



City of San Antonio  
Animal Care Services Department  
**Advisory Board Inspection Checklist**  
– Brooks 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): Susan Beldon

Date of Inspection: March 7, 2024

Time of Inspection: 9:55 am

**BROOKS SPAY/NEUTER CLINIC**

Main Lobby/Reception Area/Exam Rooms	Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	<i>Select one from drop-down list for each field</i> 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"/>	
Men’s restroom clean and stocked	Pass <input type="button" value="v"/>	
Women’s restroom clean and stocked	Pass <input type="button" value="v"/>	
<p style="text-align: center;"><b>Description of Concerns, Actions Needed, or Praise</b></p> Alex, the Communications Manager, accompanied me during my inspection and was able to answer questions.		

Cat Holding Area	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass <input type="checkbox"/>	
All cages are cleaned & sanitized between occupants	Pass <input type="checkbox"/>	Cages that are empty due to pet being in surgery are cleaned
Fresh newspaper in each cage	Pass <input type="checkbox"/>	Replaced when pet in surgery
There are no offensive odors	Pass <input type="checkbox"/>	
Each cage with cat has correct kennel card	Pass <input type="checkbox"/>	All cards are pulled prior to surgery so drugs and vaccines can be prepared. Each pet has a paper collar with their name and cage number. Blue collar for male and pink for female. Kennel cards come back with pet after sugery.
Stainless steel shelving is cleaned	Pass <input type="checkbox"/>	
<p style="text-align: center;"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>In the Cat Room there were several overflow dogs from dog room.</p>		

Dog Holding Area (Right)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean		This Room is currently being used as a Third Exam Room.
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		
<b>Description of Concerns, Actions Needed, or Praise</b>		

Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris	Pass <input type="button" value="v"/>	
Medical equipment are in working order and clean	Pass <input type="button" value="v"/>	
Controlled Medical Drugs are properly secured	Pass <input type="button" value="v"/>	Alex showed me closet where they are stored
Clean floors and tables	Pass <input type="button" value="v"/>	
There are no offensive odors	Pass <input type="button" value="v"/>	
<p style="text-align: center;"><b>Comments/Actions Needed</b></p> <p>33 surgeries were being performed today</p>		

Surgery Suite	Pass/Fail/ Not Verified	COMMENTS
Medical equipment is in working order and clean	Pass <input type="checkbox"/>	See Below Comments*****
Fresh surgery packs are used for each pet	Pass <input type="checkbox"/>	Alex explained the process for cleaning and sterilizing the packs and the area where it is conducted
Pets are properly sedated, and secured to surgery table	Pass <input type="checkbox"/>	
Clean floors and tables	Pass <input type="checkbox"/>	
<p style="text-align: center;"><b>Comments/Actions Needed</b></p> <p>Dr. Perregrino was performing surgery at the time of Inspection. Staff and Doctor reported that the vaporizer on the anesthesia machine (gas outlet) for surgical table #2 does not seal properly and they are currently using tape to hold it in place. They just discovered problem and are unaware if it was already reported. Upon completion of the Inspection I notified Assistant to the ACS Director Shannon Oster-Gabrielson of this problem.</p>		

Dog Holding Area (Left)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass <input type="checkbox"/>	
All cages are cleaned & sanitized between occupants	Pass <input type="checkbox"/>	Cages that are empty due to pet being in surgery are cleaned
Fresh newspaper in each cage	Pass <input type="checkbox"/>	Replaced when pet in surgery
There are no offensive odors	Pass <input type="checkbox"/>	
Each cage with dog has correct kennel card	Pass <input type="checkbox"/>	All cards are pulled prior to surgery so drugs and vaccines can be prepared. Each pet has a paper collar with their name and assigned cage number. Blue collar for male and pink for female. Kennel cards come back with pet after surgery.
Sink area is clean and free of debris	Pass <input type="checkbox"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

**RESET FORM**

**SUBMIT**