



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.

Advisory Board Member Name(s): SUSAN BELDON

Date of Inspection: 11/6/2024

Time of Inspection: 11:00 am

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

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="button" value="v"/>	
Rooms are clean and orderly	Pass <input type="button" value="v"/>	
Lobby is clean and orderly	Pass <input type="button" value="v"/>	
Restrooms are clean and stocked	Pass <input type="button" value="v"/>	Checked womens's room only
Women's restroom is clean and stocked	Pass <input type="button" value="v"/>	
Reception desk is manned during operating hours	Pass <input type="button" value="v"/>	
Detailed Description of Concerns, Actions Needed, or Praise Shannon Oster-Gabrielson (Assistant to ACS Director) accompanied me on my inspection		

Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass <input type="button" value="v"/>	
Clean floors, doors, & windows	Pass <input type="button" value="v"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="button" value="v"/>	
All kennels and cages are free of feces and urine	Pass <input type="button" value="v"/>	
Exam tables are cleaned between animals receiving treatment or exams	Pass <input type="button" value="v"/>	Verified by Chelsea
Exam room washing station fully stocked with gloves	Pass <input type="button" value="v"/>	Gloves not by sinks they are on the wall
Halls and walkways are free of debris and safety hazards	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied cage	Pass <input type="button" value="v"/>	
All cleaning tools and surgical instruments are disinfected at end of day	Pass <input type="button" value="v"/>	

Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves	Pass <input type="checkbox"/>	Gloves in room but not by sink
Surgical room washing station fully stocked with gloves	Pass <input type="checkbox"/>	Gloves located on walls
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"/>	Verified with Chelsea
The clinic building and equipment is in good repair	Pass <input type="checkbox"/>	Hose recently replaced Sink in the post-op room to be replaced soon according to Chelsea
Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic) Surgery in process during my inspection		

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

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"/>	Verified with Shannon
Intake vaccinations recorded on each kennel card	Pass <input type="checkbox"/>	
All cages are cleaned and sanitized between occupants	Pass <input type="checkbox"/>	Verified with Shannon
The Cattery building and equipment is in good repair	Pass <input type="checkbox"/>	Spoke to Brittany-the third sink on the right side of the three sink unit is unable to hold water. Plumbers have been out twice in an attempt to resolve issue
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="button" value="v"/>	
Fresh water is available	Pass <input type="button" value="v"/>	
Area is free of debris and safety hazards	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied kennel and cage	Pass <input type="button" value="v"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p>		

Building 1	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="button" value="v"/>	
Kennels and cages are free of feces and urine	Not Verified <input type="button" value="v"/>	During Inspection I was unable to enter kennel building as the floor was very wet and in the process of being squeegeed
Fresh water in each occupied kennel and cage	Not Verified <input type="button" value="v"/>	See Above
Aisles are free of debris and safety hazards	Not Verified <input type="button" value="v"/>	See Above
Appropriate signage on each occupied kennel and cage	Pass <input type="button" value="v"/>	Visible through windows
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass <input type="button" value="v"/>	Cleaned daily
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input type="button" value="v"/>	
Hand sanitizing stations are visible and stocked	Not Verified <input type="button" value="v"/>	Not visible

Drains free of debris and functioning properly	Pass	<input type="button" value="v"/>	Verified with staff
Staff work area has a hand washing station with soap, paper towels	Pass	<input type="button" value="v"/>	
Sinks and tubs are in working order, clean, and free of debris	Pass	<input type="button" value="v"/>	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass	<input type="button" value="v"/>	
Stainless steel cages are clean and have fresh newspaper	Not Verified	<input type="button" value="v"/>	
Clean floors, doors, and windows	Pass	<input type="button" value="v"/>	In process of cleaning
There is no offensive odor	Pass	<input type="button" value="v"/>	In process of cleaning
Kennel building and equipment are in good repair	Pass	<input type="button" value="v"/>	
Building 1 Detailed Description of Concerns, Actions Needed, or Praise According to staff the front middle hose still leaks-fitting was replaced and leaking is reduced but hose still leaks			

Outdoor Exercise Yards (Next to Building 1)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces, debris and safety hazards.	Fail <input type="button" value="v"/>	Feces were present in each of the yards
Gates function properly	Pass <input type="button" value="v"/>	The first gate has a temp wire repair so small dogs cannot get out
Waste stations are stocked	Pass <input type="button" value="v"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p>		

RESET FORM

SUBMIT