



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.

George L. Garcia

Advisory Board Member Name(s): \_\_\_\_\_  
07-07-2023 11:15

Date of Inspection: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_

**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 ▼	
Clean floors, windows, and doors	Passed ▼	
Proper signage in place	Passed ▼	
Reception area neat & orderly	Passed ▼	
Men's restroom clean and stocked	Passed ▼	

Main Lobby/Reception Area cont.	Pass/Fail/ Not Verified	Comments
Reception area neat & orderly	<i>Select one from drop-down list</i> Passed ▼	
Women's restroom clean and stocked	Passed ▼	
Description of Concerns, Actions Needed, or Praise		

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 ▼	
Hand sanitizing stations are visible and stocked	Passed ▼	
Clean floors, windows, and doors	Passed ▼	
Cages & cage doors are clean	Passed ▼	
All cages are cleaned & sanitized between occupants	Passed ▼	
Litter boxes are clean with no offensive odor	Passed ▼	
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	Passed ▼	
All occupied cages have fresh water	Passed ▼	
Appropriate signage on each occupied cage	Passed ▼	

Break Room	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	<i>Select one from drop-down list</i> Passed ▼	
Food storage area neatly stocked	Passed ▼	
Men's restroom clean & stocked	Passed ▼	
Women's restroom clean & stocked	Passed ▼	
Sinks are clean	Passed ▼	
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 ▼	
Garden area free of feces and debris	Passed ▼	
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 ▼	
Clean floors, windows, and doors	Passed ▼	
Cages and cage doors are clean	Passed ▼	
Clean newspaper in cages	Passed ▼	
Fresh water in each occupied cage	Passed ▼	
All cages are cleaned and sanitized between occupants	Passed ▼	
There are no offensive odors	Passed ▼	
Appropriate signage on each occupied cage	Passed ▼	

Puppy Room cont.	Pass/Fail/ Not Verified	Comments
Bedding available	<i>Select one from drop-down list</i> Passed ▼	
Sink area is clean and free of debris	Passed ▼	
<b>Description of Concerns, Actions Needed, or Praise</b> Puppy kennel windows leaking water when kennels are cleaned. Mold and water visible from the outside.		

Work Room cont.	Pass/Fail/ Not Verified	Comments
Clean floors & countertops	<i>Select one from drop-down list</i> Passed ▼	
Washer & Dryer in working condition	Passed ▼	
Dishwasher in working condition	Passed ▼	
Sinks, tubs and tables clean and free of debris	Passed ▼	
Storage area neat and orderly	Passed ▼	
Cleaning equipment and chemicals are properly stored	Passed ▼	
Area is free of debris and safety hazards	Passed ▼	
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 ▼	
Clean floors, windows, and doors	Passed ▼	
Kennel guillotine doors are clean	Passed ▼	
Kennel and cages are free of feces and urine	Passed ▼	
Scrub brushes, cleaning carts, and all other cleaning equipment are disinfected at the end of the day	Passed ▼	
Appropriate signage on each occupied kennel and cage	Passed ▼	
There is variety in the dogs available for adoption	Passed ▼	
There are no offensive odors	Passed ▼	

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 ▼	
There is variety in the dogs available for adoption	Passed ▼	
There are no offensive odors	Passed ▼	
Fresh water in each occupied kennel and cage	Passed ▼	
Drains free of debris and functioning properly	Passed ▼	
Runs have proper bedding & toys available	Passed ▼	
Pooper Scoopers are kept in a clean disinfectant solution between scooping	Passed ▼	
Food storage area clean and neatly stocked	Passed ▼	

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 ▼	
Aisles are free of debris and safety hazards	Passed ▼	
Kennel building and equipment are in good repair	Passed ▼	
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 ▼	
Clean floors, windows, and doors	Passed ▼	
Kennel guillotine doors are clean	Passed ▼	
Kennels are free of feces and urine	Passed ▼	
Drains free of debris	Passed ▼	
Aisles are free of debris and safety hazards	Passed ▼	
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 ▼	
Clean newspaper in cages	Passed ▼	
Fresh water in each occupied cage	Passed ▼	
Appropriate signage on each occupied kennel and cage	Passed ▼	
Bathing sink is clean and free of debris	Failed ▼	Water leak on hot side of faucet where it connects to the sink (drip)
Trash dumpster not overflowing	Passed ▼	
Area is clean and free of debris and safety hazards	Passed ▼	
<b>Description of Concerns, Actions Needed, or Praise</b> Overgrown vegetation on fences.		

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 ▼	
Dog waste stations stocked	Passed ▼	
Trash receptacles not overflowing	Passed ▼	
Landscape (to include grass and plants) well maintained	Passed ▼	
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 ▼	
Clean floors, windows, and doors	Passed ▼	
Proper signage in place	Passed ▼	
Reception area neat & orderly	Passed ▼	
Men's restroom clean and stocked	Passed ▼	
Women's restroom clean and stocked	Passed ▼	
Description of Concerns, Actions Needed, or Praise		

Cat Holding Area	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Passed ▼	
All cages are cleaned & sanitized between occupants	Passed ▼	
Fresh newspaper in each cage	Passed ▼	
There are no offensive odors	Passed ▼	
Each cage with cat has correct kennel card	Passed ▼	
Stainless steel shelving is cleaned	Passed ▼	
<b>Description of Concerns, Actions Needed, or Praise</b> AC system for this area not cooling sufficiently according tto Officee Manager. City in process of correcting the problem.		

Dog Holding Area (Right)	Pass/Fail/ Not Verified	COMMENTS
Cages & cage doors are clean	Passed ▼	
All cages are cleaned & sanitized between occupants	Passed ▼	
Fresh newspaper in each cage	Passed ▼	
There are no offensive odors	Passed ▼	
Each cage with dog has correct kennel card	Passed ▼	
<p style="text-align: center;"><b>Description of Concerns, Actions Needed, or Praise</b></p> <p>AC system is insufficient to cool the area according to Office Manager. City trying to correct the problem.</p>		

Surgical Prep Area	Pass/Fail/ Not Verified	COMMENTS
Prep sinks are in working order, clean, and free of debris	Passed ▼	
Medical equipment are in working order and clean	Passed ▼	
Controlled Medical Drugs are properly secured	Passed ▼	
Clean floors and tables	Passed ▼	
There are no offensive odors	Passed ▼	
<b>Comments/Actions Needed</b> Cabinet that houses drugs has key broke in lock. Reported to the city and a locksmith is suppose to repair the lock. Using alterntive method to secure drugs.		

Surgery Suite	Pass/Fail/ Not Verified	COMMENTS
Medical equipment is in working order and clean	Passed ▼	
Fresh surgery packs are used for each pet	Passed ▼	
Pets are properly sedated, and secured to surgery table	Passed ▼	
Clean floors and tables	Passed ▼	
Comments/Actions Needed		

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

RESET FORM

SUBMIT