

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.

**Advisory Board Member Name(s):** \_\_\_\_\_ Kathy Davis \_\_\_\_\_ **Date of**

**Inspection:** \_\_\_\_\_ 10-6-23 \_\_\_\_\_ **Time of Inspection:** \_\_\_\_\_ 1:35 PM \_\_\_\_\_

Livestock Areas	Pass/ Fail/ Not Verified	Comments
Corrals are clean and free of feces	Pass	Goats, chickens, turtle, and pig in areas.
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	Occupied Fully	

**Detailed Description of Concerns, Actions Needed, or Praise**

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<b>Dog Kennel (Building 4)</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
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	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	
Hand sanitizing stations are visible and stocked	Pass	

<b>Dog Kennel (Building 4) cont.</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
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	

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	
<b>Detailed Description of Concerns, Actions Needed, or Praise</b>		

<b>Dog Kennel (Building 3)</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
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	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass	

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<b>Dog Kennel (Building 3) cont.</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
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	
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	Pass	

<b>Outdoor Sally Port Kennels (Behind Building 3)</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
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Kennels are free of feces and urine	Pass	
Fresh water in each occupied run	Pass	
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)		

<b>Dog Kennel (Building 2)</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
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	
Kennels and cages are thoroughly cleaned and sanitized between occupants		

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<b>Dog Kennel (Building 2) cont.</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
Hand sanitizing stations are visible and stocked	Pass	



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	
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	
<b>Detailed Description of Concerns, Actions Needed, or Praise</b>		

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	
Hand sanitizing stations are visible and stocked	Pass	
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	
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<b>Live Release Room cont.</b>	<b>Pass/ Fail/ Pass/ Fail/ Not Not Verified Verified</b>	<b>Comments</b>
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	
<b>Outdoor Sally Port (Behind Building 2)</b>	<b>Pass</b>	<b>Comments</b>
Area is free of debris and safety hazards	Pass	

**Detailed Description of Concerns, Actions Needed, or Praise**

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<b>Outdoor Exercise Yards (Includes all outdoor confined spaces)</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
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**

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<b>EBI Building</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
Kennels are free of feces or urine	Pass	
Incinerator in proper working condition	Pass	In use at time of inspection.
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	NV	Nothing occupied at the time of inspection.
Every animal scanned for microchip prior to euthanasia	NV	No EBI in process at time of inspection. No animals awaiting EBI.
Controlled substances stored in locked cabinet when not in use	Pass	

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<b>EBI Building cont.</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
EBI room a quiet environment for animals	Pass	
Cats euthanized by IP injection and kept in quiet location pre and post injection	NV	
Dogs are euthanized by intravenous injection (in the vein) and kept in a quiet place post injection.	NV	
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	
EBI building and equipment in good repair	Pass	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p>		

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<b>Wash Bay/Laundry</b>	<b>Pass/ Fail/ Not Verified</b>	<b>Comments</b>
Laundry area orderly and fully stocked	Pass	
Laundry equipment is in good working order	Pass	Laundry was being done at time of inspection.
Clean laundry is separate from dirty laundry	Pass	

ACO Trucks are washed and sanitized after unloading	NV	No vehicles in bays at time of inspection.
Area is free of debris and safety hazards	Pass	
<b>Detailed Description of Concerns, Actions Needed, or Praise</b>		