

Security Requirements:

- **Security cameras for shelter (indoor and outdoor)**
This is a security measure for numerous obvious reasons.
- **Buzzer for shelter inmates/volunteers**
A buzzer outside the rear exit door to alert to the presence of inmates/volunteers.

Safety Requirements:

- **Sprinkler system ~~not~~**
In the event of a fire after office hours, sprinkler systems should be positioned to save the lives of animals trapped in kennels.
- **Electrical sockets at least 3' above floor**
This is to avoid "splash-ups" of water and cleaning solutions used in floor hosing.
- **Quarantine area for sick/rabid cats and one for dogs**
Animals should be quarantined in sickness-specific areas. (All respiratory cases in one small quarantine room, all GI illness in another small quarantine/treatment room.) Volunteers/Inmates not allowed access.
- **Quarantine area for dangerous cats and one for dogs**
These animals should be quarantined in highly specific areas (All respiratory cases in one small quarantine room, all GI illness in another small quarantine/treatment room.) Volunteers/Inmates not allowed access.
- **Double gate and kennel locks**
All gates and kennels should have a double-locking system to prevent animals inadvertently getting out of any particular area. This is for the protection of people and other animals.

Sanitation Requirements:

- **Individual kennel drains**
This is a sanitary necessity so that when kennels are cleaned, infection/disease from one animal does not rinse into other kennels and contaminate animals in those areas. Drain openings should be at least 4" in diameter. Lead-away pipes should be at least 6" in diameter. Drain covers should be stainless steel or other non-corrosive and easily cleanable material. Covers should be removable and drain traps should be installed and cleaned regularly.
- **Central HVAC for sanitation and comfort of workers, visitors, potential adopters, volunteers, inmates and animals.**
It is essential to properly clean ducts regularly as residual coatings of dirt and hair inside ducts cause airborne contaminants to be constantly re-circulated into kennel areas and these contaminants can be a major source of disease.
- **Procedure room/infirmarium area**
This is required to provide a sanitary and private euthanasia area set aside from exposure to all volunteers and visitors. This area should be designed with future plans to be a functional procedure room to permit an approved vet/rescue to provide medical needs (shots, microchipping, spay/neuter) to animals.

References:

The Humane Society of the United States Shelter Designs; Direct Animal Products; Mason Company; Ga Dept. of Agriculture Animal Control; American Veterinary Medical Association; Animal Welfare Act Regulations; Peabody Animal Life Savers; Guidelines for Standards of Care in Animals Shelters.

- **Non-porous flooring**
Epoxy, seamless floors are best for maintaining a clean facility in which microorganisms and odors are minimized. Grout is permeable and impossible to clean and is therefore not recommended.
- **Non-porous countertop materials**
Stainless steel countertop material in procedure room. Non-porous countertop material in other areas to include lobby/reception area.
- **Sinks**
Sinks should be made of stainless steel, and sink faucets should be outfitted with handles, such as those on surgical sinks that can be turned on with the forearms to avoid recontamination of hands after washing.
- **Non-porous, low maintenance kennel wall materials**
Epoxy, seamless wall and floor coverings are best. Wall and floor joints should be completely sealed, as they are microbe collectors and impossible to clean. Wood should never be used in areas that are frequently washed.
- **Self-watering system**
Provides continuously fresh water for the animals and frees staff and volunteers from the regular responsibility of providing water and the possible risk of cross contamination of infection/disease.
- **Industrial dishwasher, washer, dryer**
This is a sanitation requirement.
- **Waste disposal/flushing system**
A communal flushing system for solid canine/feline waste is the best method of disposal, permitted there are no ordinances which prohibit flushing of animal waste.

Technology Needs:

- **Computer Software Program**
Animal shelter software to manage intake of live and deceased animals, the ability to document and market animals through photography, ability to manage work orders, dispatch of officers, and reports along with the monthly, quarterly and annual number of euthanasia, transfer, reclaims, adoptions, court dates, citations, medical and supply inventories, staff hours, marketing, monitoring medical treatments...

