



City of San Antonio
Animal Care Services Department
Advisory Board Inspection Checklist



– ACS Stray Kennels at Animal Defense League –

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): **Lorena M. Havill**

Date of Inspection: 07/30/2022

Time of Inspection: 11:20

Adult Dog Kennel #10	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	<i>Select one from drop down for each field</i> Pass <input type="checkbox"/>	Staff very engaged and forthcoming and helpful.
Kennels are free of feces and urine	Pass <input type="checkbox"/>	Excellent; spotless except for one kennel that staff were on their way to clean.
Fresh water in each occupied kennel	Pass <input type="checkbox"/>	
Aisles are free of debris and safety hazards	Pass <input type="checkbox"/>	Immaculate. Nice use of fans in indoor corridor to keep the dogs cool and air circulating.
Appropriate signage on each occupied kennel	Pass <input type="checkbox"/>	Very informative signage.
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	Pass <input type="checkbox"/>	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input type="checkbox"/>	Verified with staff.

Adult Dog Kennel #10 cont.	Pass/Fail/ Not Verified	Comments
Sanitizing stations are visible and stocked	Pass <input type="checkbox"/>	
Drains free of debris	Pass <input type="checkbox"/>	
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	Pass <input type="checkbox"/>	
Sinks and tubs are in working order, clean, and free of debris	Pass <input type="checkbox"/>	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass <input type="checkbox"/>	Verified with staff. Mop heads are washed, too.
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass <input type="checkbox"/>	Very clean.
There is no offensive odor	Pass <input type="checkbox"/>	Excellent job!
Kennel building and equipment are in good repair	Pass <input type="checkbox"/>	Washing machine was having troubles, but staff were "on it" troubleshooting and working to repair.

Comments/Actions Needed

Keep up the stellar work!!!

Some signage on the outdoor corridors for the public is faded and cracked and difficult to read. Recommend replacement.

Adult Dog Kennel #11	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="checkbox"/>	Staff very helpful. Only one staff member was there. She said she was "by herself today" which likely explains a couple of issues (see below).
Kennels are free of feces and urine	Fail <input type="checkbox"/>	There were feces (that appeared fresh) in many cages; at least seven. Staff member likely just hadn't gotten to this yet as she was alone this day.
Fresh water in each occupied run	Pass <input type="checkbox"/>	
Aisles are free of debris and safety hazards	Pass <input type="checkbox"/>	Immaculate and orderly.
Appropriate signage on each occupied kennel	Pass <input type="checkbox"/>	Very informative signage on cages about dog's needs and personalities.
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass <input type="checkbox"/>	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input type="checkbox"/>	Verified with staff.
Hand sanitizing stations are visible and stocked	Pass <input type="checkbox"/>	
Drains free of debris and functioning properly	Pass <input type="checkbox"/>	
Staff work area has a hand washing station with soap, paper towels	Fail <input type="checkbox"/>	No paper towels were available; also no hand sanitizer. Otherwise the station was orderly. Staff said that she was just getting ready to go to the supply location and get the needed items; so likely just bad timing. Soap was present which is most important.

Adult Dog Kennel #11 cont.	Pass/Fail/ Not Verified	Comments
Sinks and tubs are in working order, clean, and free of debris	Pass <input type="checkbox"/>	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass <input type="checkbox"/>	Verified with staff.
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass <input type="checkbox"/>	
There is no offensive odor	Pass <input type="checkbox"/>	Excellent job!
Kennel building and equipment are in good repair	Pass <input type="checkbox"/>	
<p style="text-align: center;">Comments/Actions Needed</p> <p>This kennel is in great shape and the lone staff member was doing a good job given that she was by herself. Some signage on the outdoor corridors for the public is faded and cracked and difficult to read.</p>		

Puppy Kennel	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="checkbox"/>	
Kennels are free of feces and urine	Pass <input type="checkbox"/>	Feces in only one kennel. Good job!
Fresh water in each occupied run	Pass <input type="checkbox"/>	
Aisles are free of debris and safety hazards	Fail <input type="checkbox"/>	There were large areas of standing water, presumably from mopping, in the public hallway for viewing. Signage was available to warn about this hazard (in corner against wall) but was not placed near the slipping/falling hazard.
Appropriate signage on each occupied kennel	Pass <input type="checkbox"/>	
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	Pass <input type="checkbox"/>	Not in disinfectant, but staff sprayed and cleaned with Rescue instead. They are sharing one pooper scooper between the two puppy areas. Recommend getting a second one so you have one per area for the puppies.
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input type="checkbox"/>	In progress during inspection. Excellent job.
Hand sanitizing stations are visible and stocked	Pass <input type="checkbox"/>	
Drains free of debris and functioning properly	Pass <input type="checkbox"/>	
Staff work area has a hand washing station with soap, paper towels	Pass <input type="checkbox"/>	

Puppy Kennel cont.	Pass/Fail/ Not Verified	Comments
Sinks and tubs are in working order, clean, and free of debris	Pass <input type="checkbox"/>	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass <input type="checkbox"/>	Verified with staff.
Clean floors, doors, windows, light fixtures, and ceiling fans (if present)	Pass <input type="checkbox"/>	Very clean. Good job!
There is no offensive odor	Pass <input type="checkbox"/>	Excellent
Kennel building and equipment are in good repair	Pass <input type="checkbox"/>	
<p style="text-align: center;">Comments/Actions Needed</p> <p>Excellent use of PPE for puppy protection! Staff were seen in action and were doing a great job using these materials when taking puppies to public areas for visitation.</p>		

General Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces	Pass <input data-bbox="695 281 732 329" type="checkbox"/>	Very clean.
Dog waste stations stocked	Pass <input data-bbox="695 457 732 506" type="checkbox"/>	
Trash receptacles not overflowing	Pass <input data-bbox="695 615 732 663" type="checkbox"/>	
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes	Pass <input data-bbox="695 804 732 852" type="checkbox"/>	
<p style="text-align: center;">Comments/Actions Needed</p> <p>Very clean and welcoming!</p>		