

DAILY TASK CHECKLIST - HANDLER

TIME	TASK	MONTH	DATE						
Opening	Lights and music on								
	Service Stations stocked and ready								
	Dog drinking water ready								
	Note any special instructions for dogs								
6-7a	Feed & medicate dogs								
	Health check boarding dogs & document								
8a	Rest break								
8 10a	Move dogs to expand Play Parks								
10a	Meal periods start								
12p	Feeding & Medication								
	Rest breaks								
1 30-2p	Wash down PooPee Patch								
	Empty dirty water in mini scrubber and rinse container								
	Remove trash & dispose, place new bag in container								
	Remove dirty laundry & take to laundry, place new bag in container								
1 45p	Exchange dog info with next shift								
	Receive Boarding & Daycare Log - know dog names								
3 30p	Rest breaks start								
5p	Meal periods start								
6-7p	Feeding & Medication								
6 45p	Consolidate dogs to one side								
	Thorough cleaning of empty Play Park								
7 35p	Rest break								
7 45p	Thorough cleaning of remaining Play Park								
9-10p	Secure dogs, separate by size and temperament								
	Dogs tucked-in to Suites/Dens - place water bowl in Suite/Den								
10p	Exchange dog info with Watchdog!								
Cleaning	AM Clean windows and door glass								
	AM Clean doors								
	AM Clean fencing								
	AM Disinfect play equipment, include underside								
	AM/PM Dust mop and mini scrubber often								
	AM/PM Clean dog waste as necessary								
	AM/PM Play Park photo shoot ready								
	AM/PM Check drinking H2O every hour								
	AM/PM Disinfect PooPee Patch minimum every hour								
	PM Disinfect and clean Kuranda beds								
	PM Disinfect and clean dog house & eggs								
	Closing Clean egg, change egg bedding								
	Closing Drain H2O clean, detail & disinfect bowl, rinse & refill								
	Closing Clean and disinfect PooPee Patch								
	Closing Clean floor - dust mop & mini scrubber								
	Closing Empty dirty water in mini scrubber, rinse container, replug								
	Closing Restock service station supplies								
	Closing Remove dirty laundry and place new bag in container								
	Closing Remove toys - goes to dishwasher								
	Closing Remove trash and place new bag in container								
	Closing Trash to dumpster								
	Detail	Mon Detail entry doors & door handles							
		Tues Dust top of TV, Clean under path fence							
Wed Detail Service Stations									
Thurs Detail flooring									
Fri Detail play equipment									
Sat Detail holding areas									
Sun Detail dog house, clean under dog house									

BOARD OF ZONING ADJUSTMENT
District of Columbia

CASE NO. 18702

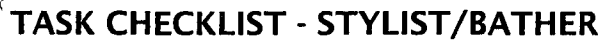
EXHIBIT NO. 38

Board of Zoning Adjustment
District of Columbia
CASE NO. 18702
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DAILY TASK CHECKLIST - GREETER

			DATE						
TIME	TASK	MONTH							
Opening	Lights, TV, and music on								
	Check Restroom cleanliness/supplies								
	Computer, printer on, KC, email, ready for check-in								
	Unlock door promptly 6 50 a								
7a	Check feeding & medication complete, leave on clipboard								
	Clean Suites/Dens from feeding - ready for Tours								
	Check voicemail								
	Prepare Departures								
8a	Handler Rest Break, > Expand Play Parks								
9a	Pending file & Confirm M & Gs for tomorrow, follow up if necessary								
10a	Print Exercise Schedules - am walks begin								
	Print Daycare Log & Boarding Roll Call - Give to Handlers								
	Check next 7 days boarding/courtesy call for vaccine reminders								
	Meal periods start								
12p	Print Feed & Med Schedule (Brding & DC), complete, clipboard								
	Clean Suites/Dens from feeding - ready for Tours								
	Check Boarding Departures into Day Care - Full Day								
	Rest breaks start								
1 45p	Print Daycare Log & Boarding Roll Call - Give to Handlers								
3p	Greeter Huddle								
3 30p	Rest breaks start								
4p	Print Exercise Schedules - pm walks begin								
5p	Meal periods start								
6p	Print Feed & Med Schedule (Brding & DC), complete, clipboard								
	Clean Suites/Dens from Feeding - ready for Tours								
7 35p	Handler Rest Break								
8-9p	File Locker Cards from Departed Dogs								
	Remove refrigerated food from Departed Dogs								
	Print Arrival & Departure Schedule for tomorrow								
	Prepare Locker Cards/Sleep & Eat Notes for tomorrow's Arrivals								
	Print M & G Log, prepare M & G Forms for tomorrow								
	Print Feeding & Med Schedule for tomorrow am								
	Start dishwasher & laundry								
	Close out Register - Submit CC Batch, Prepare Daily Receipts Envelope								
	Dog stats, email								
	Lock front door								
Cleaning	Trash H Lounge, Recep, Mgr Office, Restroom, Break Room								
	AM Restock Shop - displays neat and tidy								
	AM Dust Style Bar counters, Reception Desk, furniture								
	AM Sweep entry, parking lot - side and back <8a								
	AM Wipe off exterior blue bench(es) <8a								
	AM Clean entry doors and glass, check often								
	AM/PM Chairs and stools straight								
	AM/PM Check exterior presentation every three hours for trash								
	AM/PM Spot check and clean Restroom once per hour, restock								
	PM Clean windows and doors along path & Style Bar								
Detail	PM Clean face of reception desk & entry fence								
	Mon Dust Shop displays								
	Tues Clean baseboards/clean parking lot signs								
	Wed Dust tops of TV, clock, top of lights								
	Thur Wipe walls in H Lounge/Exterior Style Bar								
	Fri Dust tops of each planter box and plants								
	Sat Detail light switches, door handles, knobs, pulls								
	Sun Wipe walls along path, double check around windows								

