

# Cleaning Procedures

## **Dishes**

All dishes (bowls, loaf pans, utensils, totes etc.) must be cleaned every day. Dish washing is typically done in the water shed using clear plastic totes. Whenever the weather is amenable, the bench, stools and totes should be brought outside for cleaning dishes to prevent the growth of mold inside the water shed. It is important to note that you do not need the generator on to get water for doing dishes as long as there is enough water in the pressure tank.

1. Set up 5 totes in this order: pre-rinse, soap, rinse, Steramine and final rinse.
2. Fill the pre-rinse, soap (add dish soap), rinse and final rinse totes with hot water (the red hose), the Steramine tote should already be made up.
  - a. Fresh Steramine solution will appear light blue and clear. It can be used several times before needing to be changed out. If the Steramine is looking grey and cloudy, or if the tote is not already set up, inform staff so they can make a fresh batch.
  - b. Try to be conservative with how much water you use. You do not need the totes full to the top to be able to do dishes.
3. Grab the brushes with **grey tape** around the handles from the drawers along the back wall of the shed for the pre-rinse and the soap totes.
4. Scrape leftover food into a trash bag and place dishes into the pre-rinse tote.
5. Scrub dishes with the brush to loosen dried food particles and place in the soap tote.
6. Scrub dishes with the brush inside and out with soapy water to clean thoroughly.
7. **Rinse off all the soap in the rinse tote before placing dishes into the Steramine.**
8. Allow each dish to soak in the Steramine for **ONE MINUTE** before placing it into the final rinse tote.
9. Stack the dishes onto the drying racks in the water shed.
  - a. Stand all loaf pans, bowls and lids on their sides instead of upside down. Stacking them upside down allows mice to run across and poop on them, requiring the dishes to be re-washed!
10. Repeat until all dishes are cleaned.
11. When finished, dump the soap and rinse water into the grassy area by the pond and set the totes on the drying racks in the water shed.
  - a. Make sure to rinse out the totes to get any left over soap or debris out before putting them away.
12. If the Steramine is still good, put the lid on and place it on the shelf along the back wall of the water shed.
  - a. If it needs to be dumped, pour it out with the rinse and soap water onto the ground. **Do not pour it directly into the pond.**
13. Shake out the dish brushes and put them back into the correct drawer.
14. If working outside, bring the bench and stools back inside the water shed.
15. Make sure the hot water faucet is turned off.

## Water Buckets

Water buckets must be cleaned and sanitized every time they are taken out of a habitat. Please wash water buckets outside of the water shed whenever possible. If you have extra water in the ATV tank from doing waters, you can use this to clean water buckets.

1. Using a small amount of water rinse the buckets to get out large debris or mud.
2. Add a little more water to each bucket and using the appropriate brushes (the small ones with the **purple and black tape** around the handles) from the drawers along the back wall of the water shed, scrub the insides of the buckets.
3. Dump out the dirty water onto the grass and rinse again.
  - a. If it is warm out rinse off the outsides of the buckets as well. Do not do this in the winter unless you are well away from the water shed!
4. Using the spray bottle labeled "Steramine" spray the bucket thoroughly and allow it to sit for at least **ONE MINUTE**.
5. Rinse the bucket and place upside down on the racks along the outside of the water shed.
6. Shake out the water brushes and put them back into the correct drawer.

## Trash Totes

Unfortunately, trash bags are not impervious to leakage. This means that the trash totes do get dirty and must be cleaned when emptied. This is usually a once a week chore.

1. Bring the trash totes over to the water shed for cleaning. It is best to do this in the grassy area by the pond.
2. Roll out the hose, pour a small amount (~1 ounce) of bleach into each tote and dilute with water (~1 gallon).
3. Using the correct brushes (the toilet brushes with **no tape** on the handle) from the square tote on the shelf along the back of the water shed, scrub down the insides of the totes.
4. Dump the water into the field by the pond and rinse.
5. Take the clean trash totes and lids back to the trash shed.
  - a. The trash totes should be stacked upside down in a pyramid pattern on the pallets. This allows them to dry completely and not get stuck together.
  - b. The lids should be placed on the shelf along the wall of the fence or in the tote on the ground next to the pallets.
6. Shake out the trash brushes and put them back into the correct bucket.
7. Make sure the water is turned off to the hose you are using.

## Water Troughs – Summer Only

During the summer we fill metal troughs with water for the animals to play in and keep cool. These should be changed out weekly. To facilitate this we set out a series of hoses along the fence lines with y-connectors at each trough. These stay out all summer.

1. Collect the correct brushes (the larger brushes with the **brown tape** on the handles) from the drawers along the back wall of the water shed, a pair of pliers and the extra hose hanging on the wall of the water shed.
2. Roll out the grey hose that is connected to the faucet from the wall of the water shed and connect it to the end of the section of hose leading to the habitat(s) you are planning to work on.

- a. The connections will be behind the water shed (up the road), next to the cabin run (down the road) or at the white pipe in the field near the pond (bunkhouse).
  - b. Habitats 4, 5 and 15 are filled slightly differently
3. Take the extra hose, pliers and scrub brush to the habitat you are going to be working in.
4. Find the y-connector on the hose next to the fences and attach the extra hose to the free end of the y-connector.
5. Close the valve on the y-connector leading down the road and open the valve leading to the extra hose.
6. Enter the enclosure and dump the dirty water out of the trough.
  - a. Small troughs can be tipped to dump. The large ones have a small plug near the bottom that can be removed to facilitate draining. This is where the pliers come in handy.
    - i. If you are using a plug, you can start draining the water before step 1.
7. Thread the hose through the fence and drag it to the feeder.
  - a. Make sure to thread the hose through the fence close to the ground so the weight of the hose doesn't cause it to kink. Filling a trough will take double the time if you don't.
  - b. ***Never leave the hose unattended!*** The animals will either try to run off with it or chew it into pieces.
8. Call over the radio to have someone turn on the water in the water shed.
  - a. Follow steps 3 & 4 of the **Filling the Water Tank with Cold Water – Summer Procedure**
9. Spray out the debris; use the brush to scrub any algae and dirt from the bottom, corners and sides of the inside of the trough, dump and rinse.
  - a. If you are not getting water, a y-connector upstream may not have been left in the open position. You will need to check each one until you find the one that is blocking the flow of water.
10. Set the trough upright and start filling. While the trough is filling in the beginning, use the water level to aid in leveling the trough. Move the trough around and/or place rocks or logs underneath to facilitate this.
11. Fill the trough full to the top.
12. Call over the radio and have someone turn off the water in the water shed.
13. Remove the hose and all tools from the habitat.
14. Close down the valve leading to the extra hose and open the one leading to the hoses along the fence before disconnecting the extra hose from the y-connector.
15. If doing more than one trough, move onto the next one and repeat steps 3-14.
16. When finished, disconnect the grey hose from the hose next to the fence and return all tools to their appropriate place.
  - a. Drain the grey hose and extra hose before rolling them up.

### **Bowl Feeders – Warm Weather Only**

Every habitat has metal cages attached to the fence to that hold the bowls so the animals cannot run off with them and to facilitate feeding from outside of the habitat. These feeders often have dirt kicked in them, are peeped on (and in some cases pooped in) and may have

food debris stuck to them. This can attract bugs and other vermin to the habitat as a result. Therefore we try to clean the bowl feeders regularly.

1. Find 2 buckets labeled for cleaning, the correct brushes (the larger brushes with the **brown tape** on the handles) from the drawers along the back wall of the water shed, the spray bottle labeled "Steramine" and a clean bowl.
2. Fill one bucket with warm soapy water and the other with rinse water.
3. If possible lock the animals in the habitat you are working in in the upper run while cleaning the bowl feeders.
4. Scrub the feeder thoroughly (inside, outside, top and bottom) with the soapy water.
5. Use the bowl to scoop out some clean water and rinse the feeder.
6. Repeat as many times as necessary to get the feeder clean.
7. Using the spray bottle labeled "Steramine" spray the bowl feeder thoroughly and allow it to sit for at least **ONE MINUTE**.
8. Rinse the feeder and repeat the process on the next feeder
9. Remove the cleaning supplies from the habitat and let the animals back into the catch area

**Note:** If you are doing troughs, this is also a good time to clean feeders. In this situation you can use the hose to rinse off the bowl feeders.