



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.

Rita Braeutigam

Advisory Board Member Name(s):

3/7/22

Date of Inspection:








Time of Inspection:

12:10



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 Pass <input type="button" value="v"/>	
Clean floors, windows, and doors	Pass <input type="button" value="v"/>	
Proper signage in place	Pass <input type="button" value="v"/>	
Reception area neat & orderly	Pass <input type="button" value="v"/>	Fully stocked merchandise for purchase- collars, leashes, toys, crates ect.
Men's restroom clean and stocked	Pass <input type="button" value="v"/>	

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







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	Not Verified	
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	Not Verified	
All occupied cages have fresh water	Pass 	
Appropriate signage on each occupied cage	Pass 	








Break Room	Pass/Fail/ Not Verified	Comments
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 ▼	
Description of Concerns, Actions Needed, or Praise The cats were in the meet and greet rooms with a variety of perches and toys. Each meet and greet room had a brightly colored chair for potential adopters. The area is very inviting.		









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 	
<p align="center">Description of Concerns, Actions Needed, or Praise</p> <p>The poop bag dispenser was out of bags but was immediately refilled after I pointed it out.</p>		



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	Not Verified	
There are no offensive odors	Pass ▼	
Appropriate signage on each occupied cage	Pass ▼	

Puppy Room cont.	Pass/Fail/ Not Verified	Comments
Bedding available	Pass ▼	
Sink area is clean and free of debris	Pass ▼	
<p align="center">Description of Concerns, Actions Needed, or Praise</p> <p>Available puppies were in the meet and greet rooms. Two families were interacting with the pups. The room is extremely clean.</p>		

Work Room cont.	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	Pass 	
Washer & Dryer in working condition	Pass 	
Dishwasher in working condition	Not Verified	The dishwasher is not used.
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		




Indoor Dog Kennels	Pass/ Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked	Pass 	I suggested that another hand sanitizer be added toward the end of the hall by the exit to the Pavilion.
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	Not Verified	I questioned ADL staff member, Shaun and he verified that they are disinfected several times a day and at the end of the day.
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 	




Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
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 	
Fresh water in each occupied kennel and cage	Pass 	
Drains free of debris and functioning properly	Pass 	
Runs have proper bedding & toys available	Pass 	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Pass 	
Food storage area clean and neatly stocked	Pass 	




Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
Kennels and cages are thoroughly cleaned and sanitized between occupants	Not Verified	
Aisles are free of debris and safety hazards	Pass 	
Kennel building and equipment are in good repair	Pass 	
<p align="center">Description of Concerns, Actions Needed, or Praise</p> <p>In the hallway by the dog kennels there is an extra large white board “Find Your Ulti-Mutt Match”. The white board lists the dogs in various categories : Spirited, Cuddle Bugs, Social Butterflies and Adventure Buddies. It provides a quick snapshot into the personalities of the dogs for potential adopters to see. Importantly, I believe, a diamond shape next to the dogs’ name indicates they have been looking for a home for more than 4 months with the caption “please take me home”. Great Idea!</p>		

Outdoor Dog Runs	Pass/Fail/ Not Verified	Comments
Outdoor Dog Runs	Pass ▼	
Clean floors, windows, and doors	Pass ▼	
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
Clean and free of fecal matter	Pass ▼	
Doors to the play yards operate properly	Not Verified	
Turf is in good repair	Pass ▼	One small area in the the play yard closest to the Pavilion has an area of turf torn up. A request for repair was submitted according to ADL staff member Shaun.
Play yard structure is in good repair	Pass ▼	
Description of Concerns, Actions Needed, or Praise		







Exterior Grooming/Driveway/Mechanical Yard	Pass/ Fail/ Not Verified	Comments
Cages and cage doors are clean	Not Verified	There are no cages in this area.
Clean newspaper in cages	Not Verified	N/A
Fresh water in each occupied cage	Not Verified	N/A
Appropriate signage on each occupied kennel and cage	Not Verified	N/A
Bathing sink is clean and free of debris	Pass 	
Trash dumpster not overflowing	Pass 	
Area is clean and free of debris and safety hazards	Pass 	
Description of Concerns, Actions Needed, or Praise		

Exterior Grooming/Driveway/Mechanical Yard	Pass/ Fail/ Not Verified	Comments
Bathing sink is clean and free of debris	Pass 	
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 	
Pavilion event calendar utilized and current	Not Verified	They have not had public events in the Pavilion since COVID according to ADL staff member, Shaun.
Description of Concerns, Actions Needed, or Praise		





