



City of San Antonio
Animal Care Services Department



Advisory Board Inspection Checklist
– 151 Main Campus –

Advisory Board Member Name(s): _____ Kathy Davis _____

Date of Inspection: _____ 3-11-20 _____ **Wed.** _____ **Time of Inspection:** _____ 2:30 PM _____

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	X				
Comments/Actions Needed Watched incoming ACO's at Clinic scanning for chips.					
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					X
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					X
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	X				
Controlled substances stored in locked cabinet when not in use	X				
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 Surgeries were not in progress at time of inspection. Disinfecting of surgical instruments was in progress.					

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	x				
Floor is free of debris or safety hazards	x				
Mops, buckets, and all other cleaning tools are disinfected at the end of the day	x				
Intake vaccinations recorded on each kennel card	x				
The Cattery building is in good repair	x				
Comments/Actions Needed					
Clean, smells good. No kittens – good sign!					
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					
Mostly empty and clean – one cat.					
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				
Comments/Actions Needed					
Empty and clean – no animals present.					

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	X				
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	X				
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				
<p align="center">Comments/Actions Needed</p> <p align="center">All in good order. Staff working with multiple customers.</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				
<p align="center">Comments/Actions Needed</p> <p align="center">All Kennels were clean.</p>					
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				
<p align="center">Comments/Actions Needed</p> <p align="center">No dogs present at time of inspection.</p>					

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	X				
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	X				
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				
<p align="center">Comments/Actions Needed</p> <p align="center">Staff was actively helping customers (adoption event).</p>					
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					X
Area is free of debris or safety hazards	X				
<p align="center">Comments/Actions Needed</p> <p align="center">Empty and clean – no dogs present.</p>					

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	X				
Runs and cages are thoroughly cleaned and sanitized between occupants	X				
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	X				
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				
<p align="center">Comments/Actions Needed</p> <p align="center">Quiet, clean and smells good.</p>					
Outdoor Sally Port Runs (Behind Building 2)	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				
<p align="center">Comments/Actions Needed</p> <p align="center">Empty and clean at time of inspection. No dogs present.</p>					

EBI Building	Excellent	Good	Fair	Poor	N/A
Kennel runs are free of feces or urine	X				
Incinerator in proper working condition	X				
Enough receptacles for remains	X				
All remains are either in receptacle or in cooler	X				
Remains not to be incinerated properly labeled in cooler	X				
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					X
Controlled substances stored in locked cabinet when not in use	X				
EBI room a quiet environment for animals	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					X
EBI room is clean and free of odor	X				
Mops, buckets, and all other cleaning tools are disinfected at the end of the day	X				
EBI building and equipment in good repair	X				
Comments/Actions Needed					
No cat EBI at time of inspection. Incinerator not in use during inspection. Necropsy for cruelty case in progress at time of inspection.					
Wash Bay/Laundry	Excellent	Good	Fair	Poor	N/A
Laundry area orderly and fully stocked	X				
ACO Trucks are washed and sanitized after unloading	X				
Area is free of debris or safety hazards	X				
Comments/Actions Needed					
Trucks in wash bay at time of inspection. Washer and dryer in use at time of inspection.					

Annex Building	Excellent	Good	Fair	Poor	N/A
Staff and volunteers are friendly, informative, and courteous to all members of the public	X				
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				
Comments/Actions Needed					
*Not going in there.					
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			
Comments/Actions Needed					
Lots of weeds...					

Additional Notes:

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	X			
Hand sanitizer available	X			
Drains free of debris	X			
Staff work area has a hand washing station with soap,	X			

paper towels, and hand sanitizer				
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	X			
Stainless steel cages are clean and have fresh newspaper	X			
Foot bath mats are filled with disinfectant				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 Smells good, clean and quiet.				
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	X			
Doors operate properly	X			
Waste stations are stocked	X			
Comments/Actions Needed Several dogs present.				

Additional Notes:

Lots of prospective adopters on campus (event in progress) and staff in all areas were doing a great job of answering questions and working with customers.
