

PET-FRIENDLY OFFICE DIY SYSTEM



Tool #2

**YOUR DIY MASTER CHECKLIST &
IMPLEMENTATION ROADMAP**



PetFriendly
OFFICE.COM

How to use this document.

First, take a deep breath. Your mission just got WAY easier.

No more hunting around the internet trying to pull together your company's pet-friendly policy, forms, and more. Or create them from scratch. Who has time for that?

Everything you need to consider, cover, discuss, and complete is listed right here in this Master List, along with a sample timeline for implementation.

I've included all the things in the following pages, assuming that some items may or may not be relevant to your office and mission.

That's OK! You can simply delete them for your task list.

I can't think of a faster or better way to get set for a pet-friendly office that ROCKS.

And you're the one leading the way for this HUGE benefit! Employees will love you for it.

So dig in, make quick work of everything, and you'll soon be launching a fantastic and much-appreciated pet-friendly workplace. Enjoy!

Pam Foster
Your Chief Pet-Friendly Officer
PetFriendlyOffice.com

PART 1.

Start smart: An overview of what to consider.

Here's your broad scope for a safe and inclusive pet-friendly office plan that respects all employees.

THE TEAM APPROACH

- Establish the core staff team who's driving this mission and approving details
- Identify other parties: local building code officer, lease holder, attorney
- Plan for employee wishes using [DIY SYSTEM Tool #3: EMPLOYEE SURVEY TEMPLATE](#)

LOW COST WITH BIG RETURNS

- Costs may include space accommodations, amenities, insurance, and legal fees
- Modest 1-time setup is \$1,000–\$2,000+, plus cleaning and necessities costs
- Plan for additional costs for flooring and other environment changes, indoor and outdoor play spaces, relief stations, and amenities such as pet beds, crates, toys, etc.
- Worth it: a huge return on investment (ROI). Improved employee wellbeing and happiness, employee retention, attracting top talent for jobs, and more

HEALTHY PETS, HAPPY OFFICE

- Furry friends should be at least 3 months old, house-trained, disease-free
- Employees must provide updated pet vaccinations records
- Limit how many pets in the office; create a schedule if needed

PLAYS WELL WITH OTHERS

- Pets must be social, follow basic commands, no aggression
- No barkers! Employees need to make sure any barking is quickly stopped
- Pets must be leashed in common areas, no “free wandering” in the office

RESPONSIBLE PET PARENTS

- Every employee must sign an Employee Pledge agreeing to their responsibilities
- Pet parents are responsible for immediate cleanup of any accidents
- Workspaces need to be pet-proofed (no dangling cables, for instance)

PET-FRIENDLY VS. PET-FREE ZONES (SOME AREAS ARE HUMAN-ONLY)

- Set boundaries to keep pets out of food areas, client meetings, etc.
- Establish a special pet relief area outside with waste stations
- Ideally, have a small play area inside and outside to let pets burn energy

ANTICIPATE ISSUES THAT MAY NEVER HAPPEN

- Communicate an “open door policy” for any complaints
- What to do if any pet-related situations arise
- Address persistent problems immediately and with grace

PART 2.

Check all the things in a single, handy list.

Use this checklist to cover each detailed item. The goal is 100% relevance for your mission, so feel free to skip anything that doesn't pertain to your office.

NOTE: If you see any listed items you could use in the office for pet comfort and safety, please check out the PetFriendlyOffice.com [Office Pet Products section](#).

Assess Viability and Liability

We're Assessing the Physical Space and Budget

- Define adequate space for pet-friendly and pet-free zones
- Secure outdoor relief and play area(s)
- Make sure there's non-slip flooring in high-traffic areas
- Create a budget to set up the space and cover any professional fees

We're in Compliance with Regulations

- Obtain landlord approval
- Verify insurance coverage for pets in the workplace
- Consult with an attorney on liability concerns and ADA service pet compliance
- Check with local health board for approval if needed

Our Employees Are On Board

Make sure more than 65%-75% support office pets, with clear guidelines
(Use [**DIY SYSTEM Tool #3: EMPLOYEE SURVEY TEMPLATE**](#))

Accommodate allergy/phobia concerns with pet-free zones, air purifiers
(See [**DIY SYSTEM Tool #4: POLICY TEMPLATE**](#))

