



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): Karen Speer






Date of Inspection: 5/10/2022

Time of Inspection: 1:50 pm

Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	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"/>	
Intake area neat & orderly	Pass <input type="button" value="v"/>	
Area is free of debris and safety hazards	Pass <input type="button" value="v"/>	
Every animal is being scanned upon intake	Not Verified	No animals were there for intake when I was there.

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

Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass <input type="button" value="v"/>	
Clean floors, doors, & windows	Pass <input type="button" value="v"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="button" value="v"/>	
All kennels and cages are free of feces and urine	Pass <input type="button" value="v"/>	
Exam tables are cleaned between animals receiving treatment or exams	Pass <input type="button" value="v"/>	Numerous surgeries were taking place when I was there.
Exam room washing station fully stocked with gloves	Pass <input type="button" value="v"/>	
Halls and walkways are free of debris and safety hazards	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied cage	Pass <input type="button" value="v"/>	
All cleaning tools and surgical instruments are disinfected at end of day	Pass <input type="button" value="v"/>	








Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves	Pass 	
Surgical room washing station fully stocked with gloves	Pass 	
Any temporary holding cages outside clinic are clean	Pass 	
Controlled substances stored in locked cabinet when not in use	Pass 	
The clinic building and equipment is in good repair	Pass 	
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	Pass <input type="button" value="v"/>	
Cat cages and doors are clean	Pass <input type="button" value="v"/>	
Litter boxes are clean with no offensive odor	Pass <input type="button" value="v"/>	For there being the amount of cats in the building it was very clean and no offensive odor.
All occupied cages have fresh water	Pass <input type="button" value="v"/>	
All counter surfaces are clean	Pass <input type="button" value="v"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="button" value="v"/>	
Staff work area has a hand washing station with soap, and paper towels	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied cage	Pass <input type="button" value="v"/>	

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

Outside Cattery	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor	Pass <input type="button" value="v"/>	
Fresh water is available	Pass <input type="button" value="v"/>	
Area is free of debris and safety hazards	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied kennel and cage	Pass <input type="button" value="v"/>	
<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	Pass <input type="button" value="v"/>	
Kennels and cages are free of feces and urine	Pass <input type="button" value="v"/>	
Fresh water in each occupied kennel and cage	Pass <input type="button" value="v"/>	
Aisles are free of debris and safety hazards	Pass <input type="button" value="v"/>	There were puddles of water on the floor from just being cleaned.
Appropriate signage on each occupied kennel and cage	Pass <input type="button" value="v"/>	
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass <input type="button" value="v"/>	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input type="button" value="v"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="button" value="v"/>	

Drains free of debris and functioning properly	Not Verified	
Staff work area has a hand washing station with soap, paper towels	Pass	
Sinks and tubs are in working order, clean, and free of debris	Pass	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass	
Stainless steel cages are clean and have fresh newspaper	Pass	
Clean floors, doors, and windows	Pass	
There is no offensive odor	Pass	
Kennel building and equipment are in good repair	Pass	
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.	Pass <input type="button" value="v"/>	
Gates function properly	Pass <input type="button" value="v"/>	
Waste stations are stocked	Pass <input type="button" value="v"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p>		

SUBMIT