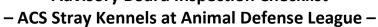
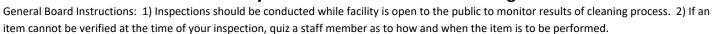


## City of San Antonio

## **Animal Care Services Department**

## Advisory Board Inspection Checklist





| Advisory Board Member Name(s): |            | Lorena M. Havill    |       |  |
|--------------------------------|------------|---------------------|-------|--|
| Date of Inspection:            | 07/30/2022 | Time of Inspection: | 11:20 |  |
|                                |            |                     |       |  |

| Adult Dog Kennel #10  | Pass/Fail/<br>Not<br>Verified                  | Comments   |
|---|--|--|
| Staff and volunteers are friendly, informative, and courteous to all                | Select one from drop down for each field  Pass | Staff very engaged and forthcoming and helpful.  |
| Kennels are free of feces and urine   | Pass ▼   | Excellent; spotless except for one kennel that staff were on their way to clean.           |
| Fresh water in each occupied kennel   | Pass 🔻   |  |
| Aisles are free of debris and safety<br>hazards                                     | Pass ▼   | Immuculate. Nice use of fans in indoor corridor to keep the dogs cool and air circulating. |
| Appropriate signage on each occupied kennel   | Pass ▼   | Very informative signage.  |
| Pooper Scoopers are kept in a clean disinfectant solution between scooping each run | Pass 🔻   |  |
| Kennels and cages are thoroughly cleaned and sanitized between occupants            | Pass   | Verified with staff.   |

|  | Pass/Fail/      |  |
|--|-----------------|--|
| Adult Dog Kennel #10 cont.   | Not<br>Verified | Comments   |
|  | verilled        |  |
| Sanitizing stations are visible and stocked  | Pass 🔻          |  |
| Drains free of debris  | Pass            |  |
| Staff work area has a hand washing station with soap, paper towels, and hand sanitizer | 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  | Pass 🔻          | Verified with staff. Mop heads are washed, too.  |
| Clean floors, doors, windows, light fixtures and ceiling fans (if present)             | Pass 🔻          | Very clean.  |
| There is no offensive odor   | Pass 🔻          | Excellent job!   |
| Kennel building and equipment are in good repair                                       | Pass 🔻          | Washing machine was having troubles, but staff were "on it" troubleshooting and working to repair. |
| Comments/Actions Needed  |                 |  |
| Keep up the stellar work!!!  |                 |  |
| Some signage on the outdoor corrections and replacement.                               | idors for the   | public is faded and cracked and difficult to read.   |

| Adult Dog Konnol #11  | Pass/Fail/      | Comments   |
|---|-----------------|--|
| Adult Dog Kennel #11  | Not<br>Verified |  |
| Staff and volunteers are friendly, informative, and courteous to all                | Pass •          | Staff very helpful. Only one staff member was there. She said she was "by herself today" which likely explains a couple of issues (see below).   |
| Kennels are free of feces and urine   | Fail 🔻          | There were feces (that appeared fresh) in many cages; at least seven. Staff member likely just hadn't gotten to this yet as she was alone this day.  |
| Fresh water in each occupied run  | Pass            |  |
| Aisles are free of debris and safety hazards  | Pass 🔻          | Immaculate and orderly.  |
| Appropriate signage on each occupied kennel   | Pass            | Very informative signage on cages about dog's needs and personalities.   |
| Pooper Scoopers are kept in a clean disinfection solution between scooping each run | Pass •          |  |
| Kennels and cages are thoroughly cleaned and sanitized between occupants            | Pass •          | Verified with staff.   |
| 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                  | Fail •          | No paper towels were available; also no hand sanitizer. Otherwise the station was orderly. Staff said that she was just getting ready to go to the supply location and get the needed items; so likely just bad timing. Soap was present wihich is most important. |

|  | - /- ::/        |                      |
|--|-----------------|----------------------|
| Adult Dog Kongol #11   | Pass/Fail/      | Commonto             |
| Adult Dog Kennel #11 cont.   | Not<br>Verified | Comments             |
|  | verilleu        |                      |
| 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  | Pass 🔻          | Verified with staff. |
| Clean floors, doors, windows, light fixtures and ceiling fans (if present)   | Pass            |                      |
| There is no offensive odor   | Pass 🔻          | Excellent job!       |
| Kennel building and equipment are in good repair   | Pass 🔻          |                      |
| Comments/Actions Needed This kennel is in great shape and the lone staff member was doing a good job given that she was by herself. Some signage on the outdoor corridors for the public is faded and cracked and difficult to read. |                 |                      |

| Puppy Kennel  | Pass/Fail/<br>Not<br>Verified | Comments  |
|---|-------------------------------|---|
| Staff and volunteers are friendly, informative, and courteous to all                | Pass •                        |   |
| Kennels are free of feces and urine   | Pass                          | Feces in only one kennel. Good job!   |
| Fresh water in each occupied run  | Pass 🔻                        |   |
| Aisles are free of debris and safety hazards  | Fail 🔻                        | There were large areas of standing water, presumably from mopping, in the public hallway for viewing. Signage was available to warn about this hazard (in corner against wall) but was not placed near the slipping/falling hazard. |
| Appropriate signage on each occupied kennel   | Pass •                        |   |
| Pooper Scoopers are kept in a clean disinfectant solution between scooping each run | Pass                          | Not in disinfectant, but staff sprayed and cleaned with Rescue instead. They are sharing one pooper scooper between the two puppy areas. Recommend getting a second one so you have one per area for the puppies.                   |
| Kennels and cages are thoroughly cleaned and sanitized between occupants            | Pass 🔻                        | In progress during inspection. Excellent job.   |
| 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                          |   |

| Puppy Kennel cont.  | Pass/Fail/<br>Not<br>Verified | Comments              |
|---|-------------------------------|-----------------------|
| 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   | Pass                          | Verified with staff.  |
| Clean floors, doors, windows, light fixtures, and ceiling fans (if present)   | Pass 🔻                        | Very clean. Good job! |
| There is no offensive odor  | Pass 🔻                        | Excellent             |
| Kennel building and equipment are in good repair  | Pass                          |                       |
| Comments/Actions Needed Excellent use of PPE for puppy protection! Staff were seen in action and were doing a great job using these materials when taking puppies to public areas for visitation. |                               |                       |
|   |                               |                       |

| General Premises  | Pass/Fail/<br>Not<br>Verified | Comments    |
|---|-------------------------------|-------------|
| Landscaped area free of feces   | Pass 🔻                        | Very clean. |
| Dog waste stations stocked  | Pass •                        |             |
| Trash receptacles not overflowing   | Pass ▼                        |             |
| Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes | Pass ▼                        |             |
| Comments/Actions Needed Very clean and welcoming!   |                               |             |
|   |                               |             |