



City of San Antonio  
Animal Care Services Department  
**Advisory Board Inspection Checklist**  
**– Brackenridge Facility–**



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.

Advisory Board Member Name(s): Charlene Ducote

Date of Inspection: 28 Mar 24/29 Mar 24 Time of Inspection: 0900/1600

**PAUL JOLLY CENTER FOR PET ADOPTIONS & PETCO PAVILION**

Main Lobby/Reception Area	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	<i>Select one from drop-down list</i> Passed	I was welcomed when I arrived but it was very busy and the front desk had lots of people to attend.
Clean floors, windows, and doors	Passed	
Proper signage in place	Passed	
Reception area neat & orderly	Passed	
Men's restroom clean and stocked	Not Verifie	Occupied

Main Lobby/Reception Area cont.	Pass/Fail/ Not Verified	Comments
Reception area neat & orderly	<i>Select one from drop-down list</i>  Passed	
Women's restroom clean and stocked	Passed	
<b>Description of Concerns, Actions Needed, or Praise</b> I visited on Good Friday and it was very busy! It was good to see so family prospective adopters.		

Cattery	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	<i>Select one from drop-down list</i> Failed	There were no employees in the cattery. There was one family that wanted to visit an adult cat and another looking for a kitten.
Hand sanitizing stations are visible and stocked	Passed	
Clean floors, windows, and doors	Passed	
Cages & cage doors are clean	Passed	
All cages are cleaned & sanitized between occupants	Passed	
Litter boxes are clean with no offensive odor	Passed	
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	Passed	
All occupied cages have fresh water	Passed	
Appropriate signage on each occupied cage	Passed	

Break Room	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	<i>Select one from drop-down list</i> Passed	
Food storage area neatly stocked	Passed	
Men's restroom clean & stocked	Passed	
Women's restroom clean & stocked	Passed	
Sinks are clean	Passed	There were lots of dishes in the sink the employee on break stated that those would be cleaned after her break.
Description of Concerns, Actions Needed, or Praise		

Back Deck/Heritage Tree Garden	Pass/Fail/ Not Verified	Comments
Deck is clean & free of debris and safety hazards	<i>Select one from drop-down list</i>  Passed	
Garden area free of feces and debris	Passed	
Description of Concerns, Actions Needed, or Praise		

Puppy Room	Pass/Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked	<i>Select one from drop-down list</i> Passed	
Clean floors, windows, and doors	Passed	
Cages and cage doors are clean	Passed	
Clean newspaper in cages	Passed	There were some fresh accidents however the employee working the puppy room was helping families visit prospective puppies and she was planning on addressing the accidents after they were settled
Fresh water in each occupied cage	Passed	
All cages are cleaned and sanitized between occupants	Passed	
There are no offensive odors	Passed	
Appropriate signage on each occupied cage	Passed	

Puppy Room cont.	Pass/Fail/ Not Verified	Comments
Bedding available	<i>Select one from drop-down list</i>  Passed	
Sink area is clean and free of debris	Passed	
Description of Concerns, Actions Needed, or Praise		

Work Room cont.	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	<i>Select one from drop-down list</i> Passed	
Washer & Dryer in working condition	Passed	
Dishwasher in working condition	Not Verified	Disher washer not actively in use. Employees are hand washing
Sinks, tubs and tables clean and free of debris	Passed	
Storage area neat and orderly	Passed	
Cleaning equipment and chemicals are properly stored	Passed	
Area is free of debris and safety hazards	Passed	
Description of Concerns, Actions Needed, or Praise		



Indoor Dog Kennels	Pass/ Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked	<i>Select one from drop-down list</i>  Passed	
Clean floors, windows, and doors	Passed	
Kennel guillotine doors are clean	Not Verified	They were all pulled up and difficult to see
Kennel and cages are free of feces and urine	Passed	There was one or two cages that had fresh accidents but the employees were busy assisting other dogs and families
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	Passed	
Appropriate signage on each occupied kennel and cage	Passed	
There is variety in the dogs available for adoption	Passed	
There are no offensive odors	Passed	

Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
Appropriate signage on each occupied kennel and cage	<i>Select one from drop-down list</i> Passed	
There is variety in the dogs available for adoption	Passed	
There are no offensive odors	Passed	
Fresh water in each occupied kennel and cage	Passed	
Drains free of debris and functioning properly	Passed	
Runs have proper bedding & toys available	Passed	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Not Verified	
Food storage area clean and neatly stocked	Passed	

Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
Kennels and cages are thoroughly cleaned and sanitized between occupants	<i>Select one from drop-down list</i>  Passed	
Aisles are free of debris and safety hazards	Passed	
Kennel building and equipment are in good repair	Passed	
<p align="center"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>Love the adoption board that shows off each dogs personality. I think this is a great way to help get teh right dog to the right family!</p>		

Outdoor Dog Runs	Pass/Fail/ Not Verified	Comments
Outdoor Dog Runs	<i>Select one from drop-down list</i> Passed	
Clean floors, windows, and doors	Passed	
Kennel guillotine doors are clean	Passed	
Kennels are free of feces and urine	Passed	Kennels being actively used
Drains free of debris	Passed	
Aisles are free of debris and safety hazards	Passed	
Description of Concerns, Actions Needed, or Praise		

