



**City of San Antonio**  
**Animal Care Services Department**  
**Advisory Board Inspection Checklist**  
**– 151 ACS Main 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, ask a staff member as to how and when the item is to be performed.

**Advisory Board Member Name:** Susan Beldon (Accompanied by Senior Management Coordinator Marshall Bruce)

**Date of Inspection:** July 2, 2024 **Time of Inspection:** 12:00-12:53 pm

## DOG KENNEL (BUILDING 4)

Area of Focus	Pass/ Fail/Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	PASS <input type="text" value="v"/>	
Kennel and cages are free of feces and urine	PASS <input type="text" value="v"/>	Some feces present
Fresh water in each occupied kennel and cage	PASS <input type="text" value="v"/>	
Aisles are free of debris and safety hazards	PASS <input type="text" value="v"/>	
Appropriate signage on each occupied kennel and cage	PASS <input type="text" value="v"/>	
Intake vaccinations recorded on each kennel card	PASS <input type="text" value="v"/>	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	PASS <input type="text" value="v"/>	Verified with staff

Kennels and cages are thoroughly cleaned and sanitized between occupants	PASS	<input type="checkbox"/>	Verified with staff
Drains free of debris and functioning properly	PASS	<input type="checkbox"/>	Verified with staff
Staff work area has a hand washing station with soap, paper towels	PASS	<input type="checkbox"/>	Items were soaking in sink
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	PASS	<input type="checkbox"/>	
Stainless steel cages are clean and have fresh newspaper	PASS	<input type="checkbox"/>	
Clean floors, doors, and windows	PASS	<input type="checkbox"/>	Outside one of the cages there were feces smeared on the floor Floor wet by sink
There is no offensive odor	PASS	<input type="checkbox"/>	
Kennel building and equipment are in good repair	PASS	<input type="checkbox"/>	Verified with Evelyn

## OUTDOOR SALLY PORT (BUILDING 4)

Area of Focus	Pass/ Fail/Not Verified	Comments
Kennels are free of feces and urine	PASS	
Fresh water in each occupied run	FAIL	There were three dogs in cages that had no water. The dogs appeared to be hot and thirsty. Marshall notified staff and they were provided with water.
Area is free of debris and safety hazards	PASS	
Description of Concerns, Actions Needed, or Praise		

## DOG KENNEL (BUILDING 3)

Area of Focus	Pass/ Fail/Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	PASS	

Kennel and cages are free of feces and urine	PASS	<input type="checkbox"/>	Some feces present
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"/>	
Intake vaccinations recorded on each kennel card	PASS	<input type="checkbox"/>	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	PASS	<input type="checkbox"/>	Verified with staff
Kennels and cages are thoroughly cleaned and sanitized between occupants	PASS	<input type="checkbox"/>	Verified with staff
Drains free of debris and functioning properly	PASS	<input type="checkbox"/>	Verified with staff
Staff work area has a hand washing station with soap, paper towels	PASS	<input type="checkbox"/>	
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	PASS	<input type="checkbox"/>	Verified with staff

Stainless steel cages are clean and have fresh newspaper	PASS	<input type="checkbox"/>	
Clean floors, doors, and windows	PASS	<input type="checkbox"/>	Water on floor by sink
There is no offensive odor	FAIL	<input type="checkbox"/>	Feces Smell
Kennel building and equipment are in good repair	PASS	<input type="checkbox"/>	Verified with Cassandra Two catch poles that are broken will be reported and switched out.

## OUTDOOR SALLY PORT (BUILDING 3)

Area of Focus	Pass/ Fail/Not Verified	Comments
Kennels are free of feces and urine	PASS <input type="checkbox"/>	
Fresh water in each occupied run	PASS <input type="checkbox"/>	
Area is free of debris and safety hazards	PASS <input type="checkbox"/>	
Description of Concerns, Actions Needed, or Praise		

# DOG KENNEL (BUILDING 2)

Area of Focus	Pass/ Fail/Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	PASS	
Kennels and cages are free of feces and urine	FAIL	Feces in several kennels. Vomit in another kennel
Fresh water in each occupied kennel and cage	PASS	
Aisles are free of debris and safety hazards	PASS	
Appropriate signage on each occupied kennel and cage	PASS	
Intake vaccinations recorded on each kennel card	PASS	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	PASS	

Kennels and cages are thoroughly cleaned and sanitized between occupants	PASS	<input type="checkbox"/>	
Drains free of debris and functioning properly	PASS	<input type="checkbox"/>	
Staff work area has a hand washing station with soap, paper towels	PASS	<input type="checkbox"/>	Items soaking in sink
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	PASS	<input type="checkbox"/>	
Stainless steel cages are clean and have fresh newspaper	PASS	<input type="checkbox"/>	
Clean floors, doors, and windows	PASS	<input type="checkbox"/>	Floor around sink was wet
There is no offensive odor	FAIL	<input type="checkbox"/>	Smell of feces
Kennel building and equipment are in good repair	PASS	<input type="checkbox"/>	

