



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): _____







01-07-2025

Date of Inspection: _____

1:45 PM









Time of Inspection: _____






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

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

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

Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves	Pass ▼	
Surgical room washing station fully stocked with gloves	Pass ▼	
Any temporary holding cages outside clinic are clean	Pass ▼	
Controlled substances stored in locked cabinet when not in use	Pass ▼	
The clinic building and equipment is in good repair	Fail ▼	See below Concerns.
Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic) 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 	
Cat cages and doors are clean	Pass 	
Litter boxes are clean with no offensive odor	Pass 	
All occupied cages have fresh water	Pass 	
All counter surfaces are clean	Pass 	
Hand sanitizing stations are visible and stocked	Pass 	
Staff work area has a hand washing station with soap, and paper towels	Pass 	
Appropriate signage on each occupied cage	Pass 	

Cattery (Building 5) cont.	Pass/ Fail/ Not Verified	Comments
Floor is free of debris and safety hazards	Pass 	
Scrub brushes, buckets, and all other cleaning tools are disinfected at the end of the day	Pass 	
Intake vaccinations recorded on each kennel card	Pass 	
All cages are cleaned and sanitized between occupants	Pass 	
The Cattery building and equipment is in good repair	Pass 	
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 ▼	
Fresh water is available	Pass ▼	
Area is free of debris and safety hazards	Pass ▼	
Appropriate signage on each occupied kennel and cage	Pass ▼	
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 	
Gates function properly	Pass 	
Waste stations are stocked	Pass 	
<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 grommets should have been reinforced to prevent them from wind damage.</p>		

RESET FORM

SUBMIT