

WALKS

Check walks list. Note which groups are out, who has taken them, which way they went (especially when some dogs are running loose).
Shut all gates especially in and out of yard
Note anything unusual . Diarrhoea/whether it has blood. Discharge from eyes/ears. Whether dew claws need cutting. If in field use brush or flea comb on one dog while others are running around.

IF YOU FIND ABANDONED ANIMALS ON WALK

First take all walk animals home or if just one dog tie securely to a tree. Take ropes, cages or whatever is necessary plus help from ARK.

DOG FOOD PREPARATION

Clean pot. Put dirty water into a bucket.
Get meat out of freezer if it hasn't been put out already. Put in pot.
Fill pot three-quarters full with water. Start fire.
Prepare rice. 5 measures of long-grained Thai rice, 5 Japanese rice.
Put in rice cooker. Fill to level 8 with water. (there are two level markers in the pot, fill to lower one). Open gas cylinder. Open gas tap on cooker (horizontal position). Press button 1 to light pilot. Slowly press button 2 until gas inside lights, release. cooker switches off automatically after about 30 minutes and rice keeps warm. Before removing rice turn both taps on cylinder and cooker off.
When meat is thoroughly cooked add half a bucket of wheat. Start lowering the fire.
When water is almost absorbed remove big wood leaving embers.
Add cooked rice. (wash rice pot)
*When dog food is cooled down put into plastic containers: largest for kennels, smaller for office, metal pot for house dogs.
(* Usually staff do this)

RUBBISH - GOMI

Burnable rubbish - any plastic bag without letters OK. Mon & Thurs.
(can go out day before)

Cans/Tins -	green bags	last Wed. in month
Bottles -	Yellow bags	second Wed. in month
Broken glass/ metal bits -	Blue bags	occasional collection

(Put broken glass in strong paper bag before putting in blue bag.)