Animal Services - Kennel Staff Daily To Do List (DTDL)

Day:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Location | Animal ID | Description | Care needed | Req  by | Due date | Done  by | Comments |
| 1 | K4 | A04615 | M/N DSH black | Move to adoption | KH |  |  |  |
| 2 | CA3 | A03612 | F/S DMH Torti | Promote super senior discount | MN |  |  |  |
| 3 | K12 | A06721 | F dsh orange | Surgery list for 3/12 | CD |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
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| 12 |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |