



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): _____

Date of Inspection: _____

Time of Inspection: _____

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

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all		
Rooms are clean and orderly		
Lobby is clean and orderly		
Restrooms are clean and stocked		
Women's restroom is clean and stocked		
Reception desk is manned during operating hours		
Detailed Description of Concerns, Actions Needed, or Praise		

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

Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves		
Surgical room washing station fully stocked with gloves		
Any temporary holding cages outside clinic are clean		
Controlled substances stored in locked cabinet when not in use		
The clinic building and equipment is in good repair		
Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic)		

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

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

Outside Cattery & Kitty City	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor		
Fresh water is available		
Area is free of debris and safety hazards		
Appropriate signage on each occupied kennel and cage		
<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		
Kennels and cages are free of feces and urine		
Fresh water in each occupied kennel and cage		
Aisles are free of debris and safety hazards		
Appropriate signage on each occupied kennel and cage		
Pooper Scoopers are kept in a clean disinfection solution between scooping each run		
Kennels and cages are thoroughly cleaned and sanitized between occupants		
Hand sanitizing stations are visible and stocked		

Drains free of debris and functioning properly		
Staff work area has a hand washing station with soap, paper towels		
Sinks and tubs are in working order, clean, and free of debris		
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day		
Stainless steel cages are clean and have fresh newspaper		
Clean floors, doors, and windows		
There is no offensive odor		
Kennel building and equipment are in good repair		
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.		
Gates function properly		
Waste stations are stocked		
Detailed Description of Concerns, Actions Needed, or Praise		