



City of San Antonio  
Animal Care Services Department  
**Advisory Board Inspection Checklist**  
**– Brackenridge 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): Valeri e Moore  
Date of Inspection: 1/5/24 Time of Inspection: 1500

**PAUL JOLLY CENTER FOR PET ADOPTIONS & PETCO PAVILION**

Main Lobby/Reception Area	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	<i>Select one from drop-down list</i> Passed <input type="checkbox"/>	Super helpful, courteous and attentive.
Clean floors, windows, and doors	Passed <input type="checkbox"/>	Super clean.
Proper signage in place	Passed <input type="checkbox"/>	Very professional signage and pertinent information presented.
Reception area neat & orderly	Passed <input type="checkbox"/>	Very well organized. Very organized pet products for sale area also. Smart business.
Men's restroom clean and stocked	Passed <input type="checkbox"/>	

Main Lobby/Reception Area cont.	Pass/Fail/ Not Verified	Comments
Reception area neat & orderly	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	Duplicate entry from previous page. Remove.
Women's restroom clean and stocked	Passed <input type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Cattery	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	<i>Select one from drop-down list</i> Passed <input type="checkbox"/>	No one was specifically in the cattery when I inspected it, however, the front desk staff were available upon request and answered any questions I had. Staff were busy with adoptions.
Hand sanitizing stations are visible and stocked	Passed <input type="checkbox"/>	
Clean floors, windows, and doors	Passed <input type="checkbox"/>	
Cages & cage doors are clean	Passed <input type="checkbox"/>	
All cages are cleaned & sanitized between occupants	Passed <input type="checkbox"/>	Verbally confirmed.
Litter boxes are clean with no offensive odor	Passed <input type="checkbox"/>	
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	Passed <input type="checkbox"/>	Verbally confirmed.
All occupied cages have fresh water	Passed <input type="checkbox"/>	
Appropriate signage on each occupied cage	Passed <input type="checkbox"/>	Very informative, creative signs for each cat. Encouraging potential adopters to the strengths and personalities of each cat. Very nice.

Break Room	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	
Food storage area neatly stocked	Passed <input type="button" value="v"/>	A little disorganized but stocked.
Men's restroom clean & stocked	Passed <input type="button" value="v"/>	Overhead light bulb burned out - very dark, hard to see.
Women's restroom clean & stocked	Passed <input type="button" value="v"/>	
Sinks are clean	Passed <input type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Back Deck/Heritage Tree Garden	Pass/Fail/ Not Verified	Comments
Deck is clean & free of debris and safety hazards	<i>Select one from drop-down list</i> Passed <input type="checkbox"/>	Very clean.
Garden area free of feces and debris	Passed <input type="checkbox"/>	A prospective adopting couple were looking at a dog there during my inspection - other than leaves (normal) very useful, clean area.
<b>Description of Concerns, Actions Needed, or Praise</b>		

Puppy Room	Pass/Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	
Clean floors, windows, and doors	Passed <input type="button" value="v"/>	
Cages and cage doors are clean	Passed <input type="button" value="v"/>	Super clean and no stink.
Clean newspaper in cages	Passed <input type="button" value="v"/>	Each puppy had clean soft blankets. All appeared healthy and happy in their kennel.
Fresh water in each occupied cage	Passed <input type="button" value="v"/>	
All cages are cleaned and sanitized between occupants	Passed <input type="button" value="v"/>	Verbally verified
There are no offensive odors	Passed <input type="button" value="v"/>	
Appropriate signage on each occupied cage	Passed <input type="button" value="v"/>	Informative, very descriptive comments on each puppy kennel. Helpful info to potential adopters. All puppies were happy. A bit crowded as many families were looking to adopt.

