



City of San Antonio
Animal Care Services Department
Advisory Board Inspection Checklist
– 151 SAPA! 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: 1/6/2024 **Time of Inspection:** 11:55 am

Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	
Clean floors, windows, and doors	Pass	
Proper signage in place	Pass	
Intake area neat & orderly	Pass	
Area is free of debris and safety hazards	Pass	
Every animal is being scanned upon intake	Not Verified	

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	
Rooms are clean and orderly	Pass	
Lobby is clean and orderly	Pass	
Restrooms are clean and stocked	Pass	Pass for Women's - did not enter Men's
Women's restroom is clean and stocked	Pass	
Reception desk is manned during operating hours	Pass	
Detailed Description of Concerns, Actions Needed, or Praise		

Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass	
Clean floors, doors, & windows	Pass	
Hand sanitizing stations are visible and stocked	Pass	
All kennels and cages are free of feces and urine	Pass	
Exam tables are cleaned between animals receiving treatment or exams	Not Verified	No animals being treated at time of inspection.
Exam room washing station fully stocked with gloves	Pass	
Halls and walkways are free of debris and safety hazards	Pass	
Appropriate signage on each occupied cage	Pass	
All cleaning tools and surgical instruments are disinfected at end of day	Not Verified	

Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves	Pass	
Surgical room washing station fully stocked with gloves	Pass	
Any temporary holding cages outside clinic are clean	Pass	All vacant at time of inspection.
Controlled substances stored in locked cabinet when not in use	Pass	
The clinic building and equipment is in good repair	Pass	
Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic)		

Cattery (Building 5)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	Jasper is excellent! His interactions with customers was beautiful to watch. Professional, respectful and extremely engaging. Cattery was spotless. What a great employee!
Cat cages and doors are clean	Pass	
Litter boxes are clean with no offensive odor	Pass	
All occupied cages have fresh water	Pass	
All counter surfaces are clean	Pass	
Hand sanitizing stations are visible and stocked	Pass	
Staff work area has a hand washing station with soap, and paper towels	Pass	
Appropriate signage on each occupied cage	Pass	

Cattery (Building 5) cont.	Pass/ Fail/ Not Verified	Comments
Floor is free of debris and safety hazards	Pass	
Scrub brushes, buckets, and all other cleaning tools are disinfected at the end of the day	Pass	
Intake vaccinations recorded on each kennel card	Pass	
All cages are cleaned and sanitized between occupants	Pass	
The Cattery building and equipment is in good repair	Pass	
Detailed Description of Concerns, Actions Needed, or Praise		

Outside Cattery & Kitty City	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor	Pass	
Fresh water is available	Pass	
Area is free of debris and safety hazards	Pass	
Appropriate signage on each occupied kennel and cage	Pass	
Detailed Description of Concerns, Actions Needed, or Praise		

Building 1	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	
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Not Verified	
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	
Sinks and tubs are in working order, clean, and free of debris	Pass	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Not Verified	
Stainless steel cages are clean and have fresh newspaper	Pass	
Clean floors, doors, and windows	Pass	
There is no offensive odor		
Kennel building and equipment are in good repair	Pass	
Building 1 Detailed Description of Concerns, Actions Needed, or Praise		

Outdoor Exercise Yards (Next to Building 1)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces, debris and safety hazards.	Pass	All unoccupied at time of inspection - and very clean!
Gates function properly	Pass	
Waste stations are stocked	Pass	
Detailed Description of Concerns, Actions Needed, or Praise		

RESET FORM

SUBMIT