# BACK KENNEL ROOM (BUILDING 2)

Area of Focus	Pass/ Fail/Not Verified	Comments
Kennels are free of feces and urine	PASS	
Fresh water in each occupied kennel and cage	PASS	
Aisles are free of debris or safety hazards	PASS	
Appropriate signage on each occupied kennel and cage	PASS	
Intake vaccinations recorded on each kennel card	PASS	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	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	



Cages are clean and have fresh newspaper	N/V	PASS
Clean floors, doors, and windows	PASS	▼
There is no offensive odor	PASS	▼
Kennel building and equipment are in good repair	PASS	▼

## OUTDOOR SALLY PORT (BUILDING 2)

Area of Focus	Pass/ Fail/Not Verified	Comments
Area is free of debris and safety hazards	PASS	▼

### Detailed Description of Concerns, Actions Needed, or Praise

In one of the inside kennels there was a dog that had a choke chain type collar on that could have potentially become entangled

# OUTDOOR PLAY YARDS

Area of Focus	Pass/ Fail/Not Verified	Comments
Clean and free of feces	PASS	There was some feces left in one of the runs that Marshall removed
Gates function properly	PASS	
Waste stations are stocked	PASS	
Doors to agility area are operational and free of feces	PASS	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p> <p>One of the poles in the older first play yard was rusted and had paint peeling. In the newer play yards no problems were observed.</p> <p>Three SAPA dogs were in the new outside kennels with no water. Marshall immediately notified the appropriate staff.</p>		

# EBI (BUILDING 6)

Area of Focus	Pass/ Fail/Not Verified	Comments
Kennels are free of feces or urine	PASS	Outside kennels

Incinerator in proper working condition	PASS	<input type="checkbox"/>	
Enough receptacles for remains in cooler	PASS	<input type="checkbox"/>	
No remains on cooler floor	PASS	<input type="checkbox"/>	
Halls and walkways are free of debris and safety hazards	N/V	<input type="checkbox"/>	
Appropriate signage on each occupied cage	N/V	<input type="checkbox"/>	
Every animal scanned for microchip prior to euthanasia	PASS	<input type="checkbox"/>	
Controlled substances stored in locked cabinet when not in use	PASS	<input type="checkbox"/>	
EBI room a quiet environment for animals	N/V	<input type="checkbox"/>	
Cats euthanized by IP injection and kept in quiet location pre and post injection	PASS	<input type="checkbox"/>	

Dogs are euthanized by intravenous injection (in the vein) and kept in a quiet place post injection.	PASS	<input type="checkbox"/>	
EBI room is clean and free of odor	N/V	<input type="checkbox"/>	
Scrub brushes and all other cleaning tools are disinfected at the end of the day	PASS	<input type="checkbox"/>	
EBI building and equipment in good repair	PASS	<input type="checkbox"/>	All equipment operational. The interior of the building will be painted soon
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p> <p>At the time of my inspection euthanasia was been performed. Out of respect for the staff I did not enter the building. I spoke with Supervisor Rios who was able to verify the information required</p>			

<b>WASH BAY / LAUNDRY ROOM</b>		
Area of Focus	Pass/ Fail/Not Verified	Comments
Laundry area orderly and fully stocked	PASS <input type="checkbox"/>	
Laundry equipment is in good working order	PASS <input type="checkbox"/>	

Clean laundry is separate from dirty laundry	PASS	<input type="checkbox"/>	
ACO Trucks are washed and sanitized after unloading	PASS	<input type="checkbox"/>	
Area is free of debris and safety hazards	PASS	<input type="checkbox"/>	
Detailed Description of Concerns, Actions Needed, or Praise			

GENERAL PREMISES & PUBLIC PARKING LOT		
Area of Focus	Pass/ Fail/Not Verified	Comments
Landscaped area free of feces	PASS	<input type="checkbox"/>
Dog waste stations stocked	PASS	<input type="checkbox"/>

Trash receptacles not overflowing	PASS	▼	
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes	PASS	▼	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p>			

**RESET**

**SUBMIT**



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**Advisory Board Member Name(s):** Susan Beldon(Accompanied by Senior Management Coordinator Marshall Bruce)

**Date of Inspection:** 7/2/2024

**Time of Inspection:** 12:00-12:53 pm

<b>Livestock Areas</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
Corrals are clean and free of feces	Pass <input type="checkbox"/>	
Fresh water is available for any occupants	Pass <input type="checkbox"/>	
Fresh hay/feed is available for any occupants	Pass <input type="checkbox"/>	No livestock present
Area is free of debris and safety hazards	Pass <input type="checkbox"/>	Unrolled hose by front of pen
No animals present at this inspection		
<b>Detailed Description of Concerns, Actions Needed, or Praise</b>		
There were six game fowl in cages		