refill Once per day (as needed)
 - 20 - 40 Dogs
 - Empty & Refill Twice per day (as needed)
 - 40+ Dogs
 - Empty & Refill Thrice per day (as needed)
 - Empty & Rinse at the end of the day
 - Green "Clean" bucket (½ ounce 256 Disinfectant per gallon of water)
 - Used for "deep cleaning" townhomes, playrooms, halls, etc
 - Filled in the morning - Used for cleaning floors in townhomes
 - 1 oz of 256 Disinfectant & 2 gallons HOT water
 - Empty when morning cleaning is complete
 - Filled in the afternoon- Used for cleaning floors in playrooms
 - 1 oz of 256 Disinfectant & 2 gallons HOT water
 - Empty when afternoon cleaning is complete
- Spray Bottles
 - Used for cleaning walls in townhomes & playrooms; also play sets
 - Fill bucket with 1oz of 256 & 2 gallons of water
 - Dip and fill spray bottles
 - Refill as needed throughout the day
- 5 Gallon Buckets
 - Used to rinse, soak, clean pooper scoopers
 - Fill bucket with 1oz of 256 & 2 gallons of water
 - Place near playrooms
 - Empty & refill as needed (at least once per day)