



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): __Rita

Braeutigam _____ Date of Inspection:

__6/26/23_____ Time of Inspection: 3:45 pm_____

Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	
Clean floors, windows, and doors	Pass	
Proper signage in place	Pass	
Intake area neat & orderly	Pass	
Area is free of debris and safety hazards	Pass	

Every animal is being scanned upon intake		Verified by staff
---	--	-------------------

Page 1 of 10

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	
Rooms are clean and orderly	Pass	
Lobby is clean and orderly	Pass	There was a huge donation pile that was brought in during the day.
Restrooms are clean and stocked	Pass	
Women's restroom is clean and stocked	Pass	
Reception desk is manned during operating hours	Pass	

Detailed Description of Concerns, Actions Needed, or Praise

Kennels were set up in the training room for adopted dogs that had just had spay/neuter surgery and were waiting for their new owners to pick them up. This is a great idea as it frees up kennel space.

Page 2 of 10

Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass	
Clean floors, doors, & windows	Pass	Staff was in the process of sweeping the surgical and recovery area.
Hand sanitizing stations are visible and stocked	Pass	
All kennels and cages are free of feces and urine	Pass	
Exam tables are cleaned between animals receiving treatment or exams		Verified by staff
Exam room washing station fully stocked with gloves	Pass	

Halls and walkways are free of debris and safety hazards	Pass	
Appropriate signage on each occupied cage	Pass	
All cleaning tools and surgical instruments are disinfected at end of day		Verified by staff

Page 3 of 10

Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves	Pass	
Surgical room washing station fully stocked with gloves	Pass	
Any temporary holding cages outside clinic are clean	Pass	Note: One kennel needed to be cleaned but it appeared to be recently soiled.
Controlled substances stored in locked cabinet when not in use	Pass	
The clinic building and equipment is in good repair		Washing machine is not working.

Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic)

The washing machine in the clinic is still not working. It was reported on the May inspection walkthrough also but the issue has not yet been resolved.

Page 4 of 10

Cattery (Building 5)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	
Cat cages and doors are clean	Pass	
Litter boxes are clean with no offensive odor	Pass	
All occupied cages have fresh water	Pass	

All counter surfaces are clean	Pass	
Hand sanitizing stations are visible and stocked	Pass	
Staff work area has a hand washing station with soap, and paper towels	Pass	
Appropriate signage on each occupied cage	Pass	

Page 5 of 10

Cattery (Building 5) cont.	Pass/ Fail/ Not Verified	Comments
Floor is free of debris and safety hazards	Fail	Fail due to a sink leak in the workroom area causing a possible slipping hazard.
Scrub brushes, buckets, and all other cleaning tools are disinfected at the end of the day		Verified by staff
Intake vaccinations recorded on each kennel card	Pass	
All cages are cleaned and sanitized between occupants		Verified by staff

The Cattery building and equipment is in good repair		In the cattery sink there are 3 compartments. In the 3rd compartment water is running through it and puddles on the floor causing the slipping hazard noted.
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p align="center">The cattery was very full of cats available for adoption.</p>		

Page 6 of 10

Outside Cattery & Kitty City	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor	Pass	
Fresh water is available	Pass	
Area is free of debris and safety hazards	Pass	

Appropriate signage on each occupied kennel and cage		Not observed
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p>		

Page 7 of 10

Building 1	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass	I was greeted and offered any help I might need as I entered.
Kennels and cages are free of feces and urine	Pass	
Fresh water in each occupied kennel and cage	Pass	
Aisles are free of debris and safety hazards	Fail	A large kennel was set up in the aisle for an adult dog. The dog had spilled his/her water and created a slipping hazard.

Appropriate signage on each occupied kennel and cage	Pass	
Pooper Scoopers are kept in a clean disinfection solution between scooping each run		Verified by staff.
Kennels and cages are thoroughly cleaned and sanitized between occupants		Verified by staff
Hand sanitizing stations are visible and stocked	Pass	

Page 8 of 10

Drains free of debris and functioning properly	Pass	
Staff work area has a hand washing station with soap, paper towels	Pass	
Sinks and tubs are in working order, clean, and free of debris	Fail	The sink is filled with items and the area next to the sink is stacked with buckets and mops.
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day		Verified by staff
Stainless steel cages are clean and have fresh newspaper	Pass	

Clean floors, doors, and windows	Fail	The tile floors, especially the entire perimeter of the inside of the kennel building and window sills are extremely dirty. A trash can was overflowing with a pile of poop on the top.
There is no offensive odor	Pass	
Kennel building and equipment are in good repair	Fail	Two of the puppy kennel doors in the puppy area are in need of repair. One pops inward and another has trouble latching.
Building 1 Detailed Description of Concerns, Actions Needed, or Praise		

Outdoor Exercise Yards (Next to Building 1)	Pass/ Fail/ Not Verified	Comments
Clean and free of feces, debris and safety hazards.	Fail	#1 and #2 have broken beds, artificial turf is torn up. While it is obvious that the turf needs to be replaced it does not appear that any effort is being made to hose down the exercise yards or clean the fencing surrounding them.
Gates function properly	Pass	
Waste stations are stocked		I did not observe.

Detailed Description of Concerns, Actions Needed, or Praise

Along with the condition of the outdoor exercise yards I have concerns over other areas of the outside of the building. There is a huge shed blocking the entire sidewalk in the rear. Crates are stacked along one side of the kennel building preventing use of an interior exit if needed in an emergency.

While I have praise for the care of the animals during my inspection the building visually inside and out needs a lot of attention.