



City of San Antonio
Animal Care Services Department



Advisory Board Inspection Checklist
– 151 Main Campus –

Advisory Board Member Name(s): Susan Beldon

Date of Inspection: January 21, 2020

Time of Inspection: 9:32am-11:40am

Alyssa McMullin, Special Projects Manager at Animal Care Services, accompanied me on the Inspection

Administration Building	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public					X *
Clean floors, windows, and doors	X				
Proper signage in place	X				
Intake area neat & orderly	X				
Floors are clear of safety hazards	X				
Every animal is being scanned upon intake	per staff				
Comments/Actions Needed *At the time of inspection the facility was not open to the public					
Clinic	Excellent	Good	Fair	Poor	N/A
Staff is courteous and informative to all members of the public as well as fosters	X				
Clean floors, doors, & windows		X			
Hand sanitizer available	X				
Back Kennel runs are free of feces and urine			X*		
Exam tables are cleaned between animals receiving treatment or exams	per staff				
Exam room washing station fully stocked with gloves	X				
Halls and walkways are free of debris and safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X**				
All cleaning tools are disinfected at the end of the day	per staff- soak in bowls then placed in autoclave				
Recovery room washing station fully stocked with gloves	X				
Surgical room washing station fully stocked with gloves	X				
Any temporary holding cages outside clinic are clean	vacant-no dogs or cats				X
Controlled substances stored in locked cabinet when not	per staff-				

in use	key card access				
Surgical patients are recovered using proper protocol and recovery sheet present	X				
The clinic building is in good repair		X***			
Humane number of cats/kittens in each cage	X				

Comments/Actions Needed

Some were dirty and had slight odor**One TNR cat was in a cage that had no kennel card due to the fact that staff brought him in last night due to the cold weatherOne dryer was broken and was not heating up. A work order was submitted two weeks ago. In the post-op area a ladder step broke this morning and staff was emailing management.**

Surgery started at 9:30 am and was currently being conducted. Dr. Gill was performing surgery and when she stepped out she introduced herself.

Cattery (Building 5)	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Cat cages are clean	X				
Litter boxes are clean with no offensive odor	X				
All cages have fresh water	X				
All counter surfaces are clean	X				
Hand sanitizing stations are visible and full	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Appropriate signage and kennel card on each occupied cage	X				
All cages are cleaned and sanitized between occupants	per staff				
Floor is free of debris or safety hazards	X				
Mops, buckets, and all other cleaning tools are disinfected at the end of the day	per staff once in morning				
Intake vaccinations recorded on each kennel card	X				
The Cattery building is in good repair		X			

Comments/Actions Needed

Spoke to Venus Aguilar. In the sick bay there was one cat with ringworm. One of the squeegee heads is loose. One of the ringworm kennels has a cracked back glass panel and is sometimes used to house a cat

Outside Cattery	Excellent	Good	Fair	Poor	N/A
Litter boxes are clean with no offensive odor					X
Fresh water is available					X
Area is free of debris or safety hazards	X				
Appropriate signage and kennel card(s) visible					X

Comments/Actions Needed

No cats were present as they were TNR as reported by staff. In this area the cats are given blankets, food and water daily and their litter boxes are changed every other day.

Livestock Area	Excellent	Good	Fair	Poor	N/A
Corrals are clean and free of feces	X				
Fresh water is available for any occupants	X				
Fresh hay/feed is available for any occupants	X				
Area is free of debris or safety hazards				X*	
<p align="center">Comments/Actions Needed</p> <p>There was a pig present in one enclosure. In another adjoining area there was one chicken in a smaller wire enclosure/cage. There was a power washer in this area along with an igloo shelter, three pallets stacked against the fence and metal fence pieces. In a third area were a group of chickens. The tool shed was open with a metal piece laying outside. There was loose hay and other tools inside the shed. There was also an old sign dated 2/7/18 with directions posted for care of horses. No horses were present in the corral.</p>					

