

## 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 :

- Brand new dogs beds can go in Dogtown laundry storage, Back of House areas or our Foster team can use them
- 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
- If the bed is not in good condition, place in trash.

#### Cat Beds:

- Brand new cat beds can go in Uptown or Downtown cats
- If they need washing, place 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)



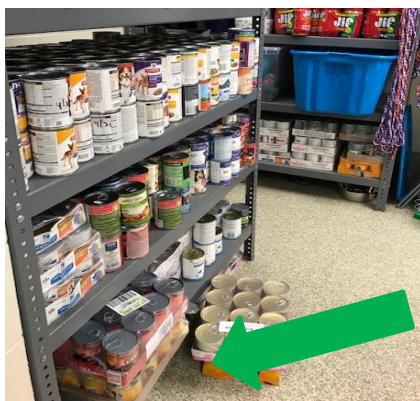
- Cat furniture:
  - Approximately **hip size** and below can be placed in the cat kitchen
  - ✓ Example pictures below



- 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

- We receive a lot of fabric donations. If items seem to be in clean condition or brand new (please remove any tags/ packaging) they can be placed directly onto the shelves in the laundry areas.
- Blankets
- Fabric/soft dog and/or cat toys (new/unused toys see Retail section)
- Towels
  - Pillow cases- Can be placed at the adoptions desk up front (they are used in the case of an evacuation.
  - 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. Please see last page how you can donate these items at a separate location if you would like.



Any donated fabric items that seem dirty 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.

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 not on this this list, please check in with the FRONT DESK. Other departments may be able to use them. **If you wish to take any of the items we do not accept to donate (instead of throwing away) on your own time, please check in with the FRONT DESK. We will need a receipt of any items you donate to other organizations.**

## 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