



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): \_\_ Kathy Davis \_\_\_\_\_ Date of

Inspection: \_\_ 2-27-25 \_\_\_\_\_ Time of Inspection: \_\_ 1:10 PM \_\_\_\_\_ **BROOKS**

**SPAY/NEUTER CLINIC**

Main Lobby/Reception Area/Exam Rooms	Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	<b>PASS</b>	<b>Alex was a delight!</b>
Clean floors, windows, and doors	PASS	
Proper signage in place	PASS	
Reception area neat & orderly	PASS	
Men's restroom clean and stocked	PASS	

Women's restroom clean and stocked	PASS	
<b>Description of Concerns, Actions Needed, or Praise</b>		

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<b>Cat Holding Area</b>	<b>Pass/Fail/ Not Verified</b>	<b>COMMENTS</b>
Cages & cage doors are clean	PASS	
All cages are cleaned & sanitized between occupants	PASS	
Fresh newspaper in each cage	PASS	
There are no offensive odors	PASS	Smelled great!
Each cage with cat has correct kennel card	PASS	
Stainless steel shelving is cleaned	PASS	

**Description of Concerns, Actions Needed, or Praise**

**Holding areas were very neat, clean and no odor. Very clean.**

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<b>Dog Holding Area (Right)</b>	<b>Pass/Fail/ Not Verified</b>	<b>COMMENTS</b>
Cages & cage doors are clean	PASS	
All cages are cleaned & sanitized between occupants	PASS	
Fresh newspaper in each cage	PASS	
There are no offensive odors	PASS	
Each cage with dog has correct kennel card	PASS	

**Description of Concerns, Actions Needed, or Praise**

**Compliments to staff - cleanest I've ever seen this facility!**

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<b>Surgical Prep Area</b>	<b>Pass/Fail/ Not Verified</b>	<b>COMMENTS</b>
Prep sinks are in working order, clean, and free of debris	PASS	
Medical equipment are in working order and clean	PASS	
Controlled Medical Drugs are properly secured	PASS	Safe was properly locked.
Clean floors and tables	PASS	
There are no offensive odors	PASS	

**Comments/Actions Needed**

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

**Comments/Actions Needed**

**Surgeries were in full swing during inspection. I was able to see pets being prepped for surgery, surgery in progress, and pets in recovery following surgery. All well done.**

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<b>Dog Holding Area (Left)</b>	<b>Pass/Fail/ Not Verified</b>	<b>COMMENTS</b>
Cages & cage doors are clean	PASS	
All cages are cleaned & sanitized between occupants	PASS	
Fresh newspaper in each cage	PASS	
There are no offensive odors	PASS	
Each cage with dog has correct kennel card	PASS	

Sink area is clean and free of debris	PASS	
<p align="center"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p><b>One overall comment: I inquired as to whether there were any issues with equipment, i.e., washer, dryer, HVAC. Staff advised that there had been problems with the washer that were not fixed. They also had some issues with heat, but those matters were resolved.</b></p>		