



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): Karen Speer

Date of Inspection: 9/14/2022

Time of Inspection: 3:00 pm

Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="button" value="v"/>	
Clean floors, windows, and doors	Pass <input type="button" value="v"/>	
Proper signage in place	Pass <input type="button" value="v"/>	
Intake area neat & orderly	Pass <input type="button" value="v"/>	
Area is free of debris and safety hazards	Pass <input type="button" value="v"/>	
Every animal is being scanned upon intake	Not Verified	No intake was being done when I was there.

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="button" value="v"/>	
Rooms are clean and orderly	Pass <input type="button" value="v"/>	
Lobby is clean and orderly	Pass <input type="button" value="v"/>	
Restrooms are clean and stocked	Pass <input type="button" value="v"/>	
Women's restroom is clean and stocked	Pass <input type="button" value="v"/>	
Reception desk is manned during operating hours	Pass <input type="button" value="v"/>	
Detailed Description of Concerns, Actions Needed, or Praise		








Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass <input type="button" value="v"/>	
Clean floors, doors, & windows	Pass <input type="button" value="v"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="button" value="v"/>	
All kennels and cages are free of feces and urine	Pass <input type="button" value="v"/>	
Exam tables are cleaned between animals receiving treatment or exams	Pass <input type="button" value="v"/>	
Exam room washing station fully stocked with gloves	Pass <input type="button" value="v"/>	
Halls and walkways are free of debris and safety hazards	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied cage	Pass <input type="button" value="v"/>	
All cleaning tools and surgical instruments are disinfected at end of day	Pass <input type="button" value="v"/>	

Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves	Pass <input type="button" value="v"/>	
Surgical room washing station fully stocked with gloves	Pass <input type="button" value="v"/>	
Any temporary holding cages outside clinic are clean	Pass <input type="button" value="v"/>	
Controlled substances stored in locked cabinet when not in use	Pass <input type="button" value="v"/>	
The clinic building and equipment is in good repair	Pass <input type="button" value="v"/>	
<b>Description of Concerns, Actions Needed, or Praise (for Lobby &amp; Clinic)</b>		








Cattery (Building 5)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="button" value="v"/>	
Cat cages and doors are clean	Pass <input type="button" value="v"/>	
Litter boxes are clean with no offensive odor	Pass <input type="button" value="v"/>	The cattery is very clean with no offensive odors
All occupied cages have fresh water	Pass <input type="button" value="v"/>	
All counter surfaces are clean	Pass <input type="button" value="v"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="button" value="v"/>	
Staff work area has a hand washing station with soap, and paper towels	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied cage	Not Verified	

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

Outside Cattery	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor	Pass <input type="button" value="v"/>	
Fresh water is available	Pass <input type="button" value="v"/>	
Area is free of debris and safety hazards	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied kennel and cage	Pass <input type="button" value="v"/>	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p>		

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	Cages were full
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	Pass		
Kennel building and equipment are in good repair	Pass		
<b>Building 1 Detailed Description of Concerns, Actions Needed, or Praise</b>			

Outdoor Exercise Yards (Next to Building 1)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces, debris and safety hazards.	Pass <input data-bbox="748 348 781 394" type="button" value="v"/>	
Gates function properly	Pass <input data-bbox="740 529 773 575" type="button" value="v"/>	
Waste stations are stocked	Pass <input data-bbox="740 709 773 756" type="button" value="v"/>	
<p align="center"><b>Detailed Description of Concerns, Actions Needed, or Praise</b></p>		

**SUBMIT**