Dog Kennel (Building 4)	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Kennel runs are free of feces and urine	X				
Fresh water in each occupied run	X				
Aisles are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				
Intake vaccinations recorded on each kennel card	X				
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	per staff				
Hand sanitizer available	X				
Drains free of debris	X				
Drains in full repair	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	per staff				
Stainless steel cages are clean and have fresh newspaper		X getting cleaned			
Clean floors, doors, and windows	X				
There is no offensive odor	X				
Kennel building and equipment are in good repair			X*		
<p align="center">Comments/Actions Needed</p> <p>John Alvarado and Shelby Boston answered questions. *All four hoses that have been replaced are leaking again perhaps at the connections. Buckets are used to collect water that pools on the floor. Signs helpful-USE NEW LEASH-with several clean leashes hanging close by. Signs inviting patrons to JOIN OUR FOSTER TEAM. Shelter Paws-ACS Field Trip report cards were placed by those dog's runs that had participated providing useful information for potential adopters on how they did on their outing.</p>					

Outdoor Sally Port Runs (Behind Building 4)	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces and urine		X			
Fresh water in each occupied run	X				
Area is free of debris or safety hazards					X being cleaned
Comments/Actions Needed					
Outdoor Exercise Yards (Between Buildings 3 & 4)	Excellent	Good	Fair	Poor	N/A
Clean and free of feces			X		
Play pools (if available) filled with fresh water					X
Doors operate properly		X			
Waste stations are stocked		X			
Comments/Actions Needed Pooper scoopers were in the run and play area					

Dog Kennel (Building 3)	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Kennel runs are free of feces and urine	X				
Fresh water in each occupied run	X				
Aisles are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				
Intake vaccinations recorded on each kennel card	X				
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	per staff				
Hand sanitizer available	X				
Drains free of debris	X				
Drains in full repair	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer			X*		
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	per staff				
Stainless steel cages are clean and have fresh newspaper	per staff				
Clean floors, doors, and windows	X				
There is no offensive odor	X				
Kennel building and equipment are in good repair			X*		
Comments/Actions Needed Spoke with Megan Dombeck. Kennel just cleaned and smelled great. *Paper towels out. **Hose leaking and three of the four hoses have low water pressure.					

Outdoor Sally Port Runs (Behind Building 3)	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces and urine					X
Fresh water in each occupied run	per staff				
Area is free of debris or safety hazards					X
Comments/Actions Needed Cleaning was in progress. Two dogs were in temporary holding cages while the runs were being cleaned.					

Dog Kennel (Building 2)	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
Kennel runs are free of feces and urine					X
Fresh water in each occupied run					X
Aisles are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage	X				
Intake vaccinations recorded on each kennel card	X				
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	per staff				
Runs and cages are thoroughly cleaned and sanitized between occupants	per staff				
Hand sanitizer available	X				
Drains free of debris	X				
Drains in full repair	X				
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	X				
Sinks and tubs are in working order, clean, and free of debris	X				
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	per staff				
Stainless steel cages are clean and have fresh newspaper					X
Clean floors, doors, and windows	X				
There is no offensive odor	X				
Kennel building and equipment are in good repair			X*		

Comments/Actions Needed Spoke to Christina Harris Cleaning in process. New protocol gates locked by runs cannot walk down aisle. *Hoses dripping on the floor causing puddles					
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Outdoor Sally Port Runs (Behind Building 2)	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces and urine	No Runs Outside				
Fresh water in each occupied run					
Area is free of debris or safety hazards			X*		

