



City of San Antonio
Animal Care Services Department
Advisory Board Inspection Checklist
– Brackenridge 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: 5-3-23 & 5-8-23 Time of Inspection: 10:00 am & 2:30pm

PAUL JOLLY CENTER FOR PET ADOPTIONS & PETCO PAVILION

| Main Lobby/Reception Area | Pass/Fail/ Not Verified | Comments |
|--|---|----------|
| Staff and volunteers are friendly, informative, and courteous to all | Select one from drop-down list Passed <input type="button" value="v"/> | |
| Clean floors, windows, and doors | Passed <input type="button" value="v"/> | |
| Proper signage in place | Passed <input type="button" value="v"/> | |
| Reception area neat & orderly | Passed <input type="button" value="v"/> | |
| Men's restroom clean and stocked | Passed <input type="button" value="v"/> | |

| Main Lobby/Reception Area cont. | Pass/Fail/ Not Verified | Comments |
|---|--|----------|
| Reception area neat & orderly | <i>Select one from drop-down list</i> Passed <input type="button" value="v"/> | |
| Women's restroom clean and stocked | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise Area was very clean and well stocked with information. | | |

| Cattery | Pass/Fail/ Not Verified | Comments |
|---|--|----------|
| Staff and volunteers are friendly, informative, and courteous to all | <i>Select one from drop-down list</i> Passed <input type="button" value="v"/> | |
| Hand sanitizing stations are visible and stocked | Passed <input type="button" value="v"/> | |
| Clean floors, windows, and doors | Passed <input type="button" value="v"/> | |
| Cages & cage doors are clean | Passed <input type="button" value="v"/> | |
| All cages are cleaned & sanitized between occupants | Passed <input type="button" value="v"/> | |
| Litter boxes are clean with no offensive odor | Passed <input type="button" value="v"/> | |
| Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day | Passed <input type="button" value="v"/> | |
| All occupied cages have fresh water | Passed <input type="button" value="v"/> | |
| Appropriate signage on each occupied cage | Passed <input type="button" value="v"/> | |

| Break Room | Pass/Fail/ Not Verified | Comments |
|---|--|----------|
| Clean floors & countertops | <i>Select one from drop-down list</i> Passed <input type="button" value="v"/> | |
| Food storage area neatly stocked | Passed <input type="button" value="v"/> | |
| Men's restroom clean & stocked | Passed <input type="button" value="v"/> | |
| Women's restroom clean & stocked | Passed <input type="button" value="v"/> | |
| Sinks are clean | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |

| Back Deck/Heritage Tree Garden | Pass/Fail/ Not Verified | Comments |
|--|--|----------|
| Deck is clean & free of debris and safety hazards | <i>Select one from drop-down list</i> Passed <input data-bbox="716 289 755 340" type="button" value="v"/> | |
| Garden area free of feces and debris | Passed <input data-bbox="716 466 755 516" type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |

| Puppy Room | Pass/Fail/ Not Verified | Comments |
|---|--|----------|
| Hand sanitizing stations are visible and stocked | <i>Select one from drop-down list</i> Passed <input data-bbox="711 275 745 319" type="button" value="v"/> | |
| Clean floors, windows, and doors | Passed <input data-bbox="711 487 745 531" type="button" value="v"/> | |
| Cages and cage doors are clean | Passed <input data-bbox="711 697 745 741" type="button" value="v"/> | |
| Clean newspaper in cages | Passed <input data-bbox="711 928 745 972" type="button" value="v"/> | |
| Fresh water in each occupied cage | Passed <input data-bbox="711 1148 745 1192" type="button" value="v"/> | |
| All cages are cleaned and sanitized between occupants | Passed <input data-bbox="711 1327 745 1371" type="button" value="v"/> | |
| There are no offensive odors | Passed <input data-bbox="711 1537 745 1581" type="button" value="v"/> | |
| Appropriate signage on each occupied cage | Passed <input data-bbox="711 1715 745 1759" type="button" value="v"/> | |

| Puppy Room cont. | Pass/Fail/ Not Verified | Comments |
|--|--|----------|
| Bedding available | <i>Select one from drop-down list</i> Passed <input data-bbox="716 289 753 338" type="button" value="v"/> | |
| Sink area is clean and free of debris | Passed <input data-bbox="716 487 753 535" type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |





| Work Room cont. | Pass/Fail/ Not Verified | Comments |
|--|--|----------|
| Clean floors & countertops | <i>Select one from drop-down list</i> Passed <input type="button" value="v"/> | |
| Washer & Dryer in working condition | Passed <input type="button" value="v"/> | |
| Dishwasher in working condition | Passed <input type="button" value="v"/> | |
| Sinks, tubs and tables clean and free of debris | Passed <input type="button" value="v"/> | |
| Storage area neat and orderly | Passed <input type="button" value="v"/> | |
| Cleaning equipment and chemicals are properly stored | Passed <input type="button" value="v"/> | |
| Area is free of debris and safety hazards | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |

