



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

George L. Garcia

Advisory Board Member Name(s): _____

Date of Inspection: 01-07-2025 _____

Time of Inspection: 1:45 PM _____

Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input checked="" type="checkbox"/>	
Clean floors, windows, and doors	Pass <input checked="" type="checkbox"/>	
Proper signage in place	Pass <input checked="" type="checkbox"/>	
Intake area neat & orderly	Pass <input checked="" type="checkbox"/>	
Area is free of debris and safety hazards	Pass <input checked="" type="checkbox"/>	
Every animal is being scanned upon intake	Pass <input checked="" type="checkbox"/>	

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="checkbox"/>	
Rooms are clean and orderly	Pass <input type="checkbox"/>	
Lobby is clean and orderly	Pass <input type="checkbox"/>	
Restrooms are clean and stocked	Pass <input type="checkbox"/>	
Women's restroom is clean and stocked	Pass <input type="checkbox"/>	
Reception desk is manned during operating hours	Fail <input type="checkbox"/>	Note: No individual at Reception Desk that spoke Spanish. A Customer came in that didn't speak English.
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>1. Area in the rear of the Administration bldg has items that need to be organized.</p>		

Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass <input type="checkbox"/>	
Clean floors, doors, & windows	Pass <input type="checkbox"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="checkbox"/>	
All kennels and cages are free of feces and urine	Fail <input type="checkbox"/>	Recovery Room has odor of feces.
Exam tables are cleaned between animals receiving treatment or exams	Pass <input type="checkbox"/>	
Exam room washing station fully stocked with gloves	Pass <input type="checkbox"/>	
Halls and walkways are free of debris and safety hazards	Fail <input type="checkbox"/>	Hallway needs to be cleared of items that interfere with individual mobility.
Appropriate signage on each occupied cage	Pass <input type="checkbox"/>	
All cleaning tools and surgical instruments are disinfected at end of day	Pass <input type="checkbox"/>	

Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves	Pass <input type="checkbox"/>	
Surgical room washing station fully stocked with gloves	Pass <input type="checkbox"/>	
Any temporary holding cages outside clinic are clean	Pass <input type="checkbox"/>	
Controlled substances stored in locked cabinet when not in use	Pass <input type="checkbox"/>	
The clinic building and equipment is in good repair	Fail <input type="checkbox"/>	See below Concerns.
<p style="text-align: center;">Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic)</p> <ol style="list-style-type: none"> 1. No hot water Heater inop. 2. Medical Door rubbing on floor hard to open. 3. Hallway walls need repair and painting. 4. Rear Metal Door requires painting. 5. Store Room in disarray. 6. One Dryer is not working. 		

Cattery (Building 5)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="checkbox"/>	
Cat cages and doors are clean	Pass <input type="checkbox"/>	
Litter boxes are clean with no offensive odor	Pass <input type="checkbox"/>	
All occupied cages have fresh water	Pass <input type="checkbox"/>	
All counter surfaces are clean	Pass <input type="checkbox"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="checkbox"/>	
Staff work area has a hand washing station with soap, and paper towels	Pass <input type="checkbox"/>	
Appropriate signage on each occupied cage	Pass <input type="checkbox"/>	

Cattery (Building 5) cont.	Pass/ Fail/ Not Verified	Comments
Floor is free of debris and safety hazards	Pass <input type="checkbox"/>	
Scrub brushes, buckets, and all other cleaning tools are disinfected at the end of the day	Pass <input type="checkbox"/>	
Intake vaccinations recorded on each kennel card	Pass <input type="checkbox"/>	
All cages are cleaned and sanitized between occupants	Pass <input type="checkbox"/>	
The Cattery building and equipment is in good repair	Pass <input type="checkbox"/>	
Detailed Description of Concerns, Actions Needed, or Praise		

Outside Cattery & Kitty City	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor	Pass <input type="checkbox"/>	
Fresh water is available	Pass <input type="checkbox"/>	
Area is free of debris and safety hazards	Pass <input type="checkbox"/>	
Appropriate signage on each occupied kennel and cage	Pass <input type="checkbox"/>	
Detailed Description of Concerns, Actions Needed, or Praise		

Building 1	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	Pass 	
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 	
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	▼
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	▼
Stainless steel cages are clean and have fresh newspaper	Pass	▼
Clean floors, doors, and windows	Pass	▼
There is no offensive odor	Pass	▼
Kennel building and equipment are in good repair	Pass	▼

Building 1 Detailed Description of Concerns, Actions Needed, or Praise

Outdoor Exercise Yards (Next to Building 1)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces, debris and safety hazards.	Pass <input type="checkbox"/>	
Gates function properly	Pass <input type="checkbox"/>	
Waste stations are stocked	Pass <input type="checkbox"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>Note: Play Yard Shade Cover by Bldg 3 is being torn at the grommets by the high winds. These attachment points at the gromets should have been reinforced to prevent them from wind damage.</p>		

RESET FORM

SUBMIT