



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.
Sallie Scott accompanied by Shannon OG








Advisory Board Member Name(s): _____









Date of Inspection: Monday, March 4, 2024








Time of Inspection: 1:30 pm




Livestock Areas	Pass/ Fail/ Not Verified	Comments
Corrals are clean and free of feces	Pass 	There were two horses in the stalls.
Fresh water is available for any occupants	Pass 	
Fresh hay/feed is available for any occupants	Pass 	
Area is free of debris and safety hazards	Pass 	
No animals present at this inspection		There were also two Roosters present
Detailed Description of Concerns, Actions Needed, or Praise		

Dog Kennel (Building 4)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Not Verified ▼	Did not see anyone
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 ▼	Sampled a few
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Pass ▼	Verified by Shannon OG
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass ▼	Verified by Shannon OG

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 by Shannon OG
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 	According to Shannon OG
Detailed Description of Concerns, Actions Needed, or Praise		









Dog Kennel (Building 3)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Not Verified 	Did not see anyone
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 	Verified by looking at several records
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Pass 	Verified by Shannon OG
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass 	Verified by Shannon OG






Dog Kennel (Building 3) cont.	Pass/ Fail/ Not Verified	Comments
Drains free of debris and functioning properly	Pass 	According to Shannon OG
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 by Shannon OG
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 	Verified by Shannon OG





Outdoor Sally Port Kennels (Behind Building 3)	Pass/ Fail/ Not Verified	Comments
Kennels are free of feces and urine	Pass 	
Fresh water in each occupied run	Pass 	
Area is free of debris and safety hazards	Pass 	
Detailed Description of Concerns, Actions Needed, or Praise (for Kennel 3 Indoor and Outdoor)		









Dog Kennel (Building 2)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Not Verified ▼	Didn't see anyone
Kennels and cages are free of feces and urine	Pass ▼	Saw some feces
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 ▼	Samples read
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Pass ▼	Verified by Shannon OG
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass ▼	Verified by Shannon OG







Dog Kennel (Building 2) cont.	Pass/ Fail/ Not Verified	Comments
Drains free of debris and functioning properly	Pass ▼	Verified by Shannon OG
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 by Shannon OG
Stainless steel cages are clean and have fresh newspaper	Pass ▼	
Clean floors, doors, and windows	Pass ▼	
There is no offensive odor		Some odor
Kennel building and equipment are in good repair	Fail ▼	Two hoses were dripping into buckets placed under the leaks.
Detailed Description of Concerns, Actions Needed, or Praise		






Live Release Room	Pass/ Fail/ Not Verified	Comments
Kennels are free of feces and urine	Pass 	Now in back of kennel buildings
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 by Shannon OG
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 	
Outdoor Sally Port (Behind Building 2)		Comments
Area is free of debris and safety hazards	Pass 	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>Shannon OG said she didn't know what the Live Release Room was. In back of Kennels, they keep those who have been adopted. Form needs to be revised to reflect change.</p>		

Outdoor Exercise Yards (Includes all outdoor confined spaces)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces	Pass 	
Gates function properly	Pass 	One gate was being fixed by electrician
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 	According to Shannon OG
Enough receptacles for remains in cooler	Not Verified 	
No remains on cooler floor	Not Verified 	
Halls and walkways are free of debris and safety hazards	Pass 	
Appropriate signage on each occupied cage	Not Verified 	
Every animal scanned for microchip prior to euthanasia	Not Verified 	
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 	
Cats euthanized by IP injection and kept in quiet location pre and post injection	Pass 	Verified by Shelby
Dogs are euthanized by intravenous injection (in the vein) and kept in a quiet place post injection.	Pass 	Verified by Shelby
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 by Shannon OG
EBI building and equipment in good repair	Pass 	
Detailed Description of Concerns, Actions Needed, or Praise I was told that when a board member if doing the inspection that there were to be no euthanasia taking place. Shelby, the employee present, was helpful. According to Shannon OG, Shelby is very good at her job. I didn't see any animals waiting to be euthanized.		

Wash Bay/Laundry	Pass/ Fail/ Not Verified	Comments
Laundry area orderly and fully stocked	Pass 	
Laundry equipment is in good working order	Pass 	Verified by Shannon OG
Clean laundry is separate from dirty laundry	Pass 	
ACO Trucks are washed and sanitized after unloading	Pass 	Verified by Shannon OG
Area is free of debris and safety hazards	Pass 	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>Shannon OG had a meeting, so the inspection was somewhat hurried. She said that on Monday several people have the day off and there was no one else to escort me around. I asked about the trailers to the side of the kennels and was told that was now the breakroom area for employees. I was unable to inspect those due to time restraints for Shannon. This area needs to be added to form.</p>		