



Barn Buddy Refresher Training

Clocking in and out



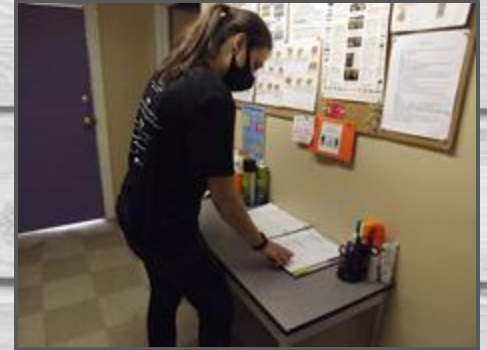
Make sure you clock in at the start of your shift and clock out at the end.

Check the wall for updates, too. Make sure you're up to date on any changes before you head out to work!



First Step - Check the Binder

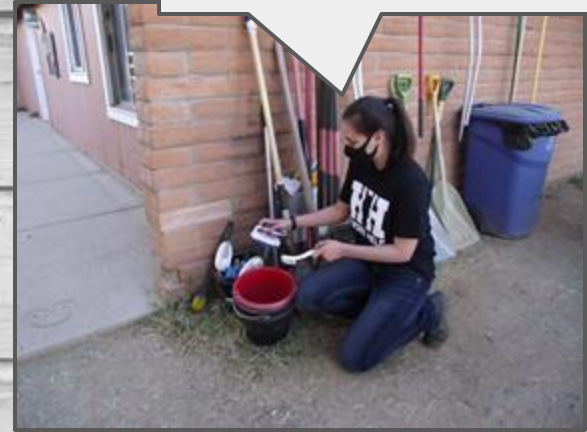
Every barn buddy volunteer must check the barn buddy binder when they first arrive. This is to make sure the whole team is on the same page about what needs to be done today!



Tools

Tools are kept neat and organized to make sure everyone can quickly find what they're looking for. Be sure to place things back where you found them!

Some items, like scrubbing brushes, are labeled for certain animals or tasks. Make sure you check before you use one!



Tools



Wheelbarrows can be found beside the tools. They need to be leaned like this when you're through using them so they're out of the way and ready for the next shift.

Tools

From left to right: hay storage, shavings pile, and the manure dumpster. You only need to worry about remembering where the manure dumpster is; staff will handle hay and shavings.



I could use some gloves today! I'll grab a pair out of the back of the education room and return them when I'm through.



Getting Ready

Read the stall card of each horse for supportive information before cleaning.



Are you calm and collected?



Make sure you're not bringing in any angry, frustrated, or upset energy around the horses. This may affect how they react to you.

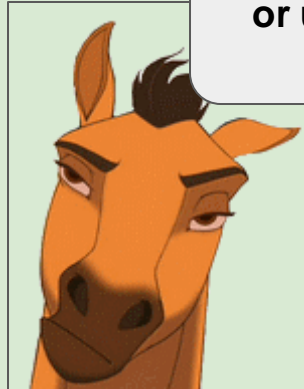
Sleepy



Angry



**If a horse seems nervous
or upset, do not enter
their stall**



Unsure



Alert

Approaching a Horse

We want to respect the horse's personal space, so one of our Horses Help policies is to avoid touching a horse's face.

Hey man, wouldn't it be kind of weird if you greeted other people by touching their face? Please leave mine alone!



If a horse wants to say hello, feel free to give them a nice scratch on their neck or shoulder!



Please move away from a horse who tries to reach for you with their mouth. We want to discourage this habit so they don't do the same to participants.



Moving around horses: Yay and Neigh



Remember to use a safety hand when moving around the horse! Place your hand on top of their hindquarters as you walk behind them so they are aware of where you are.

Keep your manure fork straight up and down as you walk around the horse. This prevents you from bumping them with it or startling them.



Moving around horses: Yay and Neigh

This volunteer and I are getting cramped! We're so close that if I startled to the side, I might squish her.



I'm so glad the volunteer moved her wheelbarrow to another side and put some space between us. Now I can relax and she has space to work!



Moving around horses: Yay and Neigh

Never try to move a horse by poking them with your manure fork or any other tool. You wouldn't like it if someone did that to you, right?



Parking Wheelbarrows

If there is a horse in the stall with you, the wheelbarrow is not. Park it in the aisle where you can shovel into it through the railing.



