



City of San Antonio
Animal Care Services Department
Advisory Board Inspection Checklist
– 151 Main 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: _____

Livestock Areas	Pass/ Fail/ Not Verified	Comments
Corrals are clean and free of feces		
Fresh water is available for any occupants		
Fresh hay/feed is available for any occupants		
Area is free of debris and safety hazards		
No animals present at this inspection		
Detailed Description of Concerns, Actions Needed, or Praise		

Dog Kennel (Building 4)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all		
Kennel 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		
Intake vaccinations recorded on each kennel card		
Pooper Scoopers are kept in a clean disinfectant solution between scooping		
Kennels and cages are thoroughly cleaned and sanitized between occupants		

Dog Kennel (Building 4) cont.	Pass/ Fail/ Not Verified	Comments
Drains free of debris and functioning properly		
Staff work area has a hand washing station with soap, paper towels		
Scrub brushes, cleaning carts, 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		
Detailed Description of Concerns, Actions Needed, or Praise		

Dog Kennel (Building 3)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all		
Kennel 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		
Intake vaccinations recorded on each kennel card		
Pooper Scoopers are kept in a clean disinfectant solution between scooping		
Kennels and cages are thoroughly cleaned and sanitized between occupants		

Dog Kennel (Building 3) cont.	Pass/ Fail/ Not Verified	Comments
Drains free of debris and functioning properly		
Staff work area has a hand washing station with soap, paper towels		
Scrub brushes, cleaning carts, 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		

Outdoor Sally Port Kennels (Behind Building 3)	Pass/ Fail/ Not Verified	Comments
Kennels are free of feces and urine		
Fresh water in each occupied run		
Area is free of debris and safety hazards		
Detailed Description of Concerns, Actions Needed, or Praise (for Kennel 3 Indoor and Outdoor)		

Dog Kennel (Building 2)	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		
Intake vaccinations recorded on each kennel card		
Pooper Scoopers are kept in a clean disinfectant solution between scooping		
Kennels and cages are thoroughly cleaned and sanitized between occupants		

Dog Kennel (Building 2) cont.	Pass/ Fail/ Not Verified	Comments
Drains free of debris and functioning properly		
Staff work area has a hand washing station with soap, paper towels		
Scrub brushes, cleaning carts, 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		
Detailed Description of Concerns, Actions Needed, or Praise		

Live Release Room	Pass/ Fail/ Not Verified	Comments
Kennels are free of feces and urine		
Fresh water in each occupied kennel and cage		
Aisles are free of debris or safety hazards		
Appropriate signage on each occupied kennel and cage		
Intake vaccinations recorded on each kennel card		
Pooper Scoopers are kept in a clean disinfectant solution between scooping		
Staff work area has a hand washing station with soap, paper towels		
Sinks and tubs are in working order, clean, and free of debris		

Live Release Room cont.	Pass/ Fail/ Not Verified	Comments
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		
Outdoor Sally Port (Behind Building 2)		Comments
Area is free of debris and safety hazards		
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p>		

Outdoor Exercise Yards (Includes all outdoor confined spaces)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces		
Gates function properly		
Waste stations are stocked		
Doors to agility area are operational and free of feces		
Detailed Description of Concerns, Actions Needed, or Praise		

EBI Building	Pass/ Fail/ Not Verified	Comments
Kennels are free of feces or urine		
Incinerator in proper working condition		
Enough receptacles for remains in cooler		
No remains on cooler floor		
Halls and walkways are free of debris and safety hazards		
Appropriate signage on each occupied cage		
Every animal scanned for microchip prior to euthanasia		
Controlled substances stored in locked cabinet when not in use		

EBI Building cont.	Pass/ Fail/ Not Verified	Comments
EBI room a quiet environment for animals		
Cats euthanized by IP injection and kept in quiet location pre and post injection		
Dogs are euthanized by intravenous injection (in the vein) and kept in a quiet place post injection.		
EBI room is clean and free of odor		
Scrub brushes and all other cleaning tools are disinfected at the end of the day		
EBI building and equipment in good repair		
Detailed Description of Concerns, Actions Needed, or Praise		

Wash Bay/Laundry	Pass/ Fail/ Not Verified	Comments
Laundry area orderly and fully stocked		
Laundry equipment is in good working order		
Clean laundry is separate from dirty laundry		
ACO Trucks are washed and sanitized after unloading		
Area is free of debris and safety hazards		
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p>		