Office Space/Indoor Requirements:

- **Public Restroom**
A restroom should be located in the lobby so that staff and visitors/guest can utilize the facilities. A second restroom should be located in the back so that animal control officers and volunteers/inmates can utilize the facilities.
- **Receiving front entrance/secretarial desk lobby**
This should be where the secretary's desk is located so that she can greet visitors/guest. It should be an open area with ample waiting room for single visitors and visitors with animals. This area should be open and transparent with potential adopters having to come and go through the lobby, passing staff along the way decreasing the potential for theft. A glass wall and door separating this area from the back would give a visual perception of openness and space.
- **Group office area for drivers/volunteers**
A semi-private area with a window(s) and multiple desks/work stations.
- **Office for animal control supervisor**
A private office with a single desk and a window.

References:

The Humane Society of the United States Shelter Designs; Direct Animal Products; Mason Company; Ga Dept. of Agriculture Animal Control; American Veterinary Medical Association; Animal Welfare Act Regulations; Peabody Animal Life Savers; Guidelines for Standards of Care in Animals Shelters.

- **Segregation/traffic-flow of species**

Different species should be housed in different rooms, and adult animals should be separated from infants (except for **nursing mothers/litters**). Traffic-flow patterns should keep incoming animals with unknown health status separate from the general population to prevent the spread of disease. For this reason, public traffic should flow through the shelter similarly, progressing from early life-stage groups to older animals.

- **Lighting**

Light fixtures in kennels should be placed over the dog runs rather than down the middle of the walkway. This makes it easier for visitors and staff to view the animals. This will allow sufficient light to spill over into the walkways to avoid safety hazards for the public or staff.

- **Acoustics**

Noise reduction by incorporating appropriate materials in the construction of kennels and through the location of animal kennel placements.

Outdoor and Kennel/Run Requirements:

- **60 Indoor/outdoor dog runs with guillotine doors**

This type run simplifies the cleaning process by allowing a dog to be isolated to one side of the run while the other side is being disinfected and scrubbed. When guillotine doors are open fresh air can circulate throughout the shelter, decreasing the likelihood of kennel cough and other airborne diseases. They also diminish noise levels and odors inside the facility. They encourage house-training skills by providing dogs an outdoor area in which to eliminate. Finally, providing indoor and outdoor access helps maintain a healthy environment for dogs, both physically and mentally. Down side - Guillotine doors may cause drafts, making it more difficult to regulate temperature levels within the facility. For this reason, when constructing indoor/outdoor runs, it is important to set guillotine doors off center to allow dogs to shield themselves from cold drafts.

- **20 double-decker indoor cat condo kennels**

Triple-decker cat kennels are not recommended for the safety of the animals or the workers. Cat condos allow for the cat to be secured in a cubby area of the kennel while an attendant cleans the kennel. These provide safety for those cleaning cat cages because it provides a trap area for the cat to “hide” in while main area of kennel is open for cleaning. This would provide 40 cat condo kennels.

- **Outdoor communal play area for dogs**

This could consist of a fenced area for large dogs and a fenced area for small dogs to play without the liability of public citizens.

- **Indoor communal cat living area**

Group housing works because it allows vaccinated cats to engage in their natural behaviors – hiding, running, climbing, jumping, elevated perching and scratching. Vertical space can and should be maximized through the use of elevated structures and wall mounted lounging sets. Structures are essential to these activities and to the success of the group room. This increases the space each cat has to establish a personal territory/buffer zone, each cat’s ability to engage in natural behavior and control his or her own environment while maximizing a small amount of floor space. It also acclimates cats to communal living arrangements, which raises their potential for adoption by broadening the pool of adopters to include adopters who already have a cat/cats in the home. **Size**

- **Area for livestock**

An outside containment area for large animals of which animal control may come into possession. This area should provide shelter for the animal(s) during periods of inclement weather. **Size**

- **Parking**

Ample front parking for staff, visitors and guest with sufficient rear parking for storage of animal control vehicles.