Align with employee wishes for specific benefits or options (such as hybrid)

Create a Plan for Pet-Friendly and Pet-Free Spaces

We're Clearly Identifying Pet-Friendly and Pet-Free Zones

Designate Pet-Friendly Zones with:

- Signs clearly marking the area

- Leash hooks at desks

- Pet relief stations with waste bags, trash, and cleaning supplies

- Pet-safe plants (or no indoor plants in pet-friendly areas)

- Cord organizers to secure loose power cables

- Noise control such as soundproofing wall coverings or “white noise” machines

Designate Pet-Free Zones with:

- Signs clearly marking areas including kitchen/break rooms, meeting rooms, etc.

- Baby gates or closed doors to clearly separate the different zones

Set Up Formal Documents

(See [DIY SYSTEM Tool #5: EMPLOYEE AGREEMENT/APPLICATION TEMPLATES](#))

We're Developing Required Employee Documents to Bring in Pets

Write a Pet Application Form with health/vaccination information, emergency contact, liability waiver

Prepare an Employee Contract: agree to daily cleaning needs from their pet, "3-strikes" rule for repeated conduct or accident issues; keeping pet leashed or crated when stepping away

We're Developing Protocols for Pet-Free Employees

Clearly designate the pet-free spaces

Offer specific pet-free workdays if pets aren't coming in 5 days a week

And/or offer remote workdays to those uncomfortable around pets

Monitor and Address

We're Adopting a Rapid Response Team

Train department supervisors to monitor/report activity

Develop an anonymous complaint process

Identify team members committed to responding within 1 workday

We Have a Clean and Tidy Protocol

Employ a weekly cleaning service with skills/supplies in pet area cleaning

Have pet-specific cleaning supplies on hand at all times, including sprays, lint brushes, wipes, hand vac, waste bags

Require that employees tidy up toys, treats, and place in designated bins each day their pet is in the office

Educate the Team

(See [DIY SYSTEM Tool #6: EMPLOYEE COMMUNICATION TEMPLATES](#))

Introduce the new policy during all-hands or department gatherings

Make education part of the new-employee onboarding process

Have an FAQ page on the company intranet

Follow up with reminders and fun stories in the employee newsletter and other internal communications

Provide Office Pet Amenities

With the goal of keeping pets comfortable and staying off the workplace furniture, as well as avoiding boredom, consider providing:

Pet beds or mats

Washable comfy pet blankets

Dog crates and gates

Water and food bowls, water hydration stations

Quiet toys, activity puzzles

Cat condo or cubbies

Cat scratchers

Looking for these items for your office? Visit my [Office Pet Products store](#) with curated products deemed to be ideal for the office environment.

PART 3.

Let's DO This!

Your Implementation Plan.

Here's an example 2-month schedule with steps to roll out your program.

Use this framework to create your own schedule.

Timeline and Steps		Date Completed
WEEKS 1-3	Map out our pet-friendly and pet-free spaces	
	Obtain landlord approval, verify insurance, clear legal/liability issues	
	Survey employees (give them 1-3 weeks to respond)	
WEEKS 4-5	Draft the detailed Pets in the Office Policy	
	Create employee forms: Application, Employee Pledge, Non-pet	
	Order pet-related office supplies (cleaning, waste, leash hooks, etc.)	
WEEK 6	Train supervisors and create monitoring/ incident log system	
	Establish cleaning company schedule w/pet cleaning services	
WEEK 7	Announce the benefit with clear details, signs, FAQ, etc.	
	Open the application process and contract, etc. (accept pets)	
WEEK 8: GO LIVE!	Begin this week with pets in the office	
	Monitor activity and reactions	
	Continue the conversation in the employee newsletter, etc.	
POST LAUNCH: EVERY MONTH	Send out feedback survey: How's it working?	
	Update the policy, forms, etc. based on feedback	
	Create a regular communication schedule each week/month	

Additional Support for Your Success

Any questions on this material, or is anything missing?

Or did you decide you'd rather have me tackle most of this FOR YOU through my [Pet-Friendly Office CONCIERGE SYSTEM?](#)

I'd love to know what questions or recommended additions you may have so I can better serve you.

Please [contact me](#) anytime.

Best wishes for a smooth launch!

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