

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

If you have sorted donations before and need a quick reference on where to put an item, please flip to the last two pages.

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 too large for us to wash, see adoptions desk staff
- 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.

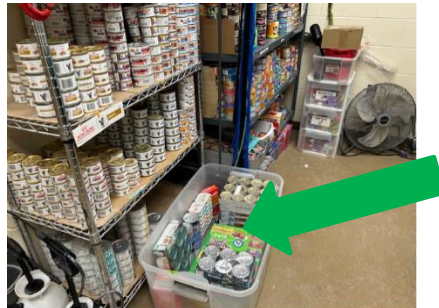
Cat Kitchen

- ✓ These items go to the cat kitchen
 - Hard cat toys (including wand toys)
 - Cat size dishes



Note: Left side is dirty, right side is clean

- Cat treats
- Canned wet food (regular)
 - for prescription food see “medications” section
 - Please place in the plastic container in the cat kitchen (see below)



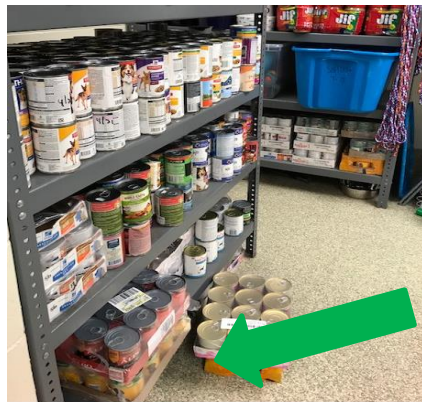
- Cat furniture:
 - Approximately **hip size** and below can be placed in the cat kitchen
 - ✓ Example pictures below



- 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
 - Canned vegetables (including pumpkin)
 - Canned chicken
 - Dog treats
 - Wet dog food (regular)
 - for prescription food see “medications” section below



- 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
- New soft dog toys with tags – remove tags and place in toy bin in kitchen
 - If this bin is full, there is a large gray/tan bin outside of Pups Alley in Dogtown

Medications

- ✓ HSHV does accept common animal medications or preventative products (including prescription pet food).
- ✗ 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 (including prescription pet food) 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
- Flat sheets
- Cat/Dog Beds
- Fabric/soft dog and/or cat toys in good condition
- Towels
 - Sleeping bags, fabric with buttons, zippers, duvet covers (buttons/zippers) and/or fitted sheets can be taken to the barn or placed behind the front desk to be donated/recycled. These may not be safe for the animals.
 - Any heavily worn/torn item can be taken to the barn or placed behind the adoptions desk to be recycled.
 - Any heavily soiled 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.

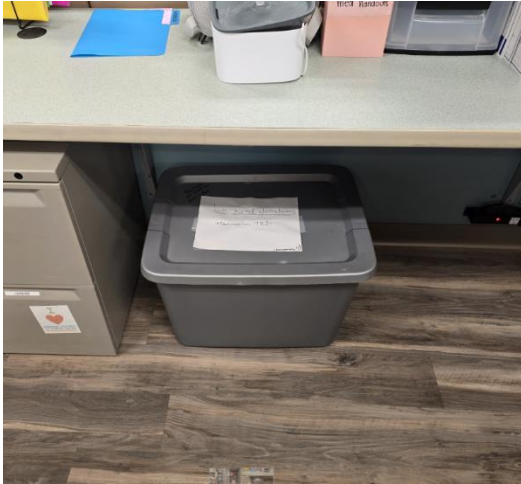
Items We Do Not Accept:
(these items will be donated/recycled – please leave in
gray bin behind adoptions desk)

- Heavily worn/torn/frayed items
- Pillows
- Comforters
- Human Clothing
- Small Animal Cages
- Small Reptile or Bird Cages
- Animal clothing
- Rope toys

(these items can be thrown away)

- Heavily soiled items
- Broken/heavily damaged items
- Expired food
- Shock/prong collars
- Retractable leashes

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

Quick Reference Guide:

Item	Location
Cat Kitchen:	
Hard Cat Toys (including new)	Left side of sink
Wand Toys (including new)	Left side of sink
New/unopened soft toys	Bin on back wall
Cat-sized dishes	Left side of sink
Cat Treats	Enrichment station on left side of Cat Kitchen
Canned wet food	Plastic bin on floor
Canned tuna/fish	Plastic bin on floor
Cat Furniture (hip-size or smaller)	In kitchen (please write “dirty” on piece of paper and place on top)
Dog Kitchen:	
Peanut butter	Shelves in dog kitchen
Dog treats	Shelves in dog kitchen
Wet dog food	Shelves in dog kitchen
Canned Pumpkin/yams/veggies	Shelves in dog kitchen
Canned chicken	Shelves in dog kitchen
New soft toys w/ tags	Cut off tag and place in toy bin
Hard Toys	Left side of sink
Dog-sized bowls/dishes	Left side of sink
Licki mats	Left side of sink
Poop bags	Dog Walker Station
Behavior Office:	
Enrichment Puzzles	Give to staff or set on floor if possible
Puzzle toys (popsicle, toppl, etc.)	Give to staff or set on floor if possible
Chain-style collars (to be used for enrichment)	Give to staff or set on floor if possible
Give to Adoptions Front Desk Staff:	
Any & all medications	Give to front desk staff
Prescription Food	Give to front desk staff
Bountiful Bowls:	
Dry dog/cat food w/in 3 months of expiration date	BB “dropping off donations” wire bin in the barn
Cat Litter	BB “dropping off donations” wire bin in the barn
Laundry:	
Small cat/dog beds	Yellow bin

Blankets	Yellow bin
Towels	Yellow bin
Flat Sheets	Yellow bin
Fabric/soft cat & dog toys	Yellow bin
If yellow laundry bin is full, see front desk staff	
Items to leave for staff:	
Crates & Carriers	
Items to throw away:	
Any heavily soiled item	
Broken/damaged items	
Retractable leashes	
Prong/shock collars	
Expired food	
Food not in its original container	
Common Items to go in bin behind desk/barn to be donated or recycled:	
Pillow cases	
Comforters	
Fitted Sheets	
Rope Toys	
Human Clothing	
Pillows	
Torn or Worn Towels or Bedding	
Small Mammal cages	
Small reptile or bird enclosures	
Small harnesses	
Animal Clothing	
Cleaning Supplies	
Grooming supplies (brushes, shampoo, etc.)	
Large dog beds	
Large cat trees/furniture	
Any item not on this list – please check in with the FRONT DESK	