



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): Karen Speer

Date of Inspection: 11/04/2022 Time of Inspection: 12:15

**HUMANE SOCIETY BROOKS SPAY/NEUTER CLINIC**

Main Lobby/Reception Area/Exam Rooms	Not Verified	COMMENTS
Staff are friendly, informative, and courteous to all	Select one from drop-down list for each field 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"/>	
Reception area neat & orderly	Pass <input type="button" value="v"/>	
Men's restroom clean and stocked	Pass <input type="button" value="v"/>	
Women's restroom clean and stocked	Pass <input type="button" value="v"/>	
Description of Concerns, Actions Needed, or Praise		

Cat Holding Area	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass <input type="button" value="v"/>	
All cages are cleaned & sanitized between occupants	Pass <input type="button" value="v"/>	
Fresh newspaper in each cage	Pass <input type="button" value="v"/>	
There are no offensive odors	Pass <input type="button" value="v"/>	
Each cage with cat has correct kennel card	Pass <input type="button" value="v"/>	
Stainless steel shelving is cleaned	Pass <input type="button" value="v"/>	
<p align="center"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>They had done 41 spay/neuters when I arrived.</p>		

Dog Holding Area (Right)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Pass 	
All cages are cleaned & sanitized between occupants	Pass 	
Fresh newspaper in each cage	Pass 	
There are no offensive odors	Pass 	
Each cage with dog has correct kennel card	Pass 	
Description of Concerns, Actions Needed, or Praise		

Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris	Pass <input type="button" value="v"/>	
Medical equipment are in working order and clean	Pass <input type="button" value="v"/>	
Controlled Medical Drugs are properly secured	Pass <input type="button" value="v"/>	
Clean floors and tables	Pass <input type="button" value="v"/>	
There are no offensive odors	Pass <input type="button" value="v"/>	
<p align="center"><b>Comments/Actions Needed</b></p>		

Surgery Suite	Pass/Fail/ Not Verified	COMMENTS
Medical equipment is in working order and clean	Pass <input type="button" value="v"/>	
Fresh surgery packs are used for each pet	Pass <input type="button" value="v"/>	
Pets are properly sedated, and secured to surgery table	Pass <input type="button" value="v"/>	
Clean floors and tables	Pass <input type="button" value="v"/>	
Comments/Actions Needed		

