



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.

Sallie Scott, District 10 Rep

Advisory Board Member Name(s): _____







06/20/22 SAPA 6/28/22 rain










3:30/3:00





Date of Inspection: _____









Time of Inspection: _____






Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass ▼	Friendly. New nursing station for employees with babies. Also, volunteer coordinator's office. She said she had worked closely with the advisory board in El Paso.
Clean floors, windows, and doors	Pass ▼	
Proper signage in place	Pass ▼	
Intake area neat & orderly	Pass ▼	
Area is free of debris and safety hazards	Pass ▼	
Every animal is being scanned upon intake	Pass ▼	Asked.

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass 	Guard at entry especially nice and helpful
Rooms are clean and orderly	Pass 	Adoption area especially looked great!
Lobby is clean and orderly	Pass 	
Restrooms are clean and stocked	Pass 	Employee cleaning at the time.
Women's restroom is clean and stocked	Pass 	
Reception desk is manned during operating hours	Pass 	
Detailed Description of Concerns, Actions Needed, or Praise Busy and everyone engaged.		









Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass 	Very Busy!!! Bottle feeding kittens; examination and treatment of many foster animals.
Clean floors, doors, & windows	Pass 	
Hand sanitizing stations are visible and stocked	Pass 	
All kennels and cages are free of feces and urine	Pass 	
Exam tables are cleaned between animals receiving treatment or exams	Pass 	
Exam room washing station fully stocked with gloves	Pass 	
Halls and walkways are free of debris and safety hazards	Pass 	
Appropriate signage on each occupied cage	Pass 	
All cleaning tools and surgical instruments are disinfected at end of day	Pass 	

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	Not Verified	
Controlled substances stored in locked cabinet when not in use	Pass 	Asked.
The clinic building and equipment is in good repair	Pass 	
Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic) Rudy Gonzales was especially very busy and helped each person with their foster animal in a very nice way, providing the proper medication for each of the foster pets. Vet Marilyn running around doing her very best to keep up with all her duties.		


Cattery (Building 5)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass 	
Cat cages and doors are clean	Pass 	
Litter boxes are clean with no offensive odor	Pass 	
All occupied cages have fresh water	Pass 	
All counter surfaces are clean	Pass 	
Hand sanitizing stations are visible and stocked	Pass 	
Staff work area has a hand washing station with soap, and paper towels	Pass 	
Appropriate signage on each occupied cage	Pass 	

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

Outside Cattery	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor	Pass ▼	
Fresh water is available	Pass ▼	
Area is free of debris and safety hazards	Pass ▼	
Appropriate signage on each occupied kennel and cage	Pass ▼	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>Cats seemed to like being outside.</p>		

Building 1	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass 	Very friendly unlike other times.
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 	
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass 	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass 	
Hand sanitizing stations are visible and stocked	Pass 	They were on the windowsills.

Drains free of debris and functioning properly	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	▼	
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	Fail	▼	Odor of poop.
Kennel building and equipment are in good repair	Pass	▼	
Building 1 Detailed Description of Concerns, Actions Needed, or Praise Everyone was busy and adoptions were taking place.			

Outdoor Exercise Yards (Next to Building 1)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces, debris and safety hazards.	Pass 	
Gates function properly	Not Verified	
Waste stations are stocked	Not Verified	
Detailed Description of Concerns, Actions Needed, or Praise		

SUBMIT