



City of San Antonio  
Animal Care Services Department  
**Advisory Board Inspection Checklist**  
**– Brackenridge 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. 3) It is not within the scope of the ACS Advisory Board to interfere with, advise on, or otherwise impact the operations of a partner organization.

Advisory Board Member Name(s): Amin Tohmaz

Date of Inspection: 07/09/2024 Time of Inspection: 2:00PM

**PAUL JOLLY ADOPTION CENTER (PJAC)**  
**&**  
**PETCO PAVILION**

**PJAC - MAIN LOBBY & RECEPTION AREA**

Area of Focus	Pass/ Fail/Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	PASS	
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	
<p align="center"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>Staff is very welcoming, friendly and professional.</p>		

# PAUL JOLLY ADOPTION CENTER (PJAC) & PETCO PAVILION

## PJAC - CATTERY

Area of Focus	Pass/ Fail/Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	PASS	
Hand sanitizing stations are visible and stocked	PASS	Hand sanitizing container was very low. Staff replaced it immediately.
Clean floors, windows, and doors	PASS	
Cages & cage doors are clean	PASS	
All cages are cleaned & sanitized between occupants	N/V	
Litter boxes are clean with no offensive odor	PASS	

Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	N/V	
All occupied cages have fresh water	PASS	
Appropriate signage on each occupied cage	PASS	
Clean floors & countertops	PASS	
<b>Description of Concerns, Actions Needed, or Praise</b>		

# PAUL JOLLY ADOPTION CENTER (PJAC) & PETCO PAVILION

## PJAC - BREAK ROOM

Area of Focus	Pass/ Fail/Not Verified	Comments
Clean floors & countertops	PASS	
Food storage area neatly stocked	PASS	
Men's restroom clean & stocked	PASS	
Women's restroom clean & stocked	PASS	
Sinks are clean	PASS	
Description of Concerns, Actions Needed, or Praise		

# PAUL JOLLY ADOPTION CENTER (PJAC) & PETCO PAVILION

## PJAC - BACK DECK / HERITAGE TREE GARDEN

Area of Focus	Pass/ Fail/Not Verified	Comments
Deck is clean & free of debris and safety hazards	PASS	
Garden area free of feces and debris	PASS	
Description of Concerns, Actions Needed, or Praise		

# PAUL JOLLY ADOPTION CENTER (PJAC) & PETCO PAVILION

## PJAC - PUPPY ROOM

Area of Focus	Pass/ Fail/Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	PASS	
Clean floors, windows, and doors	PASS	
Cages & cage doors are clean	PASS	
All cages are cleaned & sanitized between occupants	N/V	
There are no offensive odors	PASS	
Appropriate signage on each occupied cage	PASS	

Bedding available	PASS	
Sink area is clean and free of debris	PASS	
Description of Concerns, Actions Needed, or Praise		

# **PAUL JOLLY ADOPTION CENTER (PJAC)** **&** **PETCO PAVILION**

## **PJAC - WORK ROOM**

Area of Focus	Pass/ Fail/Not Verified	Comments
Clean floors & countertops	PASS	



Washer & Dryer in working condition	PASS	
Sinks, tubs and tables clean and free of debris	PASS	
Storage area neat and orderly	PASS	
Cleaning equipment and chemicals are properly stored	PASS	
Area is free of debris and safety hazards	PASS	
Description of Concerns, Actions Needed, or Praise		

# PAUL JOLLY ADOPTION CENTER (PJAC) & PETCO PAVILION

## PJAC - INDOOR DOG KENNELS

Area of Focus	Pass/ Fail/Not Verified	Comments
Clean floors, windows, and doors	PASS	
Kennel guillotine doors are clean	PASS	
Kennel and cages are free of feces and urine	PASS	
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	N/V	
Appropriate signage on each occupied kennel and cage	PASS	
There is variety in the dogs available for adoption	PASS	

There are no offensive odors	PASS	
Fresh water in each occupied kennel and cage	PASS	
Drains free of debris and functioning properly	PASS	
Runs have proper bedding & toys available	PASS	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	PASS	
Food storage area clean and neatly stocked	PASS	
Kennels and cages are thoroughly cleaned and sanitized between occupants	N/V	
Aisles are free of debris and safety hazards	PASS	
Kennel building and equipment are in good repair	PASS	
<b>Description of Concerns, Actions Needed, or Praise</b>		

# PAUL JOLLY ADOPTION CENTER (PJAC) & PETCO PAVILION

## PJAC - OUTDOOR DOG RUNS AND PLAY YARDS

Area of Focus	Pass/ Fail/Not Verified	Comments
Clean floors, windows, and doors	PASS	
Kennel guillotine doors are clean	PASS	
Kennel and cages are free of feces and urine	PASS	
Drains free of debris and functioning properly	PASS	
Runs have proper bedding & toys available	PASS	