References:

The Humane Society of the United States Shelter Designs; Direct Animal Products; Mason Company; Ga Dept. of Agriculture Animal Control; American Veterinary Medical Association; Animal Welfare Act Regulations; Peabody Animal Life Savers; Guidelines for Standards of Care in Animals Shelters.

- **Wash pad for animal control trucks**

This should be an outside park pad with a containment area and drain. Dual water supplies should be mounted with a wall mounted tool rack.

- **Plexiglas type kennel doors**

Mason Company has several types of Plexiglas kennel doors. Research shows the **pros** of Plexiglas kennel doors to be that the animals can see and be seen and that they provide a slight reduction in noise. Research shows the **cons** to be that the material becomes “cloudy” as they age due to animals jumping on them, that they are dirty and require more time cleaning, and that they reduce air flow within the kennels.

Storage Requirements:

- **Storage area for perishable items**

This area should be a safe and secured indoor area that can house food and pharmaceutical supplies (in a non-descript locking cabinet or roll down locking door) for animals in custody of animal control. This should include required materials for potential (long-term future) plans to offer for-fee services to Spalding County residents such as microchipping.

- **Storage area for non-perishable items**

This area should be a safe and secured area (and could be an outdoor addition) to house donations or items such as kennels, bedding, toys, pee-pads, blankets and towels.

Adoption Needs Requirements:

- **“Meet & greet” visitation rooms - one for cats and one for dogs (minimum)**

To promote successful adoptions, visitors need a comfortable, quiet, relaxed area to visit with animals they are interested in taking home. This area needs to be completely closed in (with viewing/glass area) so that they can introduce their personal animal if needed, and to allow the dog being considered for adoption an opportunity to show in a more calm and natural way. Cats and dogs need to be separated, for obvious reasons. A large room/area with half-wall dividers is an option used by many other shelters and worthy of consideration.

- **Bath tub**

A stainless steel, indoor tub to be utilized for animals that will need to be bathed.

- **Playground/outside visitation area for guests and dogs**

This is necessary for potential adopters to see an animal’s outdoor behavior and it provides an area for the animal and potential adopter to run and play. It also provides an outdoor area for a potential adopter to bring their dog(s) to meet the dog they are considering adopting without the liability of bringing potential adopters’ pets inside the shelter.

Ambience Suggestions:

- **Ample windows throughout the shelter for ambient light**

Sunlight is proven to promote healing and feelings of happiness.

- **Music/intercom throughout the shelter**

A calming classical music to play softly thorough out the shelter that will allow for the secretary to interrupt and page/announce.

- **Signage**

Nice, large, lighted, quality sign for the shelter; possibly with a tag line.

References:

The Humane Society of the United States Shelter Designs; Direct Animal Products; Mason Company; Ga Dept. of Agriculture Animal Control; American Veterinary Medical Association; Animal Welfare Act Regulations; Peabody Animal Life Savers; Guidelines for Standards of Care in Animals Shelters.

- **Visitation furniture**
Provide furniture that will offer comfort and functionality while maintaining long-term sturdiness and sanitary longevity.
- **Outdoor landscaping**
Provide benches, a bird bath, trees, attractive gardens and landscaping.
- **Color psychology**
Paint colors to evoke emotions beneficial to the agenda of animal welfare and adoption.
- **Coffee/beverage counter**
In the lobby/reception area place a glass-front college-sized refrigerator for water under a short counter and have a coffee machine available.
- **Public involvement**
In the lobby/reception area place a comment box and/or hang a locking poster case to display adoption photos.

References:

The Humane Society of the United States Shelter Designs; Direct Animal Products; Mason Company; Ga Dept. of Agriculture Animal Control; American Veterinary Medical Association; Animal Welfare Act Regulations; Peabody Animal Life Savers; Guidelines for Standards of Care in Animals Shelters.