



**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




**Advisory Board Member Name(s):** \_\_\_\_\_





01/11/2023










**Date of Inspection:** \_\_\_\_\_





11:50 am









**Time of Inspection:** \_\_\_\_\_






Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	Andrea the guard was extremely friendly. Then Officer Harrison worked to get and cut a tennis ball to put on my walker. The one person behind the desk (ACS wasn't open yet) never acknowledged me sitting there.
Clean floors, windows, and doors	Pass	
Proper signage in place	Pass 	Opinion: Sign needs to be larger. Like the bulletin board.
Intake area neat & orderly	Pass 	
Area is free of debris and safety hazards	Pass 	
Every animal is being scanned upon intake	Not Verified	





Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Not Verified	No one was there yet. Marshall Bruce accompanied me on the tour.
Rooms are clean and orderly	Pass 	
Lobby is clean and orderly	Pass 	
Restrooms are clean and stocked	Pass 	
Women's restroom is clean and stocked	Pass 	
Reception desk is manned during operating hours	Not Verified	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p> <p>Educate all employees coming into and leaving places where there might be a member(s) of the public present to be aware of a member(s) of the public present to acknowledge them at least with a smile! All employees represent ACS to the public.</p>		









Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass 	
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 	None
Controlled substances stored in locked cabinet when not in use	Not Verified	
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 	Staff very welcoming
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 	
Detailed Description of Concerns, Actions Needed, or Praise		

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 	
Detailed Description of Concerns, Actions Needed, or Praise		

Building 1	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass 	
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 	



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	Pass	▼	
Kennel building and equipment are in good repair	Pass	▼	
<b>Building 1 Detailed Description of Concerns, Actions Needed, or Praise</b>			

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

**SUBMIT**