If there is no horse in the stall, feel free to bring the wheelbarrow in while you work.

Barn Buddies

If classes are going on, the barn aisles can get pretty busy with horses moving in and out, clients working with staff, or volunteers trying to get ready for class.



Park the wheelbarrow on the back side of the stall, on the outside. This keeps it out of the way and within reach so you can continue working!



Clear the Way for Horses!

This aisle is clear of people or tools, so I have plenty of space to walk back to my stall. Thanks, barn buddies!



Uh, guys... wide load coming through! There's a wheelbarrow, a rake, and two chatting volunteers in my way.



Cleaning Stalls



A manure fork is a great tool for getting manure and wet bedding out of stalls.



Cleaning Stalls

Out with the wet, in with the dry!
Make sure you're conserving the horse's clean and dry bedding, but removing anything that is wet.

When you're done taking the wet material out of an area, scrape some remaining dry bedding over the top of it.



Cleaning Stalls

Lots of tiny manure shreds on the ground that are too small for your fork? You can use the back of your fork to scrape it into a pile.



A shovel can help you scoop out the remaining pile.



Cleaning Stalls

A horse is in this stall. Be sure to close the gate and slide the bar into place. Don't worry about doing the clip while you're in the stall.



When you leave the stall while a horse is inside it, slide the bar into place and clip it securely.

Cleaning Stalls

Keep your personal belongings, tools, or other items off of the railing. Fly masks and halters are the only things that belong on a horse's stall rails.

Thanks for keeping my space clutter-free!



I put my belongings on the volunteer table so the horses won't mess with them. If they ate something or got caught in an item, they could get hurt.

Wow, new toys! Is this one a snack?



I just want to hang some of my belongings on the railing while I work. Nothing should happen, right?

Dumping Wheelbarrows

Wheelbarrows full of manure get dumped into the manure dumpster.

To get into the dumpster, make sure the board at the front is lined up with several inches of overhang into the dumpster.



If the board is not lined up evenly or with enough overhang, it can fall onto the ground and prevent your wheelbarrow from getting into the dumpster.



Dumping Wheelbarrows

Ow! I hit my head on the bar above the dumpster.



I'll remember to duck like this so I don't hit my head next time.



Dumping Wheelbarrows

Line yourself up on the board going into the manure pile...



...Head all the way to the top...



...And dump it as high as you can!



Dumping Wheelbarrows

Make sure you flip the board to clear off any manure that gets piled onto it. If the board is not clear for the next person, they will have a hard time getting to the top.

If the board gets too buried, someone has to take a lot of time to dig it out again. Support your team and leave it clean for the next person!



Dumping Wheelbarrows

Avoid dumping the wheelbarrow at the front of the dumpster or directly on the board.



Dumping Wheelbarrows

No more space in the manure dumpster? Take your wheelbarrow down to the compost bins behind the round pen.

You can dump your loads of manure in one of these three compost bins until the manure dumpster is replaced with an empty one.



Cleaning Stall Water Barrels - PM Shift

PM barn buddies skim the water barrels to make sure they are clear of debris for the night. Please do this from outside of the stalls, by reaching through the stall railing.



Be careful to avoid contact with the pin valve at the bottom of the barrel. If it gets dislodged, the water could stop working!

Cleaning Water Barrels - PM Shift



The skimmers hang on the side of the dryer in the education room.

Please rinse them clean and shake off water before storing the skimmers after use.

Make sure these return to their spots when you're done using them!



Cleaning Stall Water Barrels - AM Shift

Automatic Water Barrels located in Stalls

Start with a bucket and a brush. Scoop out most of the water in the barrel.

Fling the water onto the outside of the back of the stall. Be sure it's far enough that water doesn't run back into the stall.

With a little water in the barrel, scrub the inner barrel surface to remove algae, slime, and debris.

Bucket out the rest of the dirty water. The barrel will refill automatically.



Be careful around the pin valve at the bottom of the barrel. If it gets dislodged, the water could stop working!