| Indoor Dog Kennels | Pass/ Fail/ Not Verified | Comments |
|---|--|----------|
| Hand sanitizing stations are visible and stocked | <i>Select one from drop-down list</i> Passed <input data-bbox="716 289 753 338" type="button" value="v"/> | |
| Clean floors, windows, and doors | Passed <input data-bbox="716 487 753 535" type="button" value="v"/> | |
| Kennel guillotine doors are clean | Passed <input data-bbox="716 724 753 772" type="button" value="v"/> | |
| Kennel and cages are free of feces and urine | Passed <input data-bbox="716 934 753 982" type="button" value="v"/> | |
| Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day | Passed <input data-bbox="716 1131 753 1180" type="button" value="v"/> | |
| Appropriate signage on each occupied kennel and cage | Passed <input data-bbox="716 1316 753 1365" type="button" value="v"/> | |
| There is variety in the dogs available for adoption | Passed <input data-bbox="716 1522 753 1570" type="button" value="v"/> | |
| There are no offensive odors | Passed <input data-bbox="716 1715 753 1764" type="button" value="v"/> | |





| Indoor Dog Kennels cont. | Pass/Fail/ Not Verified | Comments |
|--|--|----------|
| Appropriate signage on each occupied kennel and cage | <i>Select one from drop-down list</i> Passed <input data-bbox="716 289 756 338" type="button" value="v"/> | |
| There is variety in the dogs available for adoption | Passed <input data-bbox="716 487 756 535" type="button" value="v"/> | |
| There are no offensive odors | Passed <input data-bbox="716 684 756 732" type="button" value="v"/> | |
| Fresh water in each occupied kennel and cage | Passed <input data-bbox="716 882 756 930" type="button" value="v"/> | |
| Drains free of debris and functioning properly | Passed <input data-bbox="716 1079 756 1127" type="button" value="v"/> | |
| Runs have proper bedding & toys available | Passed <input data-bbox="716 1276 756 1325" type="button" value="v"/> | |
| Pooper Scoopers are kept in a clean disinfectant solution between scooping | Passed <input data-bbox="716 1474 756 1522" type="button" value="v"/> | |
| Food storage area clean and neatly stocked | Passed <input data-bbox="716 1671 756 1719" type="button" value="v"/> | |

| Indoor Dog Kennels cont. | Pass/Fail/ Not Verified | Comments |
|--|--|---|
| Kennels and cages are thoroughly cleaned and sanitized between occupants | <i>Select one from drop-down list</i> Passed <input type="button" value="v"/> | Cages that were empty were clean and ready for the next occupant. |
| Aisles are free of debris and safety hazards | Passed <input type="button" value="v"/> | |
| Kennel building and equipment are in good repair | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |

| Outdoor Dog Runs | Pass/Fail/ Not Verified | Comments |
|---|--|----------|
| Outdoor Dog Runs | <i>Select one from drop-down list</i> Passed <input type="button" value="v"/> | |
| Clean floors, windows, and doors | Passed <input type="button" value="v"/> | |
| Kennel guillotine doors are clean | Passed <input type="button" value="v"/> | |
| Kennels are free of feces and urine | Passed <input type="button" value="v"/> | |
| Drains free of debris | Passed <input type="button" value="v"/> | |
| Aisles are free of debris and safety hazards | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |

| Outdoor Play Yards | Pass/Fail/ Not Verified | Comments |
|--|---|----------|
| Clean and free of fecal matter | <i>Select one from drop-down list</i> Passed  | |
| Doors to the play yards operate properly | Passed  | |
| Turf is in good repair | Passed  | |
| Play yard structure is in good repair | Passed  | |
| Description of Concerns, Actions Needed, or Praise | | |

| Exterior Grooming/Driveway/Mechanical Yard | Pass/ Fail/ Not Verified | Comments |
|---|--|----------|
| Cages and cage doors are clean | <i>Select one from drop-down list</i> Passed <input type="button" value="v"/> | |
| Clean newspaper in cages | Passed <input type="button" value="v"/> | |
| Fresh water in each occupied cage | Passed <input type="button" value="v"/> | |
| Appropriate signage on each occupied kennel and cage | Passed <input type="button" value="v"/> | |
| Bathing sink is clean and free of debris | Passed <input type="button" value="v"/> | |
| Trash dumpster not overflowing | Passed <input type="button" value="v"/> | |
| Area is clean and free of debris and safety hazards | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |

