



**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):** Susan Beldon

**Date of Inspection:** 1/9/23

**Time of Inspection:** 01:25

Livestock Areas	Pass/ Fail/ Not Verified	Comments
Corrals are clean and free of feces	Pass	
Fresh water is available for any occupants	Pass	verified with staff-when animals present
Fresh hay/feed is available for any occupants	Pass	verified with staff-when animals present
Area is free of debris and safety hazards	Pass	
No animals present at this inspection	Pass	
<b>Detailed Description of Concerns, Actions Needed, or Praise</b>		
Marshall Bruce accompanied me on the inspection.		
Livestock area did not have any animals present at this time.		

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	verified with staff
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	verified with staff
Hand sanitizing stations are visible and stocked	Pass	


Dog Kennel (Building 4) cont.	Pass/ Fail/ Not 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	verified with staff
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	*Some repair issues were reported by staff-please see below
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p> <p>Adapters to foam sprays are stripped out. Water fountain not working.</p>		

Dog Kennel (Building 3)	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	verified with staff
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	verified with staff

Dog Kennel (Building 3) cont.	Pass/ Fail/ Not Verified	Comments
Drains free of debris and functioning properly	Fail <input data-bbox="743 279 776 321" type="checkbox"/>	staff reports that well over 10 drains are not functioning properly
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	verified with staff
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	Issues with some drains
Hand sanitizing stations are visible and stocked	Pass	

Outdoor Sally Port Kennels (Behind Building 3)	Pass/ Fail/ Not Verified	Comments
Kennels are free of feces and urine	Pass	only one kennel occupied
Fresh water in each occupied run	Pass	
Area is free of debris and safety hazards	Pass	dog feces on concrete
<p><b>Detailed Description of Concerns, Actions Needed, or Praise</b> (for Kennel 3 Indoor and Outdoor)</p> <p>Staff reported the following issues-one hose on kennel wall leaking, broken pipe on sally port, asphalt patch on sally port uneven, two magnets on kennels 7 and 16 broken, water fountain not working.</p>		

Dog Kennel (Building 2)	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	
Intake vaccinations recorded on each kennel card	Pass	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Pass	verified with staff
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	verified with staff

Dog Kennel (Building 2) cont.	Pass/ Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked	Pass	
Drains free of debris and functioning properly	Fail 	few drains get clogged
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	verified with staff
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	please see below for safety issue reported
<b>Detailed Description of Concerns, Actions Needed, or Praise</b>  Staff reported that some of the drop down doors separating the sides of the kennels get stuck and they are concerned this is a safety issue for staff. The exercise yards adjacent to Building 2 sometimes flood with water from the K9s For Warriors property.		



Live Release Room	Pass/ Fail/ Not 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	verified with staff
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/ Not 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	
Detailed Description of Concerns, Actions Needed, or Praise		

EBI Building	Pass/ Fail/ Not 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	N/A
Every animal scanned for microchip prior to euthanasia	Pass	verified with staff
Controlled substances stored in locked cabinet when not in use	Pass	

EBI Building cont.	Pass/ Fail/ Not Verified	Comments
EBI room a quiet environment for animals	Pass	verified with staff
Cats euthanized by IP injection and kept in quiet location pre and post injection	Pass	verified with staff
Dogs are euthanized by intravenous injection (in the vein) and kept in a quiet place post injection.	Pass	verified with staff
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	verified with staff
EBI building and equipment in good repair	Pass	verified with staff
Detailed Description of Concerns, Actions Needed, or Praise		

Wash Bay/Laundry	Pass/ Fail/ Not Verified	Comments
Laundry area orderly and fully stocked	Pass	
Laundry equipment is in good working order	Pass	verified with staff
Clean laundry is separate from dirty laundry	Pass	verified with staff
ACO Trucks are washed and sanitized after unloading	Pass	verified with staff
Area is free of debris and safety hazards	Pass	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p> <p>Flooding outside laundry room appears to be coming from the K9s For Warriors property.</p>		

**SUBMIT**