



City of
San
Antonio



Animal Care Services Department
Advisory Board Inspection Checklist
– Brackenridge Facility–

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):** Rita
Braeutigam _____ **Date of Inspection:** _March
March 8, 2023 _____ **Time of Inspection: 11:45** _____ **PAUL JOLLY**

CENTER FOR PET ADOPTIONS & PETCO PAVILION

Main Lobby/Reception Area	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Select one from drop-down list for each field	
Clean floors, windows, and doors	Pass	
Proper signage in place	Pass	
Reception area neat & orderly	Pass	

Men's restroom clean and stocked	Pass	
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Main Lobby/Reception Area cont.	Pass/Fail/ Not Verified	Comments
Reception area neat & orderly		
Men's restroom clean and stocked		
Women's restroom clean and stocked	Pass	
Description of Concerns, Actions Needed, or Praise		

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

Hand sanitizing stations are visible and stocked	Pass	
Clean floors, windows, and doors	Pass	
Cages & cage doors are clean	Pass	
All cages are cleaned & sanitized between occupants	Verified by staff	
Litter boxes are clean with no offensive odor	Pass	
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	Verified by staff	
All occupied cages have fresh water	Pass	
Appropriate signage on each occupied cage	Pass	

Break Room	Pass/Fail/ Not Verified	Comments
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Clean floors & countertops	Pass	
Food storage area neatly stocked	Pass	
Men's restroom clean & stocked	Pass	
Women's restroom clean & stocked	Pass	
Sinks are clean	Pass	Both sinks need to be cleaned with a product that will remove hard water stain buildup.
<p align="center">Description of Concerns, Actions Needed, or Praise</p> <p>Three meet and greet tables have been added to the cattery with a cat condo on each. Also on the table is an informative flier, "Two Are Better Than One" which lists 5 reasons why the adopter should consider adopting a companion cat. Great information on the benefits of two.</p>		

Back Deck/Heritage Tree Garden	Pass/Fail/ Not Verified	Comments
Deck is clean & free of debris and safety hazards	Pass	

Garden area free of feces and debris	Pass	
Description of Concerns, Actions Needed, or Praise		

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Puppy Room	Pass/Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked	Pass	
Clean floors, windows, and doors	Pass	
Cages and cage doors are clean	Pass	
Clean newspaper in cages	Pass	

Fresh water in each occupied cage	Pass	
All cages are cleaned and sanitized between occupants	Verified by staff	
There are no offensive odors	Pass	
Appropriate signage on each occupied cage	Pass	

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Puppy Room cont.	Pass/Fail/ Not Verified	Comments
Bedding available	Pass	
Sink area is clean and free of debris	Pass	
Description of Concerns, Actions Needed, or Praise		

Work Room cont.	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	Pass	
Washer & Dryer in working condition	Pass	
Dishwasher in working condition	N/A	
Sinks, tubs and tables clean and free of debris	Pass	
Storage area neat and orderly	Pass	
Cleaning equipment and chemicals are properly stored	Pass	
Area is free of debris and safety hazards	Pass	

Description of Concerns, Actions Needed, or Praise

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Indoor Dog Kennels	Pass/ Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked	Pass	
Clean floors, windows, and doors	Pass	
Kennel guillotine doors are clean	Pass	
Kennel and cages are free of feces and urine	Pass	
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	Pass	
Appropriate signage on each occupied kennel and cage	Pass	
There is variety in the dogs available for adoption	Pass	

There are no offensive odors	Pass	
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Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
Appropriate signage on each occupied kennel and cage	Pass	There continues to be useful information on each kennel card.
There is variety in the dogs available for adoption	Pass	
There are no offensive odors	Pass	
Fresh water in each occupied kennel and cage	Pass	
Drains free of debris and functioning properly	Pass	
Runs have proper bedding & toys available		I did not note if there were toys in the runs.
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Pass	

Food storage area clean and neatly stocked	Pass	
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Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
Kennels and cages are thoroughly cleaned and sanitized between occupants	Verified by staff	
Aisles are free of debris and safety hazards	Pass	
Kennel building and equipment are in good repair	Pass	
Description of Concerns, Actions Needed, or Praise		

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Outdoor Dog Runs	Pass/Fail/ Not Verified	Comments
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Outdoor Dog Runs	Pass	
Clean floors, windows, and doors	N/A	
Kennel guillotine doors are clean	Pass	
Kennels are free of feces and urine	Pass	
Drains free of debris	Pass	
Aisles are free of debris and safety hazards	Pass	
Description of Concerns, Actions Needed, or Praise		

