



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/<br>Not<br>Verified                   | Comments  |
|--|---|---|
| Staff and volunteers are friendly, informative, and courteous to all | <i>Select one from drop-down list</i><br>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/<br>Not<br>Verified                           | Comments |
|---|---|----------|
| Reception area neat & orderly   | <i>Select one from<br/>drop-down list</i><br><br>Passed |          |
| Women's restroom clean and stocked  | Passed  |          |
| <p style="text-align: center;"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>I visited on Good Friday and it was very busy! It was good to see so family prospective adopters.</p> |   |          |

| Cattery   | Pass/Fail/<br>Not<br>Verified                   | Comments   |
|---|---|--|
| Staff and volunteers are friendly, informative, and courteous to all                                  | <i>Select one from drop-down list</i><br>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/<br>Not<br>Verified                       | Comments  |
|---|---|---|
| Clean floors & countertops                                | <i>Select one from<br/>drop-down list</i><br>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. |
| <b>Description of Concerns, Actions Needed, or Praise</b> |   |   |

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

| Puppy Room  | Pass/Fail/<br>Not<br>Verified                   | Comments  |
|---|---|---|
| Hand sanitizing stations are visible and stocked      | <i>Select one from drop-down list</i><br>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/<br>Not<br>Verified                           | Comments |
|---|---|----------|
| Bedding available   | <i>Select one from<br/>drop-down list</i><br><br>Passed |          |
| Sink area is clean and free of debris                     | Passed  |          |
| <b>Description of Concerns, Actions Needed, or Praise</b> |   |          |

| Work Room cont.   | Pass/Fail/<br>Not<br>Verified                       | Comments  |
|---|---|---|
| Clean floors & countertops                                | <i>Select one from<br/>drop-down list</i><br>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  |   |
| <b>Description of Concerns, Actions Needed, or Praise</b> |   |   |

| Indoor Dog Kennels  | Pass/ Fail/<br>Not<br>Verified                      | Comments  |
|---|---|---|
| Hand sanitizing stations are visible and stocked  | <i>Select one from drop-down list</i><br><br>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/<br>Not<br>Verified                   | Comments |
|--|---|----------|
| Appropriate signage on each occupied kennel and cage                       | <i>Select one from drop-down list</i><br>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/<br>Not<br>Verified                   | Comments |
|--|---|----------|
| Kennels and cages are thoroughly cleaned and sanitized between occupants   | <i>Select one from drop-down list</i><br>Passed |          |
| Aisles are free of debris and safety hazards   | Passed  |          |
| Kennel building and equipment are in good repair   | Passed  |          |
| <p style="text-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/<br>Not<br>Verified                       | Comments                    |
|---|---|-----------------------------|
| Outdoor Dog Runs  | <i>Select one from<br/>drop-down list</i><br>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  |                             |
| <b>Description of Concerns, Actions Needed, or Praise</b> |   |                             |

| Outdoor Play Yards  | Pass/Fail/<br>Not<br>Verified                       | Comments   |
|---|---|--|
| Clean and free of fecal matter                            | <i>Select one from<br/>drop-down list</i><br>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  |  |
| <b>Description of Concerns, Actions Needed, or Praise</b> |   |  |

| Exterior Grooming/Driveway/Mechanical Yard                | Pass/ Fail/ Not Verified                              | Comments                    |
|---|---|-----------------------------|
| Cages and cage doors are clean                            | <i>Select one from drop-down list</i><br>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 |
| <b>Description of Concerns, Actions Needed, or Praise</b> |   |                             |

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

**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                 |  |
| <p style="text-align: center;"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>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.</p> |                        |  |

| Cat Holding Area  | Pass/Fail/<br>Not<br>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 style="text-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/<br>Not<br>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 style="text-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/<br>Not<br>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 style="text-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/<br>Not<br>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                        |          |
| <b>Comments/Actions Needed</b>                          |                               |          |

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

**RESET FORM**

**SUBMIT**