



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): Susan Beldon

Date of Inspection: 5/1/2023

Time of Inspection: 11:15 am

Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Not Verified <input type="button" value="v"/>	No staff/volunteers present in Administration Building-not open to public at this time
Clean floors, windows, and doors	Pass <input type="button" value="v"/>	Floor had been mopped and caution sign was present
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	Pass <input type="button" value="v"/>	Verified with Marshall Bruce who accompanied me on inspection

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Not Verified <input type="button" value="v"/>	Closed to public-staff not present in Annex
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"/>	One person sometimes two if needed-per Marshall Bruce,
Detailed Description of Concerns, Actions Needed, or Praise Sign at check-in desk had a cute picture and bio of a dog named Bridget "the Scholar" on it. Creative introduction for potential adopters! In Training Room 1 there were crates set up to temporarily hold pets that had been adopted to free up kennel space. There were benches and artificial plants set up that made the Annex space more inviting. Donation bins were orderly.		

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"/>	Surgery in process. Staff getting animals ready pre and post surgery. Minor trash present.
Hand sanitizing stations are visible and stocked	Pass <input type="button" value="v"/>	Only one station observed in hall.
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"/>	Was currently opened as meds were being pulled. When not in use locked and leads have key-per Tiffany
The clinic building and equipment is in good repair	Pass <input type="button" value="v"/>	Please see concerns
Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic) Both washers assigned a "Fail" status. One washer holding water and the other one is leaking underneath. This was reported more than one week ago to service. According to staff, payment owed needs to be made before service can come out to address issue (advised Marshall Bruce). AC technician out yesterday and AC currently being fixed. ***Request made by staff to please have a wall mounted soap dispenser installed in the exam room.		

Cattery (Building 5)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Not Verified <input type="button" value="v"/>	Staff not present
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"/>	
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	Not Verified <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	Pass <input type="button" value="v"/>	

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	Pass <input type="button" value="v"/>	Verified by Marshall Bruce
Intake vaccinations recorded on each kennel card	Pass <input type="button" value="v"/>	
All cages are cleaned and sanitized between occupants	Pass <input type="button" value="v"/>	Verified by Marshall Bruce
The Cattery building and equipment is in good repair	Not Verified <input type="button" value="v"/>	Nothing has been reported
Detailed Description of Concerns, Actions Needed, or Praise		

Outside Cattery	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor	Pass <input type="checkbox"/>	One cat present
Fresh water is available	Pass <input type="checkbox"/>	
Area is free of debris and safety hazards	Pass <input type="checkbox"/>	
Appropriate signage on each occupied kennel and cage	Pass <input type="checkbox"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>Kitty City is an outdoor fenced in area that has outdoor cats available for adoption.</p> <p>Is it possible to add Kitty City to Outside Cattery inspection form?</p>		

Building 1	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="button" value="v"/>	
Kennels and cages are free of feces and urine	Pass <input type="button" value="v"/>	Cleaning in process
Fresh water in each occupied kennel and cage	Pass <input type="button" value="v"/>	
Aisles are free of debris and safety hazards	Pass <input type="button" value="v"/>	Cleaning in process
Appropriate signage on each occupied kennel and cage	Pass <input type="button" value="v"/>	
Pooper Scoopers are kept in a clean disinfection 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	Fail <input type="button" value="v"/>	None are on wall in kennel that I could see. In the vet tech area there was one bottle of hand sanitizer in a cabinet.

Drains free of debris and functioning properly	Pass	<input type="checkbox"/>	
Staff work area has a hand washing station with soap, paper towels	Pass	<input type="checkbox"/>	
Sinks and tubs are in working order, clean, and free of debris	Pass	<input type="checkbox"/>	
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Pass	<input type="checkbox"/>	
Stainless steel cages are clean and have fresh newspaper	Pass	<input type="checkbox"/>	Cleaning in process
Clean floors, doors, and windows	Pass	<input type="checkbox"/>	Cleaning in process
There is no offensive odor	Pass	<input type="checkbox"/>	Cleaning in process-bad odor due to dirty runs/cages
Kennel building and equipment are in good repair	Pass	<input type="checkbox"/>	Please see concerns
Building 1 Detailed Description of Concerns, Actions Needed, or Praise In the Puppy Room the mobile kennel doors come off and screws do not hold doors shut. Puppies have fallen out.			

Outdoor Exercise Yards (Next to Building 1)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces, debris and safety hazards.	Pass <input type="button" value="v"/>	Feces present-cleaning in process
Gates function properly	Fail <input type="button" value="v"/>	Stuck-handles are stiff
Waste stations are stocked	Pass <input type="button" value="v"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>Titan Solar Power Run-turf damaged and particle board used for repair,</p> <p>Willa/Izzy Campbell Run-turf torn up and particle board used for repair.</p> <p>Unnamed Run-particle board used to repair turf.</p> <p>ACS in process of renovation to address these issues.</p> <p>Outside sitting benches for potential adopters are a great idea!</p>		

RESET FORM

SUBMIT