



City of San Antonio
Animal Care Services Department
Advisory Board Inspection Checklist
– Brooks 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): Sallie Scott

Date of Inspection: Nov. 1, 2023 Time of Inspection: 2:00 pm

BROOKS CITY BASE SPAY/NEUTER CLINIC

Main Lobby/Reception Area/Exam Rooms	PASS	FAIL	Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	X			Mostly inquisitive
Clean floors, windows, and doors	X			
Proper signage in place	X			
Reception area neat & orderly	X			
Men's restroom clean and stocked	X			
Women's restroom clean and stocked	X			
Description of Concerns, Actions Needed, or Praise <i>The facility was so much improved from the last time I was there. The weeds outside were getting high.</i>				
Cat Holding Area	PASS	FAIL	Not Verified	COMMENTS
Cages & cage doors are clean	X			
All cages are cleaned & sanitized between occupants	X			

Fresh newspaper in each cage	X			
There are no offensive odors	X			
Each cage with cat has correct kennel card	X			
Stainless steel shelving is cleaned	X			
<p align="center">Description of Concerns, Actions Needed, or Praise</p> <p align="center"><i>Not full.</i></p>				
Dog Holding Area (Right)	PASS	FAIL	Not Verified	COMMENTS
Cages & cage doors are clean	X			
All cages are cleaned & sanitized between occupants	X			
Dog Holding Area (Right) cont.	PASS	FAIL	Not Verified	COMMENTS
Fresh newspaper in each cage	X			

There are no offensive odors	X			
Each cage with dog has correct kennel card	X			
<p align="center">Description of Concerns, Actions Needed, or Praise <i>Not full. Very organized.</i></p>				
Prep Area	PASS	FAIL	Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris	X			
Medical equipment are in working order and clean	X			
Controlled Medical Drugs are properly secured	X			
Clean floors and tables	X			
There are no offensive odors	X			
Dog Holding Area (Right)	PASS	FAIL	Not Verified	COMMENTS

Comments/Actions Needed

Surgery Suite	PASS	FAIL	Not Verified	COMMENTS
Medical equipment are in working order and clean	X			
Fresh surgery packs are used for each pet	X			
Pets are properly sedated, and secured to surgery table	X			
Clean floors and tables	X			

Comments/Actions Needed <i>Dr. Elizabeth Harrison was spaying a dog when I was there. Two dogs were ready for surgery.</i>				
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Dog Holding Area (Left)	PASS	FAIL	Not Verified	COMMENTS
Cages & cage doors are clean	X			

All cages are cleaned & sanitized between occupants	X			
Dog Holding Area (Left)	PASS	FAIL	Not Verified	COMMENTS
Fresh newspaper in each cage	X			
There are no offensive odors	X			
Each cage with dog has correct kennel card	X			
Sink area is clean and free of debris	X			
Description of Concerns, Actions Needed, or Praise <i>The break room had been divided into two more exam rooms. Everyone was busy and friendly.</i>				