



**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.

George L. Garcia

**Advisory Board Member Name(s):** \_\_\_\_\_

**Date of Inspection:** 11-07-2024 \_\_\_\_\_

**Time of Inspection:** 1:20 PM \_\_\_\_\_

**BROOKS SPAY/NEUTER CLINIC**

Main Lobby/Reception Area/Exam Rooms	Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	<i>Select one from drop-down list for each field</i> 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"/>	
Reception area neat & orderly	Pass <input type="button" value="v"/>	
Men’s restroom clean and stocked	Pass <input type="button" value="v"/>	
Women’s restroom clean and stocked	Pass <input type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		
Sewer smell coming from floor drains in Men’s and Women’s restrooms.		

Cat Holding Area	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass <input type="checkbox"/>	
All cages are cleaned & sanitized between occupants	Pass <input type="checkbox"/>	
Fresh newspaper in each cage	Pass <input type="checkbox"/>	
There are no offensive odors	Pass <input type="checkbox"/>	
Each cage with cat has correct kennel card	Pass <input type="checkbox"/>	
Stainless steel shelving is cleaned	Pass <input type="checkbox"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Dog Holding Area (Right)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass <input type="checkbox"/>	
All cages are cleaned & sanitized between occupants	Pass <input type="checkbox"/>	
Fresh newspaper in each cage	Pass <input type="checkbox"/>	
There are no offensive odors	Pass <input type="checkbox"/>	
Each cage with dog has correct kennel card	Pass <input type="checkbox"/>	
<p style="text-align: center;"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>Ceiling tile not properly installed at Laundry room.</p>		

Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris	Pass <input type="checkbox"/>	
Medical equipment are in working order and clean	Pass <input type="checkbox"/>	
Controlled Medical Drugs are properly secured	Pass <input type="checkbox"/>	
Clean floors and tables	Pass <input type="checkbox"/>	
There are no offensive odors	Pass <input type="checkbox"/>	
<p style="text-align: center;"><b>Comments/Actions Needed</b></p> <p>Intake door binding on frame assembly. Door is on the right side when one enters the Main Lobby.</p>		

Surgery Suite	Pass/Fail/ Not Verified	COMMENTS
Medical equipment is in working order and clean	Pass <input type="checkbox"/>	
Fresh surgery packs are used for each pet	Pass <input type="checkbox"/>	
Pets are properly sedated, and secured to surgery table	Pass <input type="checkbox"/>	
Clean floors and tables	Pass <input type="checkbox"/>	
<p style="text-align: center;"><b>Comments/Actions Needed</b></p> <p>Veterinarian stipulated that the Air Conditioner(AC) does not cool properly. The AC has been reported numerous times and has not been fixed. Note: There are several welcome signs damaged at the parking area.</p>		

Dog Holding Area (Left)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass <input type="checkbox"/>	
All cages are cleaned & sanitized between occupants	Pass <input type="checkbox"/>	
Fresh newspaper in each cage	Pass <input type="checkbox"/>	
There are no offensive odors	Pass <input type="checkbox"/>	
Each cage with dog has correct kennel card	Pass <input type="checkbox"/>	
Sink area is clean and free of debris	Pass <input type="checkbox"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

**RESET FORM**

**SUBMIT**