| Pavilion | Pass/Fail/ Not Verified | Comments |
|---|---|----------|
| Clean floors that are free of debris and safety hazards | <i>Select one from drop-down list</i> Passed  | |
| Fencing and doors around pavilion in working order and in good repair | Passed  | |
| Fans and outside lights in working order | Passed  | |
| Pavilion event calendar utilized and current | Passed  | |
| Description of Concerns, Actions Needed, or Praise | | |

| Exterior Premises | Pass/Fail/ Not Verified | Comments |
|---|--|----------|
| Landscaped area free of feces, debris, and safety hazards | <i>Select one from drop-down list</i> Passed <input type="button" value="v"/> | |
| Dog waste stations stocked | Passed <input type="button" value="v"/> | |
| Trash receptacles not overflowing | Passed <input type="button" value="v"/> | |
| Landscape (to include grass and plants) well maintained | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |

SPAY NEUTER CLINIC

| Main Lobby/Reception Area/Exam Rooms | Pass/Fail/Not Verified | COMMENTS |
|---|---|----------|
| Staff are friendly, informative, and courteous to all | Passed <input type="button" value="v"/> | |
| Clean floors, windows, and doors | Passed <input type="button" value="v"/> | |
| Proper signage in place | Passed <input type="button" value="v"/> | |
| Reception area neat & orderly | Passed <input type="button" value="v"/> | |
| Men's restroom clean and stocked | Passed <input type="button" value="v"/> | |
| Women's restroom clean and stocked | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise I was very impressed with how clean and organized this facility is now. One of the sinks had a note not to use due to pipes leaking. I spoke to staff and they stated that they had reported but issue has not been resolved. I told them I would let ACS know of this problem. I did speak to Marshall Bruce of ACS and reported the issue to him to see if they could get the issue resolved. | | |

| Cat Holding Area | Pass/Fail/ Not Verified | COMMENTS |
|--|---|----------|
| Cages & cage doors are clean | Passed <input type="button" value="v"/> | |
| All cages are cleaned & sanitized between occupants | Passed <input type="button" value="v"/> | |
| Fresh newspaper in each cage | Passed <input type="button" value="v"/> | |
| There are no offensive odors | Passed <input type="button" value="v"/> | |
| Each cage with cat has correct kennel card | Passed <input type="button" value="v"/> | |
| Stainless steel shelving is cleaned | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |

| Dog Holding Area (Right) | Pass/Fail/ Not Verified | COMMENTS |
|---|---|----------|
| Cages & cage doors are clean | Passed <input data-bbox="719 296 756 344" type="button" value="v"/> | |
| All cages are cleaned & sanitized between occupants | Passed <input data-bbox="719 506 756 554" type="button" value="v"/> | |
| Fresh newspaper in each cage | Passed <input data-bbox="719 716 756 764" type="button" value="v"/> | |
| There are no offensive odors | Passed <input data-bbox="719 894 756 942" type="button" value="v"/> | |
| Each cage with dog has correct kennel card | Passed <input data-bbox="719 1062 756 1110" type="button" value="v"/> | |
| 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 | Passed <input data-bbox="721 275 756 321" type="button" value="v"/> | |
| Medical equipment are in working order and clean | Passed <input data-bbox="721 457 756 504" type="button" value="v"/> | |
| Controlled Medical Drugs are properly secured | Passed <input data-bbox="721 625 756 672" type="button" value="v"/> | |
| Clean floors and tables | Passed <input data-bbox="721 823 756 869" type="button" value="v"/> | |
| There are no offensive odors | Passed <input data-bbox="721 1005 756 1052" type="button" value="v"/> | |
| <p style="text-align: center;">Comments/Actions Needed</p> | | |

| Surgery Suite | Pass/Fail/ Not Verified | COMMENTS |
|--|---|--|
| Medical equipment is in working order and clean | Passed <input type="button" value="v"/> | They were doing surgery at the time of inspection. |
| Fresh surgery packs are used for each pet | Passed <input type="button" value="v"/> | |
| Pets are properly sedated, and secured to surgery table | Passed <input type="button" value="v"/> | |
| Clean floors and tables | Passed <input type="button" value="v"/> | |
| Comments/Actions Needed | | |

| Dog Holding Area (Left) | Pass/Fail/ Not Verified | COMMENTS |
|--|---|----------|
| Cages & cage doors are clean | Passed <input type="button" value="v"/> | |
| All cages are cleaned & sanitized between occupants | Passed <input type="button" value="v"/> | |
| Fresh newspaper in each cage | Passed <input type="button" value="v"/> | |
| There are no offensive odors | Passed <input type="button" value="v"/> | |
| Each cage with dog has correct kennel card | Passed <input type="button" value="v"/> | |
| Sink area is clean and free of debris | Passed <input type="button" value="v"/> | |
| Description of Concerns, Actions Needed, or Praise | | |
| | | |

RESET FORM

SUBMIT