



City of San Antonio
Animal Care Services Department
Advisory Board Inspection Checklist
– Brooks 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): _____

Date of Inspection: _____

Time of Inspection: _____

BROOKS SPAY/NEUTER CLINIC

Main Lobby/Reception Area/Exam Rooms	Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	<i>Select one from drop-down list for each field</i>	
Clean floors, windows, and doors		
Proper signage in place		
Reception area neat & orderly		
Men's restroom clean and stocked		
Women's restroom clean and stocked		
Description of Concerns, Actions Needed, or Praise		

Cat Holding Area	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean		
All cages are cleaned & sanitized between occupants		
Fresh newspaper in each cage		
There are no offensive odors		
Each cage with cat has correct kennel card		
Stainless steel shelving is cleaned		
Description of Concerns, Actions Needed, or Praise		

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

Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris		
Medical equipment are in working order and clean		
Controlled Medical Drugs are properly secured		
Clean floors and tables		
There are no offensive odors		
Comments/Actions Needed		

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

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