



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.

Advisory Board Member Name(s): Cindy Cox

Date of Inspection: 03/14/2023

Time of Inspection: 12:15

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"/>	Jamie is always great, but all staff were friendly (in the front office as well as the kennels) and eager to help.
Kennels are free of feces and urine	Pass <input type="button" value="v"/>	
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"/>	Great notes about the dogs, their personalities, etc.
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="button" value="v"/>	
Drains free of debris	Pass <input data-bbox="699 510 732 552" type="button" value="v"/>	
Staff work area has a hand washing station with soap, paper towels, and hand sanitizer	Pass <input data-bbox="699 709 732 751" type="button" value="v"/>	
Sinks and tubs are in working order, clean, and free of debris	Pass <input data-bbox="699 867 732 909" type="button" value="v"/>	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass <input data-bbox="699 1045 732 1087" type="button" value="v"/>	
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass <input data-bbox="699 1224 732 1266" type="button" value="v"/>	
There is no offensive odor	Pass <input data-bbox="699 1402 732 1444" type="button" value="v"/>	
Kennel building and equipment are in good repair	Pass <input data-bbox="699 1581 732 1623" type="button" value="v"/>	
<p align="center">Comments/Actions Needed</p> <p>Things were a little messy in the laundry room and back areas, as they were preparing to receive a new commercial washer and dryer--a little mess for a huge improvement in efficiency and cleanliness.</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="699 436 732 478" type="checkbox"/>	The dogs had just eaten and as is the nature of things, poop follows eating. They were cleaning as they went and
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="699 722 732 764" type="checkbox"/>	
Appropriate signage on each occupied kennel	Pass <input data-bbox="699 865 732 907" type="checkbox"/>	See above--their notes are a highlight.
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass <input data-bbox="699 1056 732 1098" type="checkbox"/>	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass <input data-bbox="699 1236 732 1278" type="checkbox"/>	
Hand sanitizing stations are visible and stocked	Pass <input data-bbox="699 1417 732 1459" 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 1791 732 1833" 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="699 279 732 321" type="checkbox"/>	Sinks and counters were full of clean bowls, they were in the middle of feeding, and they were cleaning as they were going.
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass <input data-bbox="699 457 732 499" type="checkbox"/>	
Clean floors, doors, windows, light fixtures and ceiling fans (if present)	Pass <input data-bbox="699 636 732 678" type="checkbox"/>	
There is no offensive odor	Pass <input data-bbox="699 814 732 856" type="checkbox"/>	
Kennel building and equipment are in good repair	Pass <input data-bbox="699 993 732 1035" type="checkbox"/>	
<div>Comments/Actions Needed</div> <div>Everything looked great.</div>		

Puppy Kennel	Pass/Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="button" value="v"/>	
Kennels are free of feces and urine	Pass <input type="button" value="v"/>	Puppies poop--they were in the middle of cleaning
Fresh water in each occupied run	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"/>	
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"/>	
Hand sanitizing stations are visible and stocked	Pass <input type="button" value="v"/>	
Drains free of debris and functioning properly	Pass <input type="button" value="v"/>	
Staff work area has a hand washing station with soap, paper towels	Pass <input 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	Pass <input type="button" value="v"/>	
Kennel building and equipment are in good repair	Pass <input type="button" value="v"/>	
<p align="center">Comments/Actions Needed</p>		

General Premises	Pass/Fail/ Not Verified	Comments
Landscaped area free of feces	Pass 	
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 Puppy kennels were almost empty. They were hit hard a while ago with distemper and their distemper ward is still very full. They are starting to pull puppies again, slowly, as they clear out the distemper ward.		