Puppy Room cont.	Pass/Fail/ Not Verified	Comments
Bedding available	<i>Select one from drop-down list</i> Passed <input data-bbox="716 289 753 338" type="button" value="v"/>	Nice soft blankets.
Sink area is clean and free of debris	Passed <input data-bbox="716 487 753 535" type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Work Room cont.	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	Countertops a little cluttered.
Washer & Dryer in working condition	Passed <input type="button" value="v"/>	
Dishwasher in working condition	Not Verif <input type="button" value="v"/>	Attendant said no dishwasher.
Sinks, tubs and tables clean and free of debris	Passed <input type="button" value="v"/>	Some debris in tub, clogged drain??
Storage area neat and orderly	Passed <input type="button" value="v"/>	
Cleaning equipment and chemicals are properly stored	Passed <input type="button" value="v"/>	
Area is free of debris and safety hazards	Passed <input type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Indoor Dog Kennels	Pass/ Fail/ Not Verified	Comments
Hand sanitizing stations are visible and stocked	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	
Clean floors, windows, and doors	Passed <input type="button" value="v"/>	
Kennel guillotine doors are clean	Passed <input type="button" value="v"/>	
Kennel and cages are free of feces and urine	Passed <input type="button" value="v"/>	
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	Passed <input type="button" value="v"/>	Verbal confirmation
Appropriate signage on each occupied kennel and cage	Passed <input type="button" value="v"/>	Very nice signage on all kennels. Good descriptions of each dog and personalities.
There is variety in the dogs available for adoption	Passed <input type="button" value="v"/>	
There are no offensive odors	Passed <input type="button" value="v"/>	

Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
Appropriate signage on each occupied kennel and cage	<i>Select one from drop-down list</i>	Repeat from previous page.
There is variety in the dogs available for adoption		Repeat from previous page.
There are no offensive odors		Repeat from previous page.
Fresh water in each occupied kennel and cage	Passed <input type="button" value="v"/>	
Drains free of debris and functioning properly	Passed <input type="button" value="v"/>	
Runs have proper bedding & toys available	Passed <input type="button" value="v"/>	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Passed <input type="button" value="v"/>	Verbally verified.
Food storage area clean and neatly stocked	Passed <input type="button" value="v"/>	

Indoor Dog Kennels cont.	Pass/Fail/ Not Verified	Comments
Kennels and cages are thoroughly cleaned and sanitized between occupants	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	Verbally verified.
Aisles are free of debris and safety hazards	Passed <input type="button" value="v"/>	
Kennel building and equipment are in good repair	Passed <input type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Outdoor Dog Runs	Pass/Fail/ Not Verified	Comments
Outdoor Dog Runs	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	
Clean floors, windows, and doors	Passed <input type="button" value="v"/>	
Kennel guillotine doors are clean	Passed <input type="button" value="v"/>	
Kennels are free of feces and urine	Passed <input type="button" value="v"/>	
Drains free of debris	Passed <input type="button" value="v"/>	
Aisles are free of debris and safety hazards	Passed <input type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Outdoor Play Yards	Pass/Fail/ Not Verified	Comments
Clean and free of fecal matter	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	
Doors to the play yards operate properly	Passed <input type="button" value="v"/>	One play yard in use - on that one the gate was not checked. Didnt want dog to get out.
Turf is in good repair	Passed <input type="button" value="v"/>	Looks new - and is clean.
Play yard structure is in good repair	Passed <input type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Exterior Grooming/Driveway/Mechanical Yard	Pass/ Fail/ Not Verified	Comments
Cages and cage doors are clean	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	
Clean newspaper in cages		No cages needed newspaper. They wre outside.
Fresh water in each occupied cage		No occupied cages.
Appropriate signage on each occupied kennel and cage		No occupied cages.
Bathing sink is clean and free of debris	Passed <input type="button" value="v"/>	
Trash dumpster not overflowing	Passed <input type="button" value="v"/>	
Area is clean and free of debris and safety hazards	Passed <input type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

Pavilion	Pass/Fail/ Not Verified	Comments
Clean floors that are free of debris and safety hazards	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	Very clean.
Fencing and doors around pavilion in working order and in good repair	Passed <input type="button" value="v"/>	
Fans and outside lights in working order	Passed <input type="button" value="v"/>	
Pavilion event calendar utilized and current		Saw signs but not a specific calendar. I may have missed it.
<b>Description of Concerns, Actions Needed, or Praise</b>		

Exterior Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces, debris, and safety hazards	<i>Select one from drop-down list</i> Passed <input type="button" value="v"/>	
Dog waste stations stocked	Not Verif <input type="button" value="v"/>	Did not verify if stocked.
Trash receptacles not overflowing	Passed <input type="button" value="v"/>	
Landscape (to include grass and plants) well maintained	Passed <input type="button" value="v"/>	Very professional appearance. Well groomed and pleasant.
<b>Description of Concerns, Actions Needed, or Praise</b>		

