GENTLETOOLS / FREE RESOURCE SERIES

PETS / 8 PAGE EDITION

Pet Sitter Handoff Checklist & Log PDF

Help someone care for your pet without guessing the routine.

NOT JUST AN EMPTY FORM

Important pet instructions are easy to scatter across texts. A clear handoff helps the sitter locate food and supplies, follow the agreed routine and log what actually happened on each visit.

THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

PET VISIT HANDOFF NOTES

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Write the feeding, activity and handling routine exactly as instructed by the owner.

STEP 2 Agree in advance on veterinary contacts, a backup person and emergency decisions.

STEP 3 Time-stamp visits and observed changes, then give the owner a concise update.

STEP 4 Which fact or document still needs checking?

PET VISIT HANDOFF NOTES

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

VISIT DATE / TIME	OBSERVED CARE / TASK	SITTER / HANDOFF	VISIT STATUS	INSTRUCTION SOURCE / QUESTION

Outstanding question or record to confirm

PET VISIT HANDOFF NOTES

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

VISIT DATE / TIME	OBSERVED CARE / TASK	SITTER / HANDOFF	VISIT STATUS	INSTRUCTION SOURCE / QUESTION

Outstanding question or record to confirm

PET VISIT HANDOFF NOTES

Compare with evidence

WHAT THIS DOCUMENT HELPS WITH

Important pet instructions are easy to scatter across texts. A clear handoff helps the sitter locate food and supplies, follow the agreed routine and log what actually happened on each visit.

1. Current facts

CURRENT	OPTION	EVIDENCE

2. Alternative course

CURRENT	OPTION	EVIDENCE

3. Uncertain information

CURRENT	OPTION	EVIDENCE

Working conclusion or question

Review by

PET VISIT HANDOFF NOTES

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Write the feeding, activity and handling routine exactly as instructed by the owner.

Concrete next action	Owner / due

ACTION 2 Agree in advance on veterinary contacts, a backup person and emergency decisions.

Concrete next action	Owner / due

ACTION 3 Time-stamp visits and observed changes, then give the owner a concise update.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Never improvise medication or feeding changes. Confirm questions with the owner and a qualified veterinarian when appropriate.

- [ ] Source checked
- [ ] Next action assigned

PET VISIT HANDOFF NOTES

Review a worked example

FICTIONAL EXAMPLE

Illustration: 8:10 AM - fresh water provided; morning walk completed as instructed. 8:30 AM - update sent to owner.

BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

What will be improved next time?

Never improvise medication or feeding changes. Confirm questions with the owner and a qualified veterinarian when appropriate.

PET VISIT HANDOFF NOTES

Pet care handoff

This page is tailored to the topic. Use it to check key items before closing your file.

AREA	INSTRUCTION	DONE
Feeding		
Exercise		
Handling risks		
Veterinary help		
Owner update		

One additional item to check