Pooper Scoopers are kept in a clean disinfectant solution between scooping	N/V	
Aisles are free of debris and safety hazards	PASS	
Kennel building and equipment are in good repair	PASS	
Clean and free of fecal matter	PASS	
Doors to the play yards operate properly	PASS	
Turf is in good repair	PASS	
Play yard structure is in good repair	PASS	
<b>Description of Concerns, Actions Needed, or Praise</b>		

# PAUL JOLLY ADOPTION CENTER (PJAC) & PETCO PAVILION

## PJAC - EXTERIOR GROOMING AREA / DRIVEWAY

Area of Focus	Pass/ Fail/Not Verified	Comments
Bathing sink is clean and free of debris	PASS	
Trash dumpster not overflowing	PASS	
Area is clean and free of debris and safety hazards	PASS	

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

Debris within the HVAC equipment fenced area needs to be cleaned.

# PAUL JOLLY ADOPTION CENTER (PJAC) & PETCO PAVILION

## PJAC - EXTERIOR PREMISES

Area of Focus	Pass/ Fail/Not Verified	Comments
Landscaped area free of feces, debris, and safety hazards	PASS	
Landscape (to include grass and plants) well maintained	PASS	
Description of Concerns, Actions Needed, or Praise		

# PAUL JOLLY ADOPTION CENTER (PJAC) & PETCO PAVILION

## PETCO PAVILION

Area of Focus	Pass/ Fail/Not Verified	Comments
Clean floors that are free of debris and safety hazards	PASS	
Fencing and doors around pavilion in working order and in good repair	PASS	
Fans and outside lights in working order	FAIL	One light is not working
Pavilion event calendar utilized and current	N/V	
Description of Concerns, Actions Needed, or Praise		



# BRACKENRIDGE SPAY/NEUTER CLINIC

## MAIN LOBBY & RECEPTION AREA

Area of Focus	Pass/ Fail/Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	PASS	Very friendly staff
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	

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

# BRACKENRIDGE SPAY/NEUTER CLINIC

## CAT HOLDING AREA

Area of Focus	Pass/ Fail/Not Verified	Comments
Cages & cage doors are clean	N/V	
All cages are cleaned & sanitized between occupants	N/V	
Fresh newspaper in each cage	N/V	
There are no offensive odors	PASS	

Each cage with cat has correct kennel card	N/V	
Stainless steel shelving is cleaned	N/V	
<p align="center"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>This area has been converted to an intake room. No kennels, cages....</p>		

<b>BRACKENRIDGE SPAY/NEUTER CLINIC</b>		
<b>DOG HOLDING AREA (LEFT)</b>		
<b>Area of Focus</b>	<b>Pass/ Fail/Not Verified</b>	<b>Comments</b>
Cages & cage doors are clean	PASS	
All cages are cleaned & sanitized between occupants	N/V	

Fresh newspaper in each cage	PASS	
There are no offensive odors	PASS	
Each cage with cat has correct kennel card	PASS	
Stainless steel shelving is cleaned	PASS	
Description of Concerns, Actions Needed, or Praise		

## BRACKENRIDGE SPAY/NEUTER CLINIC

### SURGICAL PREP AREA

Area of Focus	Pass/ Fail/Not Verified	Comments
Prep sinks are in working order, clean, and free of debris	PASS	

Medical equipment is in working order and clean	PASS	
Controlled Medical Drugs are properly secured	PASS	
Clean floors and tables	PASS	
There are no offensive odors	PASS	
Description of Concerns, Actions Needed, or Praise		

## BRACKENRIDGE SPAY/NEUTER CLINIC

### SURGERY SUITE

Area of Focus	Pass/ Fail/Not Verified	Comments
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	
Description of Concerns, Actions Needed, or Praise		

## BRACKENRIDGE SPAY/NEUTER CLINIC

### DOG HOLDING AREA (RIGHT)

Area of Focus	Pass/ Fail/Not Verified	Comments
Cages & cage doors are clean	PASS	

All cages are cleaned & sanitized between occupants	N/V	
Fresh newspaper in each cage	PASS	
There are no offensive odors	PASS	
Each cage with cat has correct kennel card	PASS	
Stainless steel shelving is cleaned	PASS	
<b>Description of Concerns, Actions Needed, or Praise</b> <b>This area is used as a Cat Holding Area (Right) instead of Dog Holding Area (Right)</b>		

**RESET**

**SUBMIT**