



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.

Advisory Board Member Name(s): _____

Date of Inspection: _____ **Time of Inspection:** _____

PAUL JOLLY CENTER FOR PET ADOPTIONS & PETCO PAVILION

Main Lobby/Reception Area	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	<i>Select one from drop-down list</i>	
Clean floors, windows, and doors		
Proper signage in place		
Reception area neat & orderly		
Men's restroom clean and stocked		

Main Lobby/Reception Area cont.	Pass/Fail/ Not Verified	Comments
Reception area neat & orderly	Select one from drop-down list	
Women’s restroom clean and stocked		
Description of Concerns, Actions Needed, or Praise		

Cattery	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	<i>Select one from drop-down list</i>	
Hand sanitizing stations are visible and stocked		
Clean floors, windows, and doors		
Cages & cage doors are clean		
All cages are cleaned & sanitized between occupants		
Litter boxes are clean with no offensive odor		
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day		
All occupied cages have fresh water		
Appropriate signage on each occupied cage		

Break Room	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	<i>Select one from drop-down list</i>	
Food storage area neatly stocked		
Men's restroom clean & stocked		
Women's restroom clean & stocked		
Sinks are clean		
Description of Concerns, Actions Needed, or Praise		

Back Deck/Heritage Tree Garden	Pass/Fail/ Not Verified	Comments
Deck is clean & free of debris and safety hazards	Select one from drop-down list	
Garden area free of feces and debris		
Description of Concerns, Actions Needed, or Praise		

Puppy Room	Pass/Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked	<i>Select one from drop-down list</i>	
Clean floors, windows, and doors		
Cages and cage doors are clean		
Clean newspaper in cages		
Fresh water in each occupied cage		
All cages are cleaned and sanitized between occupants		
There are no offensive odors		
Appropriate signage on each occupied cage		

Puppy Room cont.	Pass/Fail/ Not Verified	Comments
Bedding available	Select one from drop-down list	
Sink area is clean and free of debris		
Description of Concerns, Actions Needed, or Praise		

Work Room cont.	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	<i>Select one from drop-down list</i>	
Washer & Dryer in working condition		
Dishwasher in working condition		
Sinks, tubs and tables clean and free of debris		
Storage area neat and orderly		
Cleaning equipment and chemicals are properly stored		
Area is free of debris and safety hazards		
Description of Concerns, Actions Needed, or Praise		

Indoor Dog Kennels	Pass/ Fail/ Not Verified	Comments	
Hand sanitizing stations are visible and stocked	<i>Select one from drop-down list</i>		
Clean floors, windows, and doors			
Kennel guillotine doors are clean			
Kennel and cages are free of feces and urine			
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day			
Appropriate signage on each occupied kennel and cage			
There is variety in the dogs available for adoption			
There are no offensive odors			

Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
Appropriate signage on each occupied kennel and cage	<i>Select one from drop-down list</i>	
There is variety in the dogs available for adoption		
There are no offensive odors		
Fresh water in each occupied kennel and cage		
Drains free of debris and functioning properly		
Runs have proper bedding & toys available		
Pooper Scoopers are kept in a clean disinfectant solution between scooping		
Food storage area clean and neatly stocked		

Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
Kennels and cages are thoroughly cleaned and sanitized between occupants	<i>Select one from drop-down list</i>	
Aisles are free of debris and safety hazards		
Kennel building and equipment are in good repair		
<p align="center">Description of Concerns, Actions Needed, or Praise</p>		

Outdoor Dog Runs	Pass/Fail/ Not Verified	Comments
Outdoor Dog Runs	Select one from drop-down list	
Clean floors, windows, and doors		
Kennel guillotine doors are clean		
Kennels are free of feces and urine		
Drains free of debris		
Aisles are free of debris and safety hazards		
Description of Concerns, Actions Needed, or Praise		

Outdoor Play Yards	Pass/Fail/ Not Verified	Comments
Clean and free of fecal matter	Select one from drop-down list	
Doors to the play yards operate properly		
Turf is in good repair		
Play yard structure is in good repair		
Description of Concerns, Actions Needed, or Praise		

Exterior Grooming/Driveway/Mechanical Yard	Pass/ Fail/ Not Verified	Comments
Cages and cage doors are clean	Select one from drop-down list	
Clean newspaper in cages		
Fresh water in each occupied cage		
Appropriate signage on each occupied kennel and cage		
Bathing sink is clean and free of debris		
Trash dumpster not overflowing		
Area is clean and free of debris and safety hazards		
Description of Concerns, Actions Needed, or Praise		

Pavilion	Pass/Fail/ Not Verified	Comments
Clean floors that are free of debris and safety hazards	<i>Select one from drop-down list</i>	
Fencing and doors around pavilion in working order and in good repair		
Fans and outside lights in working order		
Pavilion event calendar utilized and current		
Description of Concerns, Actions Needed, or Praise		

Exterior Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces, debris, and safety hazards	<i>Select one from drop-down list</i>	
Dog waste stations stocked		
Trash receptacles not overflowing		
Landscape (to include grass and plants) well maintained		
Description of Concerns, Actions Needed, or Praise		

SPAY NEUTER CLINIC

Main Lobby/Reception Area/Exam Rooms	Pass/Fail/Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all		
Clean floors, windows, and doors		
Proper signage in place		
Reception area neat & orderly		
Men's restroom clean and stocked		
Women's restroom clean and stocked		
Description of Concerns, Actions Needed, or Praise		

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

Dog Holding Area (Right)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean		
All cages are cleaned & sanitized between occupants		
Fresh newspaper in each cage		
There are no offensive odors		
Each cage with dog has correct kennel card		
Description of Concerns, Actions Needed, or Praise		

Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris		
Medical equipment are in working order and clean		
Controlled Medical Drugs are properly secured		
Clean floors and tables		
There are no offensive odors		
Comments/Actions Needed		

Surgery Suite	Pass/Fail/ Not Verified	COMMENTS
Medical equipment is in working order and clean		
Fresh surgery packs are used for each pet		
Pets are properly sedated, and secured to surgery table		
Clean floors and tables		
Comments/Actions Needed		

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