Outdoor Play Yards	Pass/Fail/ Not Verified	Comments
Clean and free of fecal matter	<i>Select one from drop-down list</i>  Passed	
Doors to the play yards operate properly	Passed	
Turf is in good repair	Passed	I worry about the turf and the paw pads during the summer. Turf can get summer hot with direct sun and can blister their paws.
Play yard structure is in good repair	Passed	
Description of Concerns, Actions Needed, or Praise		

Exterior Grooming/Driveway/Mechanical Yard	Pass/ Fail/ Not Verified	Comments
Cages and cage doors are clean	<i>Select one from drop-down list</i> Not Verified	Blocked off for roof repair
Clean newspaper in cages	Not Verified	Blocked off for roof repair
Fresh water in each occupied cage	Not Verified	Blocked off for roof repair
Appropriate signage on each occupied kennel and cage	Not Verified	Blocked off for roof repair
Bathing sink is clean and free of debris	Not Verified	Blocked off for roof repair
Trash dumpster not overflowing	Not Verified	Blocked off for roof repair
Area is clean and free of debris and safety hazards	Not Verified	Blocked off for roof repair
Description of Concerns, Actions Needed, or Praise		

Pavilion	Pass/Fail/ Not Verified	Comments
Clean floors that are free of debris and safety hazards	<i>Select one from drop-down list</i>  Passed	
Fencing and doors around pavilion in working order and in good repair	Passed	
Fans and outside lights in working order	Passed	
Pavilion event calendar utilized and current	Passed	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Exterior Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces, debris, and safety hazards	<i>Select one from drop-down list</i>  Failed	
Dog waste stations stocked	Passed	
Trash receptacles not overflowing	Passed	
Landscape (to include grass and plants) well maintained	Passed	
Description of Concerns, Actions Needed, or Praise		



## SPAY NEUTER CLINIC

Main Lobby/Reception Area/Exam Rooms	Pass/Fail/Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	Passed	
Clean floors, windows, and doors	Passed	
Proper signage in place	Passed	Lots of great informative material for people to grab and go
Reception area neat & orderly	Passed	
Men's restroom clean and stocked	Passed	
Women's restroom clean and stocked	Passed	
<b>Description of Concerns, Actions Needed, or Praise</b> The phone cord is stretched across the from desk and people have to step over. After speaking with Angie she stated that the phone port under the desk is not active and they are having to make due with the phone port in the wall away from the desk. Angie also stated that they are experiencing an unfortunate amount of cancellations this week and unsure the cause but they did reach out to local partners to see if they could help assist with surgeries to keep the numbers up. I thought that was a smart move and a great way to keep working relationships with other organizations strong.		

Cat Holding Area	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Passed	
All cages are cleaned & sanitized between occupants	Passed	
Fresh newspaper in each cage	Passed	
There are no offensive odors	Passed	
Each cage with cat has correct kennel card	Passed	
Stainless steel shelving is cleaned	Passed	
<p align="center"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>Quite a few of the kennels are being used for storage of supplies and materials. The building and facility does not provide the team any storage and is forcing the staff to take away from available kennels that could potentially be used for more patients.</p>		

Dog Holding Area (Right)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Passed	
All cages are cleaned & sanitized between occupants	Passed	
Fresh newspaper in each cage	Passed	
There are no offensive odors	Passed	
Each cage with dog has correct kennel card	Passed	
<p align="center"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>Same storage issues in the dog kennel as in the cat kennel area.</p>		

Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris	Passed	
Medical equipment are in working order and clean	Passed	
Controlled Medical Drugs are properly secured	Passed	
Clean floors and tables	Passed	
There are no offensive odors	Passed	
<p align="center"><b>Comments/Actions Needed</b></p> <p>There is not storage for medical supplies. There are only on section in the room with cabinet space and it is being occupied with medical supply. There are cleaning chemicals on the floor under the sinks and autoclaves due to lack of infrastructure storage. Two autoclaves are too small to handle the large volume output. They have to run multiple cycles a day to support high volume which is takes away from the efficiency. The staff also stated that they are struggling with power supply. The autoclaves and laundry machine are on the same breaker and they are frequently tripping. They are unable to move any of the autoclaves are the only other option is in the middle of the recovery and wellness set up. The staff is having to come up with clever work arounds. The sink near the refrigerator is being covered up and used as a make shift office. This teams needs a better footprint. These issues should be considered for the upcoming high volume spay/neuter locations being developed.</p>		

Surgery Suite	Pass/Fail/ Not Verified	COMMENTS
Medical equipment is in working order and clean	Passed	
Fresh surgery packs are used for each pet	Passed	
Pets are properly sedated, and secured to surgery table	Passed	
Clean floors and tables	Passed	
Comments/Actions Needed		

Dog Holding Area (Left)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Passed	
All cages are cleaned & sanitized between occupants	Passed	
Fresh newspaper in each cage	Passed	
There are no offensive odors	Passed	
Each cage with dog has correct kennel card	Passed	
Sink area is clean and free of debris	Passed	
Description of Concerns, Actions Needed, or Praise		

RESET FORM

SUBMIT