



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



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.


Rita Braeutigam

Advisory Board Member Name(s):





Date of Inspection: 10/31/22










Time of Inspection: 1:30 pm





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 checked="" type="radio"/>	
Kennels are free of feces and urine	Pass <input checked="" type="radio"/>	
Fresh water in each occupied kennel	Pass <input checked="" type="radio"/>	
Aisles are free of debris and safety hazards	Pass <input checked="" type="radio"/>	
Appropriate signage on each occupied kennel	Pass <input checked="" type="radio"/>	Great write ups on all of the dogs.
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	Pass <input checked="" type="radio"/>	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Not Verified	




Adult Dog Kennel #10 cont.	Pass/Fail/ Not Verified	Comments
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	Not Verified	Verified by staff member
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass 	
There is no offensive odor	Pass 	
Kennel building and equipment are in good repair	Pass 	
<p align="center"><b>Comments/Actions Needed</b></p> <p>I would like to commend the staff at ADL. All three of the kennels that were inspection were extremely clean!</p>		

Adult Dog Kennel #11	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass 	
Kennels are free of feces and urine	Pass 	
Fresh water in each occupied run	Pass 	
Aisles are free of debris and safety hazards	Pass 	
Appropriate signage on each occupied kennel	Pass 	Very informative information about each dog.
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	
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 	

Adult Dog Kennel #11 cont.	Pass/Fail/ Not 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	Not Verified	Verified by staff member.
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass 	
There is no offensive odor	Pass 	
Kennel building and equipment are in good repair	Pass 	
<div>Excellent</div> <div>Comments/Actions Needed</div>		

Puppy Kennel	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass 	
Kennels are free of feces and urine	Pass 	
Fresh water in each occupied run	Pass 	
Aisles are free of debris and safety hazards	Pass 	
Appropriate signage on each occupied kennel	Pass 	
Pooper Scoopers are kept in a clean disinfectant solution between scooping each run	Pass 	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Not Verified	
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/ Not 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	Not Verified	Verified by staff
Clean floors, doors, windows, light fixtures, and ceiling fans (if present)	Pass 	
There is no offensive odor	Pass 	
Kennel building and equipment are in good repair	Pass 	
<p align="center"><b>Comments/Actions Needed</b></p> <p>Protocols for distemper spread prevention were listed in several places. The puppy building has shifted from using PPE aprons to full gown PPE. The gown hangs on individual kennels for use when touching the puppies in that kennel only. Great attention to disease spread prevention.</p> <p>Three of the puppies waiting to find their forever homes are parvo survivors. The litter of nine were all treated and survived.</p>		

General Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces	Pass 	
Dog waste stations stocked	Not Verified	
Trash receptacles not overflowing	Pass 	
Landscape (to include grass and plants) in proper stage in conjunction with seasonality changes	Pass 	
Comments/Actions Needed		