



Volunteer Daily Task list

We welcome you as a volunteer at the Vet Clinic of Palm Harbor. As a clinic we strive everyday to improve our knowledge and education in our field. Being a volunteer we would like you to learn as much as possible with the time you spend with us. Every day when you come in we would like you to have questions for the doctor, technician, or staff member. Asking questions is the basis of all learning. At the end of the day we would like you to tell us a few things that you have learned while here. Our technicians are here to work with you and answer any questions you may have.

If the technicians are busy we have a list of cleaning that you can do during your down time. If you have questions on what the task entails please ask a staff member. Marking off cleaning tasks is a great way for you to help our clinic stay clean and show the staff the initiative you have. Thank you for your valued time and let us help and support you in any way we can.

4 questions for doctor or staff

1. _____
2. _____
3. _____
4. _____

3 Things you have learned today

1. _____
2. _____
3. _____

Check off list

- | | |
|-----------------------------------|---|
| _____ Clean lobby chairs | _____ Clean fronts of cabinets |
| _____ Clean lobby windows | _____ Clean refrigerator |
| _____ Switch laundry | _____ Sweep front sidewalk |
| _____ Clean counters in treatment | _____ Sweep clinic floors |
| _____ Clean pharmacy counter | _____ Clean rooms 1-4 (this includes |
| _____ Clean kennels top to bottom | under cabinets, drawers, shelves, cushions on |
| | booth can be taken off and cleaned under) |