



Animal Facilities Inspection Program



Maintenance Book

6-17-2021 Version

Purpose: The purpose of this book is to provide recommendations for your small animal facility on a daily, biweekly, monthly, every six months and yearly basis. Guidance provided is deemed acceptable by the Kansas Pet Animal Act K.S.A 47-1701 *et seq.* These tasks should be performed as the need arises to protect the health and safety of animals in the facility.

Disclaimer: This book is to be used as a tool with suggestions provided from the Animal Facilitates Inspection Program. Some tasks listed may need to be completed at a different time than they are suggested within this book. Use this book at a starting point and customize tasks for your facility's individual needs.

How to use this book: Review this book in its entirety and note dates you intend to review the tasks based on the timeline outlined in this book. Utilize the charts to document the dates you completed the listed tasks. Add any extra tasks specific to your facility maintenance schedule.

Daily/weekly tasks to maintain your facility:

- Gather trash and remove at least 20 feet away from animals.
- Spot clean or wash facility housing areas (remove all feces, wipe up urine puddles).
- Clean or remove any soiled toys.
- Remove leaves and keep snow in outside pens shoveled.
- Ensure food storage bins are closed.
- Ensure waste and trash containers are closed. Ensure clean food and water is available. Remove any algae or mineral deposits from water dishes.
- Check or replace pest and insect control devices. Check outside kennel areas for bird and wasp nests.
- Keep grass and weeds maintained at least 20 feet around facility and animals.
- Update and file records.
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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Week 1												
Week 2												
Week 3												
Week 4												
Week 5												

Biweekly tasks to maintain your facility:

- Deep clean and sanitize animal areas by using one of the following methods per K.A.R. 9-18-14 (b)(3)
 - Spray all surfaces with steam under pressure.
 - Wash all surfaces with hot water that is at least 180°F or 82.2°C and with soap or detergent, using a mechanical cage washer or similar device.
 - Wash all soiled surfaces with appropriate detergent solutions and disinfectants or with a product that is a combination of a detergent and a disinfectant that accomplishes the same purpose; thoroughly clean the surfaces to remove all organic material and mineral buildup and to provide sanitization; and rinse with clean water.
- Mow and weed-eat the premises in the growing season.
- Update animals on hand actual inventory and make sure they are all properly identified and have current paper or computer records.
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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Week 1												
Week 2												

Monthly tasks to maintain your facility:

- Deep clean the facility.
- Walk through the facility to check for dangerous or unsafe conditions.
- Restock supplies and take inventory of all cleaning and sanitation products and reorder as needed.
- Verify “animals on hand” list is current at the beginning of each month and that all animal sales records are audited for being fully documented and organized.
- Write an itemized list of any repairs that are needed this month and record the date to have this repair accomplished.
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Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec

6-month tasks to maintain your facility:

- Sand and paint unsealed surfaces.
- Replace or fix animal shelters and enclosures.
- Replace contaminated materials (gravel, sand, absorbent bedding, etc.).
- Treat for parasites.
- Replace doghouse flaps.
- Restock any personal protective equipment (gloves, footwear).
- Replace batteries and test fire alarms.
- Check expiration dates (cleaners, medicines).
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January	July

1-year tasks to maintain your facility:

- Fix or replace rusted areas.
- Annual veterinary care form renewal and inspection.
- Review and update contingency plan.
- Review and update records to ensure all animal movement has been documented.
- Service heating, air conditioning and ventilation systems.
- Service drainage systems.
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Notes:

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