Cleaning Water Barrels

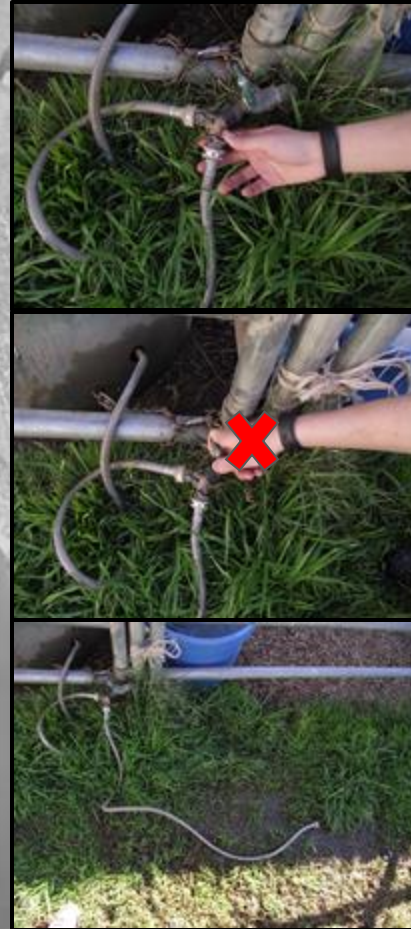
Some horses may have water barrels that are not connected to a water line. These barrels must be cleaned, rinsed, and refilled. They will not automatically refill.

All done?
Leave the loose hose away from the stall railing so horses do not chew on it.

There are 2 valves at this water line. One goes to a loose hose, and the other goes to an automatic water barrel. Be sure to select the correct valve when using the loose hose.

Do not touch the green knob. It must be left on at all times to automatically refill the green water tub.

When finished filling the water barrel, turn the black valve off for the loose hose. Be sure to tie the water barrel back to the rail to secure it.



Cleaning Water Tubs - Goats

To refill the goat water tubs, thread the hose through the back grate of their stall.

Turn the black valve on the left of the spigot splitter. Do not turn the right black valve; this controls the water to another stall.

When you're through, shut the black valve off and leave the hose out away from the stall where the goats can't reach it.



Cleaning Water Barrels - Arenas

Use small buckets to take the water out of the blue barrels in each arena. Dump the water at the base of neighboring trees; they love it!

With a little water left in the barrel, scrub the blue barrels out and dump the rest of the dirty water at the base of the trees. You can remove the blue barrels from the arena to do this.

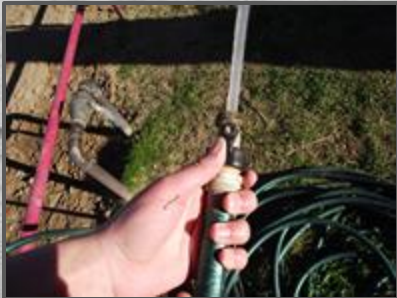


Cleaning Water Barrels - Arenas 2 & 3

Turn the silver knob to turn on the water. Turn the black valve to let water out of the hose.



Fill the water barrels in both arenas on either side of Palm Tree Lane. Make sure they're filled all the way to the top!



Cleaning Water Barrels - Arenas



Twist the silver knob to turn off the water. Let the hose drain, and when no more water dribbles out, turn the black switch off.

Don't walk off and leave the hose uncoiled and messy!



Coil the hose up neatly.



Cleaning Water Pan - Tortilla the Tortoise



Grab Tortilla's water scrubber and a bucket.

Fill up the bucket with clean water.

Scrub out Tortilla's water pan.

Dump the dirty water into the grass in Tortilla's enclosure.

Pour clean water into the pan.



Cleaning Water Tubs - Squirrels

Use the scrub brush labeled 'Squirrel'. It is hanging by the hose in the west barn aisle.



Scrub the water tub out and dump it away out of the barn. This is so the water won't run back into the horse's stalls. Rinse the tub out with the hose before bringing it back into the barn.



Use the hose to fill the clean water tub. Return the 'Squirrel' brush to it's hanging spot above the hose.

Cleaning Water Tubs - Squirrels

By the volunteer table...



Remember to clean all of these squirrel waters, too.

...by the front arenas...



...and by Tortilla's enclosure!



Hoses

Hoses must be drained and coiled neatly when you've finished using them. Below is a great example of a hose put away correctly.



Please don't leave hoses out when you're not using them. Someone could trip!



Thumbs down for this hose cleanup. Make sure the hose is coiled neatly without any kinks or twists. This will make the hose more cooperative for the next user and will prolong the life of the hose.



West Barn Aisle

To clean up the west barn aisle, start by using the hose to mist down the dirt. This causes less dust to rise up when you're raking.



