

KENNEL VOLUNTEER PROCEDURES

Turnout is the process where the Greyhounds are let out in small groups to stretch their legs, get some exercise, and eliminate (i.e. "go potty").

- Morning turn out begins at 7:30 am and is usually completed by 9:00 am.
- Afternoon turn out begins at noon and is usually completed by 1:00 pm.
- Evening turn out begins at 5:30 or 6:00 pm and is usually completed by 6:30 or 7:00 pm.

TURNOUT DUTIES – ALL SHIFTS

Males and females are let out separately in small groups. The groups are identified by name on the clipboards hanging on the crates. Each dog's muzzle is hanging on his/her crate and must be securely in place before they are let outside. Once the dogs are let outside, shut the exit door so they do not come back to visit with you.



Generally, one person stays outside with the dogs to monitor behavior and scoop poop, while the other person starts checking each crate for soiled carpets/blankets. If a carpet/blanket needs to be changed, remove it and mop out the crate. Dirty carpet is placed outside on the covered porch by the back door and dirty blankets are collected in the labeled bin near the HVAC unit. Clean carpets are located in upper crates toward the back exit door of the kennel. Replacement blankets are located in upper crates near the front entry door. The dog's crate sheet will indicate if a blanket is used instead of a carpet. The mop is in a bucket with disinfectant solution located at the front of the kennel next to the office entry door.



Once the dogs have “done their business,” they are ready to be let back in. Be sure that each dog is in the crate with the sheet that matches his/her collar tag. Remove muzzles after the dogs are placed in their crates. Be sure all the crate doors are securely latched and all dogs are in their crates. The next group is now ready to be let out. Repeat the process until all groups are done.

After all the dogs have been out and let back in, check the yard one last time for waste. As needed, the solid waste may be dumped into the septic tank located outside the turnout area near the front office door and fence. The outside flood light switch for evening turnout in the winter months is located to the left of the exit door on a timer.

Special turnout instructions: check the water levels in each Grey's crate, especially in hot weather. Also check the white board in the front office for any medications that need to be given to a specific dog.





TURNOUT DUTIES – MORNING SHIFT

After all dogs have been out and returned to their crates, it's time for breakfast. Food and stainless steel bowls are located in the front office. The kibble should be moistened with water and placed in each crate. While the dogs are eating their breakfasts, clean the kennel floor and drains. Collect all empty food bowls, wash and put away. Morning turn out is complete and we are ready for visitors!

Note: Dogs are very active and happy during the morning turn out. For this reason, we ask that all morning volunteers be 18 or older.

TURNOUT DUTIES – EVENING SHIFT

After evening turnout, the back storm door and the back door are closed and locked from the inside, and the kennel lights (switch is located above the bathtub in the "old office") are turned off. Periodically, we do have one or more dogs kept in the office areas. They should be let out to "go potty" before you leave and returned to the designated office area. Upon leaving, all office lights are also turned off, and both entrance doors to the kennel should be locked.



ADDITIONAL TASKS

There are a variety of additional tasks volunteers can help with around the kennel:

- Kennel
 - Wash out kennel water buckets or clean any crates
 - Bathe the kennel greyhounds
 - Scoop poop in the front yard or any of the turnout areas
 - Walk/play with dogs

- Laundry
 - Wash soiled blankets and towels
 - Bring in any dry carpet and store in kennel crates

- Office
 - Straighten up interior, cabinets, drawers, etc.
 - Make up adoption packets
 - Straighten up and organize the Hound Boutique
 - Vacuum, sweep and/or mop floor areas
 - Wash windows/door glass
 - Clean tub and bathroom

