



**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.

**Advisory Board Member Name(s):** Valerie Moore (SAPA Building ONLY)

**Date of Inspection:** 9/29/2023

**Time of Inspection:** 1:00 pm

Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all		
Clean floors, windows, and doors		
Proper signage in place		
Intake area neat & orderly		
Area is free of debris and safety hazards		
Every animal is being scanned upon intake		

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all		
Rooms are clean and orderly		
Lobby is clean and orderly		
Restrooms are clean and stocked		
Women's restroom is clean and stocked		
Reception desk is manned during operating hours		
Detailed Description of Concerns, Actions Needed, or Praise		

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

Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves		
Surgical room washing station fully stocked with gloves		
Any temporary holding cages outside clinic are clean		
Controlled substances stored in locked cabinet when not in use		
The clinic building and equipment is in good repair		
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		
Cat cages and doors are clean		
Litter boxes are clean with no offensive odor		
All occupied cages have fresh water		
All counter surfaces are clean		
Hand sanitizing stations are visible and stocked		
Staff work area has a hand washing station with soap, and paper towels		
Appropriate signage on each occupied cage		

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

Outside Cattery & Kitty City	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor		
Fresh water is available		
Area is free of debris and safety hazards		
Appropriate signage on each occupied kennel and cage		
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	Kennels in Bldg 1 were vacant due to interior of building being painted; however, the temp kennels were clean, shaded, some with fans and all had water.
Fresh water in each occupied kennel and cage	Pass	See above
Aisles are free of debris and safety hazards	Pass	
Appropriate signage on each occupied kennel and cage	Pass	Signage on all puppy and kitten kennels; the few temp kennel dogs had signage and information readily available to anyone who inquired.
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass	Discussed with Asst Mgr.
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	Discussed with Asst Mgr.
Hand sanitizing stations are visible and stocked	Pass	The stations formerly in the main kennel area were removed for painting. Other available in medical area.



Drains free of debris and functioning properly	Pass	
Staff work area has a hand washing station with soap, paper towels	Pass	Three separate areas for hand washing
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	Discussed with Asst Mgr.
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	Getting new paint!!
<b>Building 1 Detailed Description of Concerns, Actions Needed, or Praise</b> Limited storage capability. Recommend installation of a permanent storage building to support operations in Building 1. Staff in Bldg 1 all helpful, professional and responsive to all questions. Please ensure all Admin building personnel greeting prospective pet owner also direct them to Building 1 as well as the other buildings.		

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	Fail	Gate latch in outdoor kennel one is baerly functional due to the main outside support post moving in the ground. This has created a wider than latch-designed gap and gate may inadvertently fall open.
Waste stations are stocked	Pass	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p> <p>Out door kennels need new turf and concrete support bracing throughout the bottoms of the shared play-yard walls. Dogs have dug up significant sections (temp filled with rocks) and staff are left with placing wood or other temp objects in the way to cover the dug up areas.</p> <p>My SAPA primary inspection guide was Janel. She was courteous, helpful, informative and professional throughout the inspection.</p>		

RESET FORM

SUBMIT