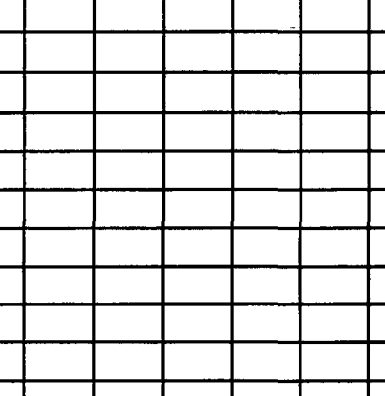


DATE _____

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Opening lights and music on

Disinfect tools, tubs, counters & tables



Monday	Detail light switches, door handles, knobs, pulls
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[illegible]

Tuesday **Check supplies & report low items to Greeter**

Tuesday Detail tubs, backwash HydroSurge

Wednesday Dust top of walls, clocks, washer/dryer, air vents

Wednesday Tornado Power Central Vac - All Hoses

Thursday Disinfect walls in Style Bar

Saturday Clean storage closet

Sunday Detail dog dryers, clipper vac, vacuum

DAILY TASK CHECKLIST - WATCHDOG!

		DATE						
FREQUENCY	TASK	MONTH						
Daily	Exchange dog info with evening Handler							
	Chill music on at all times							
	Dogs safe, secure and divided by size and temperament							
	Quietly check on dogs every hour/clean excrement							
	Note any special instructions for dogs							
	Lights dim where possible							
	Work as quietly as possible to not disturb dogs							
	Clean washing machine around black rim - remove all hair							
	Laundry and put away clean							
	Clean dishes and utensils and put away							
	Check Suites/Dens and clean beds, walls, glass, floor							
	Disinfect Sleep & Eat walls							
	Clean Sleep & Eat island cabinetry, counter and sink							
	Clean Sleep & Eat lockers - exterior and interior							
	Disinfect all walls in Play Park							
	Clean PooPee Patches							
	Clean bathroom toilet, sink, mirror, polish stainless steel							
	Vacuum Path, H Lounge, Reception Area, Office, TM Break Room							
	Clean thresholds along path/space under fencing along path							
	Clean Sleep & Eat floors with mini scrubber							
	Clean Bathroom floor(s) with mini scrubber							
	Hand clean all floor edging where mini scrubber can't reach							
	Clean mini scrubber machine and replug							
	Walk through and clean any area left dirty							
	Restock bathroom toilet paper, towels, and seat cover							
	Check all trash/laundry containers - trash empty, new bag							
Set up each Suite/Den - photo ready								
Set up each Play Park - photo ready								
Exchange dog info with morning Handler								
Weekly								
Monday	Detail washer/dryer, dishwasher, refrigerator & microwave							
Monday	Treat drains w/Orange Plus							
Monday	Dust tops of walls and any high dust							
Tuesday	Detail restroom, Clean Path w/carpet cleaner							
Wednesday	Clean all storage closets and dust top of lockers							
Thursday	Dust and clean TM breakroom and TM appliances							
Thursday	Treat drains w/Orange Plus							
Friday	Detail clean under island sink/Clean Path & grass w/carpet cleaner							
Saturday	Move Dens, clean floor under, dust top, vacuum PooPee Patch grass							
Sunday	Refill all cleaning dispensers and bottles through out Club							
Sunday	Wash all leashes							
Monthly								
1st	Clean H Lounge and Reception Carpet							
7th	Dust light fixtures and vents							
15th	Clean H Lounge and Reception Carpet							
21th	Laundry harnesses/collars							



DAILY TASK CHECKLIST - GENERAL MANAGER/LEAD

MONTH									
Daily									
Walk through & address issues									
Check Email & VM									
Plan & execute TM breaks									
Review dashboard & stats									
Review today's sales & update sales contest									
Review Lead Log									
Set plan & execute Potential Member follow up calls									
Review new Member files and initial									
Review open invoices and correct									
Review dog schedules for today and the next 7 days									
Review Dog Feed/Medication/Exercise schedules and initial									
Review Dog Boarding Cards from previous day and initial									
Review Dog Watch List & gather feedback									
Review Daily Task Checklists & address any issues									
Audit yesterdays work									
Prepare Huddle									
3 00 Greeter Huddle									
Team Member training									
Evaluate staffing level, send TM home if appropriate									
Weekly									
Monday	Payroll, Clean office, FedEx to HQ								
Tuesday	Check Supply Inv, Time Cards								
Wednesday	Order supplies, Time Cards								
Wednesday	New Member Welcome Call, Time Cards								
Wednesday	Career Fair								
Thursday	Outreach								
Friday	White glove walk through - interior/exterior								
Sat	Review Time Cards								
Sun	Mini Scrubber Maintenance								
Monthly									
1st	Scent Air replacement								
1st	Check Perf Eval Due Dates								
2nd	Review previous month checklist, address, file								
7th	Defrost freezer - mid week								
14th	Plan event & execute								
16th	Scent Air replacement								
25th	Vinegar WysiWash Sanitizer								
30th	Set up new Checklists for new month								
Quarterly									
Jan/Apr/Jul/Oct	Dog water filters								
Jan/Apr/Jul/Oct	HVAC preventative maintenance								
Jan/Apr/Jul/Oct	Replace Waxie air freshener (planters/bathrooms)								
Jan/Apr/Jul/Oct	Safety Training								
May/Nov	Dog Handling Training								
Mar/Sept	Plumber to Snake the Pipes								