

Employee Training Manual: Cleaning Pet Fur from Furniture

Objective

To remove pet fur from furniture using the most effective methods for fabric, leather, and delicate materials—leaving surfaces clean, hair-free, and fresh without damage.



Materials Needed

- Lint roller or pet hair roller
- Rubber gloves or pet hair remover brush
- Vacuum with upholstery attachment
- Microfiber cloth (lightly dampened if needed)
- Fabric-safe deodorizer or disinfectant spray (optional)
- Gloves (optional)



Step-by-Step Instructions

Inspect the Furniture

Check cushions, armrests, sides, and under cushions for fur buildup. Note the material type (fabric vs. leather).

Start with Lint Roller or Rubber Glove

Use a lint roller or a damp rubber glove to sweep fur off cushions and surfaces. Move in one direction to gather clumps.

Vacuum Thoroughly

Use the upholstery attachment on a vacuum to clean all accessible surfaces and crevices. Lift cushions if possible.

Repeat with Detail Tool

Go back over corners and seams with a brush or smaller attachment to remove trapped fur.

Wipe and Refresh

Use a microfiber cloth to lightly wipe remaining debris. Optionally mist with a deodorizer for freshness.



Inspect from Multiple Angles

Step back and check the furniture from different angles in natural light to ensure all fur is removed.

✨ Pro Tip to Elevate the Experience

Keep a dampened glove or rubber squeegee on hand—these are especially effective on cloth couches where vacuums struggle.

✅ Quality Checklist

- No visible fur on cushions, seams, or under pillows
- Furniture material unharmed or stretched
- Crevices, seams, and sides thoroughly cleaned
- Furniture looks smooth and fresh
- Optional deodorizer applied if appropriate



Employee Training Manual: Cleaning Up Dog Feces in the Yard

Objective

To safely and thoroughly clean up dog feces in outdoor areas, maintaining hygiene and odor control while treating the task with professionalism and care.



Materials Needed

- Pooper scooper or disposable gloves
- Plastic waste bags (preferably scented or double-ply)
- Disinfectant spray (for tools, if reusable)
- Outdoor trash bin with lid
- Paper towels or wipes (optional for spot cleaning)



Step-by-Step Instructions

Wear Gloves or Use a Scooper

Always wear gloves or use a scooper tool. Avoid bare hand contact even with bags.

Walk the Entire Yard

Do a slow walk-through of the yard to locate all waste. Pay attention to edges, fence lines, under shrubs, or shaded spots.

Pick Up Feces Carefully

Scoop or grab each pile and place it directly into a plastic bag. Double-bag if especially messy or smelly.

Tie and Dispose

Secure the bag tightly and dispose of it in the designated outdoor trash bin with a secure lid.

Clean Tools (if applicable)

If using a reusable scooper, spray and wipe down the tool with disinfectant before returning it to storage.

Final Check

Do one last glance around to make sure nothing was missed. Rake or smooth out grass if any was disturbed.



✨ **Pro Tip to Elevate the Experience**

Leave a light deodorizing spray or sprinkle baking soda over heavily used areas of the yard to neutralize lingering odors.

✅ **Quality Checklist**

- All visible feces removed from yard
- Trash bags sealed and placed in outdoor bin
- No waste left near walkways, play areas, or plants
- Scooper cleaned and returned (if used)
- Yard left looking neat and undisturbed





Employee Training Manual: Deep Cleaning Kitty Litter Boxes

Objective

To deep clean and sanitize litter boxes thoroughly, removing all waste, residue, and odor—ensuring a fresh and hygienic environment for the cat and home.



Materials Needed

- Gloves (disposable or reusable)
- Poop scoop (if not already scooped)
- Trash bag
- Mild dish soap or pet-safe disinfectant
- Scrub brush or sponge (non-abrasive)
- Paper towels or microfiber towel
- Bucket or hose (for rinsing)
- Baking soda (optional for odor control)
- Fresh litter



Step-by-Step Instructions

Scoop and Empty the Box

Put on gloves and scoop out all waste. Dump all used litter into a trash bag and tie it securely.

Rinse the Litter Box

Use a hose or bucket of warm water to rinse out loose litter residue.

Wash Thoroughly

Scrub the box with dish soap or a pet-safe disinfectant. Pay special attention to corners and edges.

Rinse and Dry

Rinse thoroughly to remove all soap. Wipe dry with a towel or paper towels, or allow to air dry completely.

Optional: Deodorize

Before refilling, sprinkle a light layer of baking soda to help control future odor.



Add Fresh Litter

Refill the box with the appropriate amount and type of fresh litter as specified by the client.

Clean the Area Around

Wipe down the area where the litter box sits—especially if there's dust, tracked litter, or spills.

✨ Pro Tip to Elevate the Experience

Use unscented cleaners and avoid bleach—strong scents can discourage cats from using the litter box after cleaning.

✅ Quality Checklist

- All litter and waste removed and disposed of
- Box fully scrubbed and rinsed with no residue
- Dry and deodorized before adding new litter
- Fresh litter filled to correct level
- Surrounding area clean and dry

