



**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):** Kathy Davis

**Date of Inspection:** 4/29/22

**Time of Inspection:** 13:50

| Livestock Areas   | Pass/ Fail/<br>Not<br>Verified | Comments                             |
|---|--------------------------------|--------------------------------------|
| Corrals are clean and free of feces                         | Pass                           | Clean and empty. No animals present. |
| Fresh water is available for any occupants                  | Pass                           | No animals present.                  |
| Fresh hay/feed is available for any occupants               | Pass                           | No animals present.                  |
| Area is free of debris and safety hazards                   | Pass                           | No animals present                   |
| No animals present at this inspection                       | Pass                           | No animals present.                  |
| 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       | Pass                     |   |
| Kennel and cages are free of feces and urine                               | Pass                     |   |
| Fresh water in each occupied kennel and cage                               | Pass                     |   |
| Aisles are free of debris and safety hazards                               | Pass                     |   |
| Appropriate signage on each occupied kennel and cage                       | Pass                     |   |
| Intake vaccinations recorded on each kennel card                           | Pass                     |   |
| Pooper Scoopers are kept in a clean disinfectant solution between scooping | Pass                     |   |
| Kennels and cages are thoroughly cleaned and sanitized between occupants   | Not Verified             | No kennels or cages were being cleaned at the time of inspection. |
| Hand sanitizing stations are visible and stocked                           | Pass                     |   |

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

| Dog Kennel (Building 3)  | Pass/ Fail/<br>Not<br>Verified | Comments   |
|--|--------------------------------|--|
| Staff and volunteers are friendly, informative, and courteous to all       | Pass                           |  |
| Kennel and cages are free of feces and urine                               | Pass                           |  |
| Fresh water in each occupied kennel and cage                               | Pass                           |  |
| Aisles are free of debris and safety hazards                               | Pass                           |  |
| Appropriate signage on each occupied kennel and cage                       | Pass                           |  |
| Intake vaccinations recorded on each kennel card                           | Pass                           |  |
| Pooper Scoopers are kept in a clean disinfectant solution between scooping | Pass                           |  |
| Kennels and cages are thoroughly cleaned and sanitized between occupants   | Not Verified                   | No cages/kennels were being cleaned at the time of inspection. |

| Dog Kennel (Building 3) cont.   | Pass/ Fail/<br>Not<br>Verified | Comments |
|---|--------------------------------|----------|
| Drains free of debris and functioning properly  | Pass                           |          |
| Staff work area has a hand washing station with soap, paper towels                                    | Pass                           |          |
| Scrub brushes, cleaning carts, 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                           |          |
| Hand sanitizing stations are visible and stocked  | Pass                           |          |

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

| Dog Kennel (Building 2)  | Pass/ Fail/<br>Not<br>Verified | Comments  |
|--|--------------------------------|---|
| Staff and volunteers are friendly, informative, and courteous to all       | Pass                           | Staff was very friendly AND I caught an attendant picking up trash outside the building. Kudos! |
| Kennels and cages are free of feces and urine                              | Pass                           |   |
| Fresh water in each occupied kennel and cage                               | Pass                           |   |
| Aisles are free of debris and safety hazards                               | Pass                           |   |
| Appropriate signage on each occupied kennel and cage                       | Pass                           |   |
| Intake vaccinations recorded on each kennel card                           | Pass                           |   |
| Pooper Scoopers are kept in a clean disinfectant solution between scooping | Pass                           |   |
| Kennels and cages are thoroughly cleaned and sanitized between occupants   | Pass                           |   |

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



| Live Release Room  | Pass/ Fail/<br>Not<br>Verified | Comments |
|--|--------------------------------|----------|
| Kennels are free of feces and urine  | Pass                           |          |
| Fresh water in each occupied kennel and cage                               | Pass                           |          |
| Aisles are free of debris or safety hazards                                | Pass                           |          |
| Appropriate signage on each occupied kennel and cage                       | Pass                           |          |
| Intake vaccinations recorded on each kennel card                           | Pass                           |          |
| Pooper Scoopers are kept in a clean disinfectant solution between scooping | Pass                           |          |
| Hand sanitizing stations are visible and stocked                           | Pass                           |          |
| 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                           |          |

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

| Outdoor Exercise Yards (Includes all outdoor confined spaces)  | Pass/ Fail/ Not Verified | Comments |
|--|--------------------------|----------|
| Clean and free of feces  | Pass                     |          |
| Gates function properly  | Pass                     |          |
| Waste stations are stocked   | Pass                     |          |
| Doors to agility area are operational and free of feces  | Pass                     |          |
| <b>Detailed Description of Concerns, Actions Needed, or Praise</b><br><br>Clean, no animals present at time of inspection. |                          |          |

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

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

| Wash Bay/Laundry   | Pass/ Fail/<br>Not<br>Verified | Comments                                 |
|--|--------------------------------|--|
| Laundry area orderly and fully stocked   | Pass                           |  |
| Laundry equipment is in good working order   | Pass                           | Both in operation at time of inspection. |
| Clean laundry is separate from dirty laundry   | Pass                           |  |
| ACO Trucks are washed and sanitized after unloading                                      | Not Verified                   | No trucks in bay at time of inspection.  |
| Area is free of debris and safety hazards  | Pass                           |  |
| <p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p> |                                |  |

**SUBMIT**