**SPAY NEUTER CLINIC**

Main Lobby/Reception Area/Exam Rooms	Pass/Fail/Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	Passed <input type="checkbox"/>	
Clean floors, windows, and doors	Passed <input type="checkbox"/>	
Proper signage in place	Passed <input type="checkbox"/>	
Reception area neat & orderly	Passed <input type="checkbox"/>	Outstanding!!! Courteous, organized and professional staff. All customers seated and satisfied with services. Clean and orderly also. A welcome change.
Men's restroom clean and stocked	Passed <input type="checkbox"/>	This is now the "Employees Restroom".
Women's restroom clean and stocked	Passed <input type="checkbox"/>	This is now the "Customers Restroom - male or female."
<p style="text-align: center;"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>My guide for the inspection was Clinic Manager Angie Marzee. What a positive, professional experience. Angie answered all questions and showed me all areas for the inspection. Staff were courteous, professional and helpful throughout. Surgery had just completed so staff were busy cleaning up and caring for post-surgery pets. Very organized and compassionate staff.</p>		

Cat Holding Area	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Passed <input type="checkbox"/>	
All cages are cleaned & sanitized between occupants	Passed <input type="checkbox"/>	Seen and verbally verified.
Fresh newspaper in each cage	Not Veri <input type="checkbox"/>	Cats are held now in cat carriers. Each carrier has the cats name/ID and a blanket (not newspaper). The metal cages are used on occasion to separate multiple cats into seprate cat carriers before surgery.
There are no offensive odors	Passed <input type="checkbox"/>	Some urine smell due to post-operative stress on the recovering cats. Some of the male cats were not happy and sprayed.
Each cage with cat has correct kennel card	Passed <input type="checkbox"/>	Cats are held now in cat carriers. Each carrier has the cats name/ID.
Stainless steel shelving is cleaned	Passed <input type="checkbox"/>	
<p style="text-align: center;"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>This used to be the dog holding area right. This is now that cat holding area. Less cluttered than in the past (other tenant) when cats clogged up an entire hallway making it tough on staff.</p>		

Dog Holding Area (Right)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean		
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		
<p style="text-align: center;"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>This is now the Cat holding area (see above).</p>		

Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris	Passed <input type="checkbox"/>	Just post-surgery, staff were cleaning the surgical area when I was there.
Medical equipment are in working order and clean	Passed <input type="checkbox"/>	
Controlled Medical Drugs are properly secured	Passed <input type="checkbox"/>	Also verbally confirmed.
Clean floors and tables	Passed <input type="checkbox"/>	
There are no offensive odors	Passed <input type="checkbox"/>	Some urine smell due to post-operative stress on the recovering cats and dogs.
<b>Comments/Actions Needed</b>		

Surgery Suite	Pass/Fail/ Not Verified	COMMENTS
Medical equipment is in working order and clean	Passed <input type="checkbox"/>	There was a technician there to fix one of the surgical suite items (anesthesia machine) after surgery was complete.
Fresh surgery packs are used for each pet	Passed <input type="checkbox"/>	
Pets are properly sedated, and secured to surgery table	Passed <input type="checkbox"/>	
Clean floors and tables	Passed <input type="checkbox"/>	Just post-surgery, staff were cleaning the surgical area when I was there.
<b>Comments/Actions Needed</b>		

Dog Holding Area (Left)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Passed <input type="checkbox"/>	
All cages are cleaned & sanitized between occupants	Passed <input type="checkbox"/>	Verbally confirmed also. Special tags on cages verify if cages have been cleaned/sanitized after dog is picked up.
Fresh newspaper in each cage	Passed <input type="checkbox"/>	Dogs have nice soft blankets, not newspaper.
There are no offensive odors	Passed <input type="checkbox"/>	Slight urine smell due to post-op stress on the pets.
Each cage with dog has correct kennel card	Passed <input type="checkbox"/>	
Sink area is clean and free of debris	Passed <input type="checkbox"/>	
<b>Description of Concerns, Actions Needed, or Praise</b>		

**RESET FORM**

**SUBMIT**