



City of San Antonio
Animal Care Services Department
Advisory Board Inspection Checklist



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 - District 1

Date of Inspection: 07/07/2024

Time of Inspection: 15:00

Adult Dog Kennel #10	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	<i>Select one from drop down for each field</i> Pass	
Kennels are free of feces and urine	Pass	There were a few puppies who had feces however the staff was actively going through and feeding. She stated she would be getting to those shortly.
Fresh water in each occupied kennel	Pass	
Aisles are free of debris and safety hazards	Pass	
Appropriate signage on each occupied kennel	Pass	
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	Pass	Was not able to see they were sanitized in between however they were clean and neatly stored
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	

Adult Dog Kennel #10 cont.	Pass/Fail/ Not Verified	Comments
Sanitizing stations are visible and stocked	Pass	
Drains free of debris	Pass	
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	Not Verified	
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	Verbally verified from staff
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass	
There is no offensive odor	Pass	
Kennel building and equipment are in good repair	Pass	
Comments/Actions Needed		

Adult Dog Kennel #11	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	
Kennels are free of feces and urine	Pass	
Fresh water in each occupied run	Pass	
Aisles are free of debris and safety hazards	Pass	
Appropriate signage on each occupied kennel	Pass	I have to commend the ADL staff. It is obvious they spend a great deal of time on the narratives for each dog to ensure they are matched with the right family.
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	
Hand sanitizing stations are visible and stocked	Pass	
Drains free of debris and functioning properly	Pass	
Staff work area has a hand washing station with soap, paper towels	Pass	

Adult Dog Kennel #11 cont.	Pass/Fail/ Not Verified	Comments
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	
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass	
There is no offensive odor	Pass	
Kennel building and equipment are in good repair	Pass	There is a fan in the inside hallway that needs to be repair as it seems like it might fall soon. Spoke to Jamie with ADL and she stated there is a work order ticket that has been put in recently
<p style="text-align: center;">Comments/Actions Needed</p> <p>Lots of signs posted for the 4th of July adoption event. Staff said it was a very successful event but they were not able to give me an exact number of adoptions at that moment.</p>		

Puppy Kennel	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	
Kennels are free of feces and urine	Pass	
Fresh water in each occupied run	Pass	
Aisles are free of debris and safety hazards	Pass	
Appropriate signage on each occupied kennel	Pass	
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	Pass	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	
Hand sanitizing stations are visible and stocked	Pass	
Drains free of debris and functioning properly	Pass	
Staff work area has a hand washing station with soap, paper towels	Pass	

Puppy Kennel cont.	Pass/Fail/ Not Verified	Comments
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	
Clean floors, doors, windows, light fixtures, and ceiling fans (if present)	Pass	
There is no offensive odor	Pass	
Kennel building and equipment are in good repair	Pass	
Comments/Actions Needed		

General Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces	Pass	
Dog waste stations stocked	Pass	
Trash receptacles not overflowing	Pass	
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes	Pass	
Comments/Actions Needed Overall everything was clean and up to standard. The staff were friendly and eager to help. There were a few kennels that needed to be cleaned however staff was actively working in the area and addressing the needs.		

RESET FORM

SUBMIT