Exterior Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces, debris, and safety hazards	Pass ▼	
Dog waste stations stocked	Not Verified ▼	
Trash receptacles not overflowing	Not Verified	
Landscape (to include grass and plants) well maintained	Pass ▼	The current landscaping in the front is what you would expect in the winter months but with the last freeze and spring approaching it will need to be spruced up.
Description of Concerns, Actions Needed, or Praise		


SPAY NEUTER CLINIC




Main Lobby/Reception Area/Exam Rooms	Pass/Fail/Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	Fail 	A client had an appointment for a free rabies shot. She was sent away with no discussion or rabies shot when she couldn't afford to bring her dog current on all vaccines.
Clean floors, windows, and doors	Fail 	There were 3 "caution wet floor" signs at the front entrance. The floors are very dirty.
Proper signage in place	Pass 	There is Pet Shotz signage.
Reception area neat & orderly	Fail 	The front desk had what appeared to be Halloween decorations on the counter and an aquarium with water so dirty that you couldn't see if there were fish in it.
Men's restroom clean and stocked	Fail 	No toilet paper or paper towels in the one public restroom.
Women's restroom clean and stocked	Fail 	
<p align="center">Description of Concerns, Actions Needed, or Praise</p> <p>The are two large vending machines in the front lobby. They appear to be empty. If they were removed the space would fit approximately 5 more chairs for people waiting with appointments.</p> <p>All the surfaces in the lobby need a deep clean.</p>		

Cat Holding Area	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Not Verified	No cats were in the clinic at the time of inspection.
All cages are cleaned & sanitized between occupants	Not Verified	
Fresh newspaper in each cage	Not Verified	
There are no offensive odors	Not Verified	
Each cage with cat has correct kennel card	Not Verified	
Stainless steel shelving is cleaned	Not Verified	
Description of Concerns, Actions Needed, or Praise		

Dog Holding Area (Right)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass ▼	
All cages are cleaned & sanitized between occupants	Not Verified	
Fresh newspaper in each cage	Pass ▼	
There are no offensive odors	Pass ▼	
Each cage with dog has correct kennel card	Fail ▼	There was only one dog in the right holding area and he had with no kennel card on his kennel.
Description of Concerns, Actions Needed, or Praise		

Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris	Fail 	The prep sink is not clean.
Medical equipment are in working order and clean	Not Verified 	
Controlled Medical Drugs are properly secured	Not Verified	
Clean floors and tables	Fail 	The floors are extremely dirty. The cloths to wrap surgical packs were in 2 large piles on the floor in the prep area and surgery room.
There are no offensive odors	Pass 	
<p align="center">Comments/Actions Needed</p> <p>There were no surgeries being performed during the time of the inspection. Dr. Rogers and his staff were conducting wellness appointments.</p> <p>The black mats covering the floors are curled at the end creating a safety hazard.</p> <p>Exam table were not being cleaned between treatments/exams.</p>		

Surgery Suite	Pass/Fail/ Not Verified	COMMENTS
Medical equipment is in working order and clean	Not Verified	
Fresh surgery packs are used for each pet	Not Verified	
Pets are properly sedated, and secured to surgery table	Not Verified	
Clean floors and tables	Fail 	On each surgical table there were heating pads that appeared very dirty- one of which had blood on it.
Comments/Actions Needed		

Dog Holding Area (Left)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass 	
All cages are cleaned & sanitized between occupants	Not Verified	
Fresh newspaper in each cage	Pass 	
There are no offensive odors	Pass 	
Each cage with dog has correct kennel card	Not Verified	Al the dogs in the left holding area were Dr. Rogers personal dogs since he was having work done on his property at his home.
Sink area is clean and free of debris	Not Verified	
<p align="center">Description of Concerns, Actions Needed, or Praise</p> <p>The back of the holding area had boxes of files on the floor.</p> <p>In all the years that I have been completing Advisory Board inspections, I have never found Pet Shotz to be as filthy as during this inspection. There is dirt and grime covering every surface from the counters to the floors and to the walls. E collars, surgical pack covers and files are piled on the floor. I believe that a cleaning crew needs to be sent in to do a heavy clean of every surface.</p>		

SUBMIT