

Front Desk Closing Checklist:

Date: _____

Closing Staff Name(s): _____

1. Complete all Check in's and Out's _____
2. Clean nap and assist with cleaning 16's _____
3. Clean and wipe down the front desk _____
4. Check all medications were signed _____
5. Set for Breakfast for kennel and nap _____
6. Take care of animals at the house _____
7. Take out the garbage(up to dumpster) _____
8. Make sure laundry is done by EOD _____
9. Make sure Dryer is off and open _____
10. Sweep and mop entire front end/nap _____
11. Empty Sanitizing bucket _____
12. Send platinums _____
13. Make sure pictures have been copied to Dave's folder.
14. Count cash draw _____
15. Turn off all computers/ tvs _____
16. Do **“Walk through checks”** (Once all animals are checked out)- All outsides are scooped and have “S” hooks on. Make sure back doors are locked. Kennel checks if all of the dogs have water, blankets(if they can) and all of the dog doors are closed. Make sure all empty spots in the kennel have water. In the Club house make sure the exhaust fan is shut off and the door is locked. Naproom make sure all nap spots are clean, empty spots have water, dogs overnight have water, and all the clips are on. _____
17. Check ALL doors are locked, 2 in the front lobby, back door, door to nap. _____
18. Make sure all the lights are off _____
19. Bring drop up to basement, along with this and have a good night _____

As per management, this is now a mandatory checklist to be done each day, please initial upon completion on the blank line. This MUST go up in the drop envelope.