Outdoor Play Yards	Pass/Fail/ Not Verified	Comments
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Clean and free of fecal matter	Pass	
Doors to the play yards operate properly	Pass	
Turf is in good repair	Pass	New turf has been installed in the outdoor play yards.
Play yard structure is in good repair	Pass	
Description of Concerns, Actions Needed, or Praise		

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Exterior Grooming/Driveway/Mechanical Yard	Pass/ Fail/ Not Verified	Comments
Cages and cage doors are clean	N/A	
Clean newspaper in cages	N/A	

Fresh water in each occupied cage	N/A	
Appropriate signage on each occupied kennel and cage	N/A	
Bathing sink is clean and free of debris	Pass	Leaking sink faucet previously reported has been repaired.
Trash dumpster not overflowing	Pass	
Area is clean and free of debris and safety hazards	Pass	
Description of Concerns, Actions Needed, or Praise		

Pavilion	Pass/Fail/ Not Verified	Comments
Clean floors that are free of debris and safety hazards	Pass	

Fencing and doors around pavilion in working order and in good repair	Pass	
Fans and outside lights in working order	Pass	The fan previously reported as missing a blade has been repaired. Staff verified that the lights are in working order since they are on a timer.
Pavilion event calendar utilized and current	Pass	Plans are underway to bring back pavilion events such as Yappy Hour and Artsy Barksy.
Description of Concerns, Actions Needed, or Praise		

Exterior Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces, debris, and safety hazards	Pass	The back and side areas are maintained but the front of the building gardens are in need of spring refreshing.
Dog waste stations stocked	N/A	
Trash receptacles not overflowing	N/A	

Landscape (to include grass and plants) well maintained		Note above
Description of Concerns, Actions Needed, or Praise		

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SPAY NEUTER CLINIC

Main Lobby/Reception Area/Exam Rooms	Pass/Fail/Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	Pass	
Clean floors, windows, and doors	Pass	
Proper signage in place	Pass	
Reception area neat & orderly	Pass	
Men's restroom clean and stocked	Pass	There is now a men's and women's unisex bathroom and the second bathroom is now designated for clinic staff.

Women's restroom clean and stocked		See notation above
<p align="center">Description of Concerns, Actions Needed, or Praise</p> <p>There was a large sign in the reception area advertising a March Special for vaccine packages for dogs and cats.</p>		

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Cat Holding Area	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass	
All cages are cleaned & sanitized between occupants		Cats were in individual carriers placed inside the cages.
Fresh newspaper in each cage	N/A	
There are no offensive odors	Pass	
Each cage with cat has correct kennel card	Pass	

Stainless steel shelving is cleaned	Pass	
Description of Concerns, Actions Needed, or Praise		

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Dog Holding Area (Right)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean		Note: Cat holding area was on the right and dog holding area was on the left. Please see dog holding area inspection on page 23 of 23.
All cages are cleaned & sanitized between occupants		
Fresh newspaper in each cage		
There are no offensive odors		
Each cage with dog has correct kennel card		

Description of Concerns, Actions Needed, or Praise

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Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris	Pass	
Medical equipment are in working order and clean	Pass*	*Work continues on the Hvac System.
Controlled Medical Drugs are properly secured	Pass	
Clean floors and tables	Pass	
There are no offensive odors	Pass	

Comments/Actions Needed

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Surgery Suite	Pass/Fail/ Not Verified	COMMENTS
Medical equipment is in working order and clean	Pass	
Fresh surgery packs are used for each pet	Pass	
Pets are properly sedated, and secured to surgery table	Pass	
Clean floors and tables	Pass	

Comments/Actions Needed

Spay Neuter Network exemplifies what you would expect a spay/neuter clinic to be - a friendly, clean, professional environment for residents and their pets being brought in for spay/neuter surgery and wellness. It was my pleasure to welcome them and thank them for bringing their much needed services to San Antonio.

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Dog Holding Area (Left)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass	
All cages are cleaned & sanitized between occupants	Verified by staff	
Fresh newspaper in each cage	Pass*	*A clean towel was in each cage.
There are no offensive odors	Pass	
Each cage with dog has correct kennel card	Pass	
Sink area is clean and free of debris	Pass	
Description of Concerns, Actions Needed, or Praise		