



City of San Antonio  
Animal Care Services Department



**Advisory Board Inspection Checklist  
– Brooks Facility–**

**Advisory Board Member Name(s):** Rita  
Braeutigam \_\_\_\_\_

**Date of Inspection:** March 10, 2020 \_\_\_\_\_ **Time of Inspection:** 12:15

**BROOKS CITY BASE SPAY/NEUTER CLINIC**

Main Lobby/Reception Area/Exam Rooms	Excellent	Good	Fair	Poor	N/A
All Customers greeted when they arrive	X				
Clean floors & windows	X				
Proper signage in place	X				
Reception area neat & orderly	X				
Men's restroom clean and stocked	X				
Women's restroom clean and stocked	X				
<b>Comments/Actions Needed</b> Wellness exams were going on. Lobby was full of dogs and their owners.					
Cat Holding Area	Excellent	Good	Fair	Poor	N/A
Cages & cage doors are clean	X				
All cages are cleaned & sanitized between occupants	N/A*				
Fresh newspaper in each cage	N/A**				
There are no offensive odors	X				
Each cage with cat has correct kennel card	X				
Any post-surgery cats are being recovered properly	X				
Stainless steel shelving is cleaned	X				
<b>Comments/Actions Needed</b> *All cats are in individual carriers. **Following surgery fresh newspaper is put in the carriers before the cat is returned to the carrier.					
Dog Holding Area (Right)	Excellent	Good	Fair	Poor	N/A
Cages & cage doors are clean	X				
All cages are cleaned & sanitized between occupants	X				
Fresh newspaper in each cage	X				
There are no offensive odors	X				
Each cage with dog has correct kennel card	X				
Any post-surgery dogs are being recovered properly	X				
<b>Comments/Actions Needed</b> Five or six name plates are missing off the kennel doors. In addition, five or six metal holders for the kennel dividers are broken and five or six of the dividers are bent. The damage is caused by rambunctious dogs being contained in the kennel.					

Prep Area	Excellent	Good	Fair	Poor	N/A
Staff are wearing proper medical attire to include gloves & medical masks	X				
Prep sinks are in working order, clean, and free of debris	*				
Medical equipment are in working order and clean	X				
Controlled Medical Drugs are properly secured	X				
Clean floors and tables	X				
There are no offensive odors	X				
<p align="center"><b>Comments/Actions Needed</b></p> <p><b>*Prep sinks were clean and free of debris. The 2 prep sinks have very poor water pressure. About a year ago, a crew came out to check the water pressure. No change was noted. The pressure remained the same but has gotten increasingly worse in the past 3 months. The sink closest to the surgery suite has a slow leak.</b></p>					

Surgery Suite	Excellent	Good	Fair	Poor	N/A
Staff are wearing proper medical attire to include gloves	X				
Medical equipment are in working order and clean	X				
Fresh surgery packs are used for each pet	X				
Pets are properly sedated, and secured to surgery table	X				
Clean floors and tables	X				
<p align="center"><b>Comments/Actions Needed</b></p>					
Dog Holding Area (Left)	Excellent	Good	Fair	Poor	N/A
Cages & cage doors are clean	X				
All cages are cleaned & sanitized between occupants	X				
Fresh newspaper in each cage	X				
There are no offensive odors	X				
Each cage with dog has correct kennel card	X				
Any post-surgery dogs are being recovered properly	X				
Sink area is clean and free of debris	X				
<p align="center"><b>Comments/Actions Needed</b></p>					

**Additional Notes:**

\_\_\_ There are less no shows than the previous 2 years. On midnight on the 25<sup>th</sup> of each month the appointment schedule is posted for the month. When staff arrives the following morning, the schedule is full. They no longer need to advertise. \_\_\_\_\_

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