



**City of San Antonio**  
**Animal Care Services Department**  
**Advisory Board Inspection Checklist**



**– ACS Stray Kennels at Animal Defense League –**

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):** Susan Beldon

**Date of Inspection:** 09/02/2022

**Time of Inspection:** 11:00

Adult Dog Kennel #10	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Select one from drop down for each field Pass <input type="button" value="v"/>	Kennel Supervisor Anel Jorge accompanied me on the inspection and was available to answer questions.
Kennels are free of feces and urine	Pass <input type="button" value="v"/>	Some of the kennels were in the process of being cleaned. After morning cleaning all the kennels are maintained throughout the day on as needed basis.
Fresh water in each occupied kennel	Pass <input type="button" value="v"/>	
Aisles are free of debris and safety hazards	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied kennel	Pass <input type="button" value="v"/>	Signs include date of intake and information about dog. One long term stay dog had "Looking For My Home Since 6-18-2020"
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	Pass <input type="button" value="v"/>	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input type="button" value="v"/>	

Adult Dog Kennel #10 cont.	Pass/Fail/ Not Verified	Comments
Sanitizing stations are visible and stocked	Pass <input data-bbox="699 352 732 394" type="checkbox"/>	
Drains free of debris	Pass <input data-bbox="699 510 732 552" type="checkbox"/>	
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	Pass <input data-bbox="699 699 732 741" type="checkbox"/>	
Sinks and tubs are in working order, clean, and free of debris	Pass <input data-bbox="699 867 732 909" type="checkbox"/>	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass <input data-bbox="699 1045 732 1087" type="checkbox"/>	
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass <input data-bbox="699 1224 732 1266" type="checkbox"/>	
There is no offensive odor	Pass <input data-bbox="699 1402 732 1444" type="checkbox"/>	
Kennel building and equipment are in good repair	Pass <input data-bbox="699 1581 732 1623" type="checkbox"/>	One washing machine (the one on the right) was not being used due to an issue with rinsing. This will be reported to maintenance.
<p align="center"><b>Comments/Actions Needed</b></p> <p>According to Anel Jorge all kennels in Building #10 and Building #11 were full.</p>		

Adult Dog Kennel #11	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input data-bbox="699 279 732 321" type="checkbox"/>	
Kennels are free of feces and urine	Pass <input data-bbox="699 432 732 474" type="checkbox"/>	Cleaning in process
Fresh water in each occupied run	Pass <input data-bbox="699 579 732 621" type="checkbox"/>	
Aisles are free of debris and safety hazards	Pass <input data-bbox="699 726 732 768" type="checkbox"/>	
Appropriate signage on each occupied kennel	Pass <input data-bbox="699 873 732 915" type="checkbox"/>	
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass <input data-bbox="699 1062 732 1104" type="checkbox"/>	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input data-bbox="699 1241 732 1283" type="checkbox"/>	
Hand sanitizing stations are visible and stocked	Pass <input data-bbox="699 1419 732 1461" type="checkbox"/>	
Drains free of debris and functioning properly	Pass <input data-bbox="699 1598 732 1640" type="checkbox"/>	
Staff work area has a hand washing station with soap, paper towels	Pass <input data-bbox="699 1787 732 1829" type="checkbox"/>	

Adult Dog Kennel #11 cont.	Pass/Fail/ Not Verified	Comments
Sinks and tubs are in working order, clean, and free of debris	Pass <input data-bbox="699 279 732 327" type="button" value="v"/>	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass <input data-bbox="699 459 732 508" type="button" value="v"/>	
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass <input data-bbox="699 642 732 690" type="button" value="v"/>	
There is no offensive odor	Pass <input data-bbox="699 825 732 873" type="button" value="v"/>	
Kennel building and equipment are in good repair	Pass <input data-bbox="699 1008 732 1056" type="button" value="v"/>	
<p align="center"><b>Comments/Actions Needed</b></p>		

Puppy Kennel	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input data-bbox="699 279 735 325" type="button" value="v"/>	
Kennels are free of feces and urine	Pass <input data-bbox="699 451 735 497" type="button" value="v"/>	All kennels were being cleaned at the time of my inspection
Fresh water in each occupied run	Pass <input data-bbox="699 640 735 686" type="button" value="v"/>	
Aisles are free of debris and safety hazards	Pass <input data-bbox="699 798 735 844" type="button" value="v"/>	
Appropriate signage on each occupied kennel	Pass <input data-bbox="699 955 735 1001" type="button" value="v"/>	
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	Pass <input data-bbox="699 1123 735 1169" type="button" value="v"/>	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input data-bbox="699 1291 735 1337" type="button" value="v"/>	
Hand sanitizing stations are visible and stocked	Pass <input data-bbox="699 1459 735 1505" type="button" value="v"/>	
Drains free of debris and functioning properly	Pass <input data-bbox="699 1627 735 1673" type="button" value="v"/>	
Staff work area has a hand washing station with soap, paper towels	Pass <input data-bbox="699 1785 735 1831" type="button" value="v"/>	

Puppy Kennel cont.	Pass/Fail/ Not Verified	Comments
Sinks and tubs are in working order, clean, and free of debris	Pass <input type="button" value="v"/>	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass <input type="button" value="v"/>	
Clean floors, doors, windows, light fixtures, and ceiling fans (if present)	Pass <input type="button" value="v"/>	
There is no offensive odor	Fail <input type="button" value="v"/>	Strong odor of feces from kennels that were being cleaned
Kennel building and equipment are in good repair	Pass <input type="button" value="v"/>	
<b>Comments/Actions Needed</b>  The Puppy Kennel was completely full.		

General Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces	Pass <input type="button" value="v"/>	
Dog waste stations stocked	Not Verified	
Trash receptacles not overflowing	Not Verified	
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes	Pass <input type="button" value="v"/>	
<b>Comments/Actions Needed</b>  In the adjacent play yards there was no grass.		