Comments/Actions Needed *Non-operational stove and refrigerator in sally port area					
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EBI Building	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces or urine		X			
Incinerator in proper working condition	per staff				
Enough receptacles for remains	per staff				
All remains are either in receptacle or in cooler	per staff				
Remains not to be incinerated properly labeled in cooler	per staff				
Halls and walkways are free of debris or safety hazards	X				
Appropriate signage and kennel card on each occupied cage					X
Every animal scanned for microchip prior to euthanasia	per staff*				
Controlled substances stored in locked cabinet when not in use	per staff				
EBI room a quiet environment for animals	euthanasia was presently not being performed				X
All surfaces are clean and free of unnecessary clutter	X				
Cats euthanized by IP injection and kept in quiet location pre and post injection	per staff				
EBI room is clean and free of odor	X				
Mops, buckets, and all other cleaning tools are disinfected at the end of the day	per staff				
EBI building and equipment in good repair	X				
Comments/Actions Needed All outside cages were empty. One cage outside was dirty. Another outside cage had a tag that said Stop Do Not Euthanize 7pm. Another three cages had signs that stated this cage for contagious disease only. *Staff member advised that after sedation a full body microchip scan is conducted					
Wash Bay/Laundry	Excellent	Good	Fair	Poor	N/A
Laundry area orderly and fully stocked				X*	
ACO Trucks are washed and sanitized after unloading	per staff				
Area is free of debris or safety hazards			X**		
Comments/Actions Needed *There was a large quantity of laundry stacked up outside of the designated laundry area. Both large bins and black trash bags were piled up. Also on the wall by the wash bay were some empty small animal cages **To the right of the dryer were two large containers filled with laundry soap with hoses attached and neither had caps. There was also an open bottle of liquid with no cap that was on top of one of these barrels. This barrel had metal bowls and dog toys on top.					

Annex Building	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and	X				

courteous to all members of the public					
Training Rooms are clean and orderly	X				
Lobby is clean and orderly					X
Men's restroom is clean and stocked					X
Women's restroom is clean and stocked					X
<p align="center">Comments/Actions Needed</p> <p align="center">Shane Reed, one of the volunteers, was present. Lobby and Restrooms had not been cleaned yet</p>					
General Premises	Excellent	Good	Fair	Poor	N/A
Landscaped area free of feces		X			
Doors to agility area are operational and free of feces			X*		
Dog waste stations stocked	X				
Trash receptacles not overflowing	X				
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes		X			
<p align="center">Comments/Actions Needed</p> <p align="center">Dog waste stations have biodegradable bags.*Doors need adjustment/ gaps by some gates. Pooper scoopers in all four areas.</p>					

Building 1	Excellent	Good	Fair	Poor
Staff and volunteers are friendly, informative, and courteous to all members of the public	X			
Kennel runs are free of feces and urine	X			
Fresh water in each occupied run	X			
Aisles are free of debris or safety hazards	X			
Appropriate signage and kennel card on each occupied cage	X			
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	X			
Runs and cages are thoroughly cleaned and sanitized between occupants	per staff			
Hand sanitizer available	X			
Drains free of debris	X			
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer			X*	
Sinks and tubs are in working order, clean, and free of debris	X			
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	per staff			
Stainless steel cages are clean and have fresh newspaper	X use blankets in cages and wash daily			
Foot bath mats are filled with disinfectant	N/A			

Clean floors, doors, and windows	X			
There is no offensive odor	X			
Kennel building and equipment are in good repair		X**		
<p align="center">Comments/Actions Needed</p> <p align="center">Spoke to Kim Virdelo and Jesse Garcia. Signs say SAPA Pet Adoptions. Adopt Your New Best Friend. Staycation SAPA Take A Dog Out For The Day.</p> <p align="center">Staff also have a portable floor A/C Unit to provide cool air for the pets.</p> <p align="center">*There is no paper towel dispenser by sink staff uses clean rag. **One of the lights on the wall is not working.</p>				
Outdoor Exercise Yards (Next to Building 1)	Excellent	Good	Fair	Poor
Clean and free of feces		X		
Play pools (if available) filled with fresh water	N/A			
Doors operate properly		X		
Waste stations are stocked	X			
<p align="center">Comments/Actions Needed</p> <p align="center">Runs repaired with concrete where there was damaged turf. Wood has been added to areas where the metal fence was too short. There is pooled water between building and exercise yards.</p>				

Additional Notes:

During the course of my inspection staff was very professional and helpful.