Use the big rake to rake up leftover hay, stray pieces of manure, or other barn debris. Rake it to the end of the aisle and put it into a wheelbarrow to dump it.



Avoid spraying water, dust, or debris into the horse's stalls or faces!

East Barn Aisle

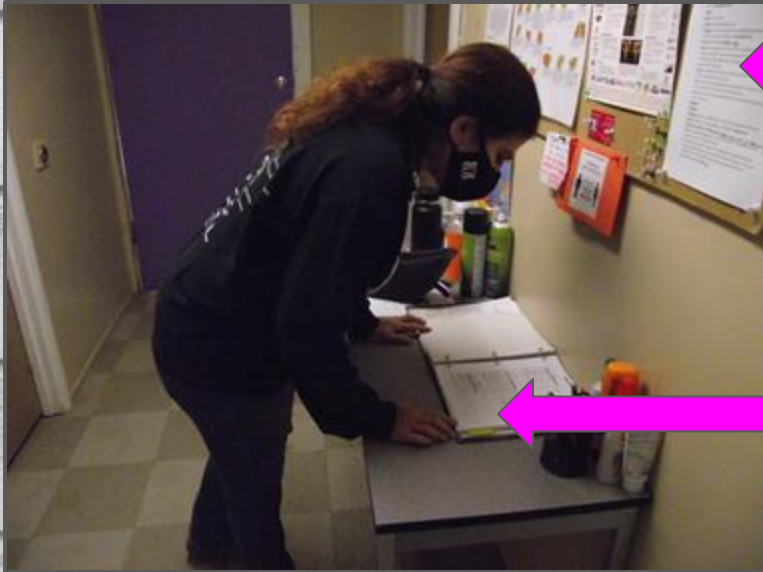
To sweep the east barn aisle, use a push broom to sweep all the way down to the end of the aisle.



Sweep the extra hay, manure, and barn debris it to the end of the aisle. Put it into a wheelbarrow to dump it.



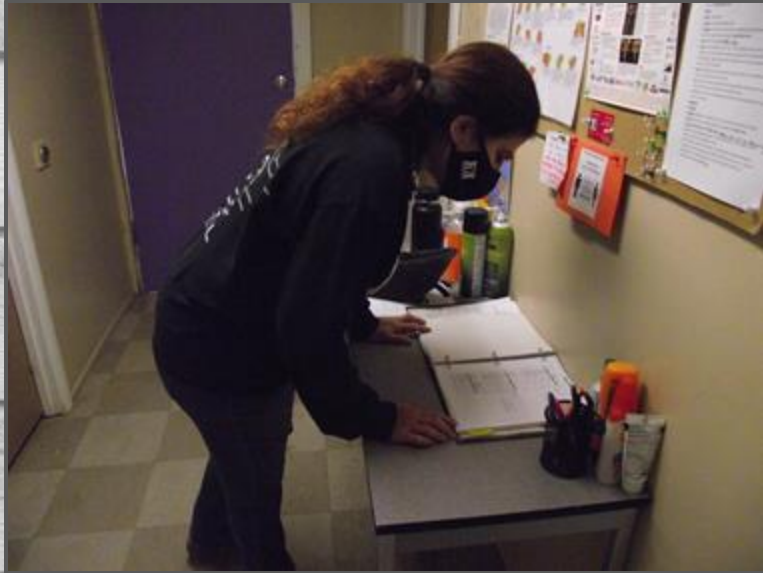
General Communication



Check the *Herd Notes* posted on the wall before communicating blemishes you notice on a herd member.

To share non-emergency feedback with the equine director: make a note on your shift's barn buddy sheet in the barn buddy binder. Examples of feedback include: broken wheelbarrows/tools, torn fly masks, poo dumpster issues, cuts and scrapes on horses/goats, and thrown shoes.

Communication -- Emergency



Please refer to the contact sheet in the barn buddy binder to immediately notify the equine director of any emergency horse or facility issues. Examples include: colicky horse, facility is on fire, horse bleeding profusely, volunteer medical emergency. Please do not call or text the equine director for non-emergency concerns.

Thank You!!!



Thank you for helping out in our barn! We are truly grateful for each and every barn buddy. You are the people who keep our horse's homes clean and taken care of while they do the most important job at Horses Help!

