



**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.

Rita Braeutigam

**Advisory Board Member Name(s):** \_\_\_\_\_

**Date of Inspection:** 1/11/24

**Time of Inspection:** 11:55

Livestock Areas	Pass/ Fail/ Not Verified	Comments
Corrals are clean and free of feces	Pass	
Fresh water is available for any occupants		There were no animals in the livestock area at the time of inspection.
Fresh hay/feed is available for any occupants		N/A
Area is free of debris and safety hazards	Fail	A hose was across the sidewalk and lots of debris in the area.
No animals present at this inspection		
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	Pass	
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	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Pass	Verified by staff
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	Verified by staff
Hand sanitizing stations are visible and stocked	Fail	Staff is directing people to the back sink where there is soap and paper towels if they request cleaning their hands. Handwashing is the required disease mitigation tool for staff.

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 staff
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	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p> <p>Based on handwashing protocol the Board may want to remove hand sanitizing stations from the inspection checklist. The cleanliness of Kennel 4 was exemplary. Two dogs : Dash and Bambi were sporting colorful leg casts to treat their broken legs.</p>		

Dog Kennel (Building 3)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	
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	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Pass	Verified by staff
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	Verified by staff

Dog Kennel (Building 3) 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 staff
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	
Hand sanitizing stations are visible and stocked	Fail	Please refer to hand sanitizing comments noted in Kennel 4 inspection.

Outdoor Sally Port Kennels (Behind Building 3)	Pass/ Fail/ Not Verified	Comments
Kennels are free of feces and urine		No animals in the Sally Port Kennels
Fresh water in each occupied run		
Area is free of debris and safety hazards	Pass	
<b>Detailed Description of Concerns, Actions Needed, or Praise</b> (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	Pass	
Kennels 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	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Pass	Verified by staff
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	Verified by staff

Dog Kennel (Building 2) cont.	Pass/ Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked		Staff uses the handwashing stations with soap and paper towels.
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 staff
Stainless steel cages are clean and have fresh newspaper	Not Verified	No stainless steel cages observed.
Clean floors, doors, and windows	Pass	
There is no offensive odor	Pass	
Kennel building and equipment are in good repair	Pass	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p> <p>Thank you Colin and K2 staff for taking the time to provide toys to the dogs in K2 and spending time interacting with the dogs verbally making their confinement time easier on them.</p>		



Live Release Room	Pass/ Fail/ Not Verified	Comments
Kennels are free of feces and urine	Pass	
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 staff
Hand sanitizing stations are visible and stocked		N/A
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		No stainless steel kennels seen
Clean floors, doors, and windows	Pass	
There is no offensive odor	Pass	
Kennel building and equipment are in good repair	Pass	
<b>Outdoor Sally Port (Behind Building 2)</b>		<b>Comments</b>
Area is free of debris and safety hazards	Pass	
<b>Detailed Description of Concerns, Actions Needed, or Praise</b>		

Outdoor Exercise Yards (Includes all outdoor confined spaces)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces	Pass	
Gates function properly	Pass	
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	
Enough receptacles for remains in cooler	Pass	
No remains on cooler floor	Pass	
Halls and walkways are free of debris and safety hazards	Pass	
Appropriate signage on each occupied cage	Pass	
Every animal scanned for microchip prior to euthanasia	Pass	Verified by staff
Controlled substances stored in locked cabinet when not in use	Pass	Verified by staff

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		No cats on the EBI list on the day I did the inspection.
Dogs are euthanized by intravenous injection (in the vein) and kept in a quiet place post injection.	Pass	Verified by staff
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 staff
EBI building and equipment in good repair	Pass	
Detailed Description of Concerns, Actions Needed, or Praise		

Wash Bay/Laundry	Pass/ Fail/ Not Verified	Comments
Laundry area orderly and fully stocked	Pass	
Laundry equipment is in good working order	Pass	
Clean laundry is separate from dirty laundry	Pass	
ACO Trucks are washed and sanitized after unloading	Not Verified	No trucks were in the wash bay at the time of my inspection.
Area is free of debris and safety hazards	Pass	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p>		

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**SUBMIT**