



City of San Antonio
Animal Care Services Department
Advisory Board Inspection Checklist
– 151 SAPA! Campus –



General Board Instructions: 1) Inspections should be conducted while facility is open to the public to monitor results of cleaning process. 2) If an item cannot be verified at the time of your inspection, quiz a staff member as to how and when the item is to be performed.

Sallie Scott

Advisory Board Member Name(s): _____

Date of Inspection: July 11, 2024

Time of Inspection: 10:07 am

Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input checked="" type="checkbox"/>	
Clean floors, windows, and doors	Pass <input checked="" type="checkbox"/>	
Proper signage in place	Pass <input checked="" type="checkbox"/>	
Intake area neat & orderly	Pass <input checked="" type="checkbox"/>	
Area is free of debris and safety hazards	Pass <input checked="" type="checkbox"/>	
Every animal is being scanned upon intake	Not Verified <input checked="" type="checkbox"/>	

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input checked="" type="checkbox"/>	
Rooms are clean and orderly	Pass <input checked="" type="checkbox"/>	
Lobby is clean and orderly	Pass <input checked="" type="checkbox"/>	
Restrooms are clean and stocked	Pass <input checked="" type="checkbox"/>	
Women's restroom is clean and stocked	Pass <input checked="" type="checkbox"/>	
Reception desk is manned during operating hours	Pass <input checked="" type="checkbox"/>	
<p style="text-align: center;">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>When you first drive into ACS, the posts have chipping paint and need to be painted. Fiesta decorations are still up in the lobby. The alcove above the door to the offices should be utilized. Although I was there early for the inspection, the areas were clean and organized. On the grounds, there are flowers in full bloom - beautiful!!</p>		

Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass <input type="checkbox"/>	
Clean floors, doors, & windows	Pass <input type="checkbox"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="checkbox"/>	
All kennels and cages are free of feces and urine	Pass <input type="checkbox"/>	
Exam tables are cleaned between animals receiving treatment or exams	Pass <input type="checkbox"/>	
Exam room washing station fully stocked with gloves	Pass <input type="checkbox"/>	
Halls and walkways are free of debris and safety hazards	Pass <input type="checkbox"/>	
Appropriate signage on each occupied cage	Pass <input type="checkbox"/>	
All cleaning tools and surgical instruments are disinfected at end of day	Pass <input type="checkbox"/>	

Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves	Pass <input type="checkbox"/>	
Surgical room washing station fully stocked with gloves	Pass <input type="checkbox"/>	Staff was preparing for surgery for Dr. Johnson
Any temporary holding cages outside clinic are clean	Pass <input type="checkbox"/>	No animals in them.
Controlled substances stored in locked cabinet when not in use	Pass <input type="checkbox"/>	
The clinic building and equipment is in good repair	Pass <input type="checkbox"/>	
<p align="center">Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic)</p> <p>Staff who work in the clinic need to look over the floorplans for the new clinic and give their input since they will be the ones working in it!</p> <p>I liked the assignment chart on the wall assigning specific tasks to specific staff members.</p>		

Cattery (Building 5)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="checkbox"/>	
Cat cages and doors are clean	Pass <input type="checkbox"/>	
Litter boxes are clean with no offensive odor	Pass <input type="checkbox"/>	
All occupied cages have fresh water	Pass <input type="checkbox"/>	
All counter surfaces are clean	Pass <input type="checkbox"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="checkbox"/>	
Staff work area has a hand washing station with soap, and paper towels	Pass <input type="checkbox"/>	
Appropriate signage on each occupied cage	Pass <input type="checkbox"/>	

Cattery (Building 5) cont.	Pass/ Fail/ Not Verified	Comments
Floor is free of debris and safety hazards	Pass <input type="checkbox"/>	
Scrub brushes, buckets, and all other cleaning tools are disinfected at the end of the day	Pass <input type="checkbox"/>	told
Intake vaccinations recorded on each kennel card	Pass <input type="checkbox"/>	
All cages are cleaned and sanitized between occupants	Pass <input type="checkbox"/>	
The Cattery building and equipment is in good repair	Pass <input type="checkbox"/>	
<p style="text-align: center;">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>Although I was there before opening, everything was clean and ready for opening. Well-done!</p>		

Outside Cattery & Kitty City	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor	Pass <input type="checkbox"/>	No animals - too hot!
Fresh water is available	Pass <input type="checkbox"/>	
Area is free of debris and safety hazards	Pass <input type="checkbox"/>	
Appropriate signage on each occupied kennel and cage	Pass <input type="checkbox"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>it is too hot to utilize.</p>		

Building 1	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="checkbox"/>	
Kennels and cages are free of feces and urine	Pass <input type="checkbox"/>	
Fresh water in each occupied kennel and cage	Pass <input type="checkbox"/>	
Aisles are free of debris and safety hazards	Pass <input type="checkbox"/>	
Appropriate signage on each occupied kennel and cage	Pass <input type="checkbox"/>	
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass <input type="checkbox"/>	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input type="checkbox"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="checkbox"/>	

Drains free of debris and functioning properly	Pass	▼	
Staff work area has a hand washing station with soap, paper towels	Pass	▼	
Sinks and tubs are in working order, clean, and free of debris	Pass	▼	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass	▼	told
Stainless steel cages are clean and have fresh newspaper	Pass	▼	
Clean floors, doors, and windows	Pass	▼	
There is no offensive odor	Pass	▼	
Kennel building and equipment are in good repair	Pass	▼	

Building 1 Detailed Description of Concerns, Actions Needed, or Praise

The paperwork on each run does not indicate vaccinations given. I have been told that SAPA does not need to follow the same protocol as ACS does.

Outdoor Exercise Yards (Next to Building 1)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces, debris and safety hazards.	Pass <input type="checkbox"/>	
Gates function properly	Pass <input type="checkbox"/>	
Waste stations are stocked	Pass <input type="checkbox"/>	
<p style="text-align: center;">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>Exercise yards were not being utilized. The black paint on the fences and gates is peeling, but people were in the process of painting them silver. The fences and gates that had already been painted silver looked great!</p>		

RESET FORM

SUBMIT