

## HSHV SHELTER CLEANING MANUAL IN-KIND DONATIONS (VESTIBULE)

In this assignment, you will be helping distribute items in the large blue plastic bin in the vestibule to the Main Entrance, where people put donations.



### A few things to note:

- Donations may overflow around the bin
- You may get gloves from the laundry room if you would like
- To help transport items, you can use the blue cart in admin
- You can move this blue bin in the hallway near the cat kitchen for a more centralized location
- See the adoptions desk with any questions

### Please distribute the donations as follows

#### Dog Beds :

- If the bed is in good condition (not stained, no tears, not made of “foam” like material) it can go outside of laundry in the yellow “donation” laundry bin to be washed...this also includes NEW beds.
- If the bed is not in good condition, place in trash.

#### Cat Beds:

- Place NEW or USED beds in yellow “donation” laundry bin outside of the laundry room to be washed
- If the bed is soiled, has tears, throw in trash.

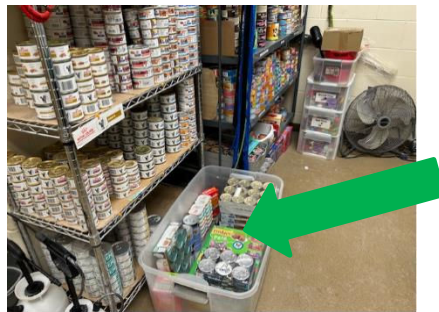
# Cat Kitchen

- ✓ These items go to the cat kitchen
  - Hard cat toys
  - Cat size dishes



Note: Left side is dirty, right side is clean

- Unopened cat treats
- Canned wet food
  - Please place in the plastic container in the cat kitchen (see below)



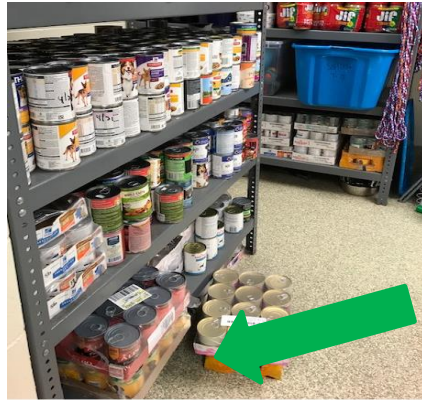
- Cat furniture:
  - Approximately **hip size** and below can be placed in the cat kitchen
  - ✓ Example pictures below



- Please write 'dirty' on a piece of paper and place on top

## Dog Kitchen

- ✓ If we receive these items as donations then please bring them to the dog kitchen, **please do not leave any donations on the floor of the dog kitchen**
  - Peanut butter
  - Unopened dog treats
  - Wet dog food



- Hard dog toys can be placed on the left side of the sink to be cleaned
- Dog size bowls can be placed there as well to be cleaned

## Medications

- ✓ HSHV does accept common animal medications or preventative products.
- ✗ HSHV cannot accept any controlled substance medications. This is posted and communicated in various physical and electronic locations (e.g. hshv.org).
- ✓ Volunteers do not need to review or assess any medications to determine HSHV's use or need.
- ✓ All medications should be given to the Adoptions Front Desk.
  - Adoptions Staff will directly and immediately give all donated medications to the Shelter Medical staff to assess, determine use or properly dispose (per [CP-031-ScheduledDrugUseProtocol](#), as needed).

## Bountiful Bowls

- ✓ Dry food can go in the Bountiful Bowls Barn bin (can get barn key from front desk)—it is a large wire bin that has a sign that says, “Dropping off donations” located in the barn.
  - Food must be within 3 months of expiration date (food beyond this should be thrown away).
    - Dog or Cat food is acceptable.
    - Cat Litter

# Laundry

- All donated towels, blankets, and other “fabric” items used by our animals **MUST BE WASHED FIRST**. These items can be placed in the yellow laundry bin outside of the laundry room, please refrain from placing them in the blue bins as those are for general shelter laundry.
- Blankets
- Cat/Dog Beds
- Fabric/soft dog and/or cat toys
- Towels
  - Sleeping bags, fabric with buttons, zippers, duvet covers (buttons/zippers) and/or fitted sheets can be thrown away. These may not be safe for the animals.
  - Any heavily soiled/worn or torn/frayed items should be thrown in the trash



For excess fabric donations—If we have an over- abundance of excess fabric donations then please talk with the front desk on how best to distribute these.

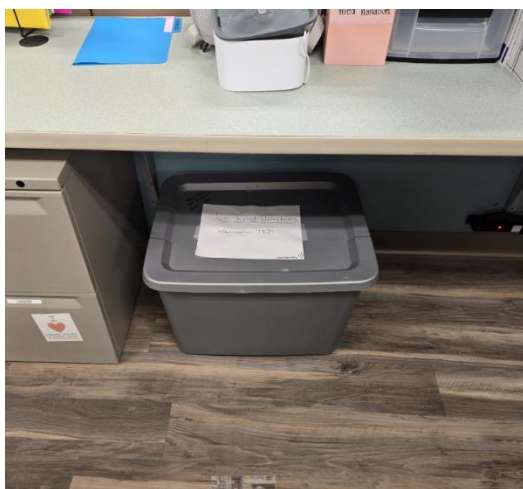
**For crates & carriers**—we do accept most of these items, however staff must bring them to the back to be cleaned so they can be left in the vestibule area.

**Soft Dog Toys** in good condition-place in laundry.

## Items We Do Not Accept (these items can be thrown away)

- Pillows
- Comforters
- Any heavily soiled/worn/torn item
- Human Clothing
- Small Animal Cages
- Small Reptile or Bird Cages

If you find items that are not on this list, please check in with the FRONT DESK and/or place them in the gray In-kind donation bin located behind the front desk (see picture below). Other departments may be able to use them. Staff will sort through this bin when it is full and determine what can be brought to the barn.



Sign out barn key & list any large donations going out to the barn here in the binder

If there are any items that are too large to fit in the bin behind the front desk, and you are able to move them to the barn, please record the items in the notebook stored with the barn key. The donation staging area is located upstairs, directly on the left side (picture below). If you are unable to move large donations to the barn, please leave them in the vestibule and let front desk staff know.



## Extra Time

Depending on the amount of donations there may be extra time. If this is the case, then please work on the following:

1. For wet food and treats in the cat and dog kitchen please find the expiration date on it, write it in sharpie on the package/can, and then place on the shelf. (see [SP-300-WetFoodSorting.docx](#))
2. If there are dirty toys/dishes in the cat/dog kitchens then please clean.
3. If we received any cat furniture then please use the spray bottle of Accel in the cat kitchen to spray down the furniture. You may remove the 'dirty' sign after this is done.



Used to spray/clean cat furniture