

Things to Discuss with Your Facilities Team

Keep these in mind as you create your Pets Work at Work plan.

To be a pet-friendly workplace, you will need:

- Permission from your landlord, if you do not own your workspace. You may need to adjust your lease and/or change your insurance to accommodate pets. Also ensure that there aren't any local laws or regulations that would preclude having pets at work.
- At least one nearby pet relief area with a pet waste station and trash container that is emptied on a regular basis to control odors. If you are not near a public space that has these, you'll want to consider adding them on your property. You'll need to determine how many you need based on how many pets you expect to participate.
- Signage that directs pet owners to the relief area, and provides instructions for proper use.

Other facilities/location considerations are:

- Have clean-up supplies available on site in case of pet accidents, and signage that tells pet owners how to use the cleaners and what other steps are needed, if any – such as alerting Facilities so accident areas can be sanitized.
- Be sure that you can separate pet-friendly areas from any that need to remain pet-free zones, e.g. manufacturing areas, labs, places with sensitive equipment, areas where food is served.
- Explore whether you need to add doors or half walls anywhere to manage where pets can and cannot go.
- Consider ventilation upgrades to help minimize the spread of pet dander.

- Consider increasing cleaning frequency, particularly in areas with soft surfaces such as carpet or upholstery, to which dirt and pet dander are more likely to cling.
- Consider creating a Pet Care station or closet with supplies for cleaning up pets who get dirty outside, pet snacks and other pet-friendly amenities.
- If cats are allowed in your program, you may want to offer a cattery – a room where cats can play together. It should include litter boxes, toys and other items such as climbing trees and scratching posts.
- Offer walking paths or a suggested map for pet walks. The ideal path would enable pet owners to get a healthy walk and include the option to stop along the way for pet and people hydration and pet relief, if needed.

If you have the space, it would be ideal if you could also offer:

- An exercise area, such as a fenced-in outdoor play yard or a large indoor space where pets can play safely.
- A pet hydration station. Water is extremely important for pets, especially if they are getting exercise.
- Signage that directs pet owners to the exercise area, and provides instructions for proper use.