

Animal Daily Walking, Feeding & Cage Cleaning Schedule SOG

Purpose: The 'CAGE CARD" records routine, individual daily care of animals in the shelter.

Note: This is the only paper attached on the animal's containment. It should be placed where the animal cannot reach it as they will tear it apart. It can be placed in a page protector to protect it from the elements. It can also be placed on a clipboard to assist with writing on it and keeping it away from the animals.

The cage card is filled out initially upon intake and place on the animals kennel or crate.

Write the animal's intake number in the space in the upper right hand corner of the form.

Animal Description

1. **Type** – fill in the type of animal
2. **Characteristics** - Fill in Breed, Gender and Color or markings
3. **Special Instructions** - this can be dietary, medication or special handling instructions.
Volunteers need to make sure they read the cage card of every animal they handle.

Record

Should include the date, time and handler's initials when any work is done with an animal or its environment.

Comments – Should include any observations or changes in an animal's condition or behavior, such as:

1. Not eating
2. Not drinking
3. Vomiting
4. Diarrhea
5. Injury that need to be seen by vet
6. Disposition has changed to _____

Continuation forms should be used when face sheet is completed. Face sheet and all continuation pages should be kept together with the intake form copy in the page protector.