



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): Lorena M. Havill

Date of Inspection: 3/4/2022

Time of Inspection: 1:00 - 3:00pm

Administration Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="button" value="v"/>	
Clean floors, windows, and doors	Pass <input type="button" value="v"/>	
Proper signage in place	Pass <input type="button" value="v"/>	Signage is in place, but is far too small. I could not read the information on the owner surrender information that is behind the counter, nor could I easily read the schedule of fees.
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 staff.

Annex Building	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input data-bbox="748 380 781 422" type="button" value="v"/>	
Rooms are clean and orderly	Pass <input data-bbox="748 569 781 611" type="button" value="v"/>	
Lobby is clean and orderly	Pass <input data-bbox="748 772 781 814" type="button" value="v"/>	
Restrooms are clean and stocked	Not Verified	Men's restroom not verified.
Women's restroom is clean and stocked	Pass <input data-bbox="748 1171 781 1213" type="button" value="v"/>	
Reception desk is manned during operating hours	Pass <input data-bbox="748 1339 781 1381" type="button" value="v"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>New doghouse entryway is welcoming and attractive. Very well done.</p>		









Clinic	Pass/ Fail/ Not Verified	Comments
Staff is courteous and informative to all	Pass <input type="checkbox"/>	Super helpful in spite of being very busy.
Clean floors, doors, & windows	Pass <input type="checkbox"/>	Concerned about the amount of newspaper on the floor in the exam room. This could easily cause someone to slip and fall.
Hand sanitizing stations are visible and stocked	Fail <input type="checkbox"/>	Hand sanitizing stations not visible and are requested by staff. Staff also request soap dispensers rather than bottles that can easily be moved and require additional touching.
All kennels and cages are free of feces and urine	Pass <input type="checkbox"/>	Small exceptions seen, but staff are clearly on top of this.
Exam tables are cleaned between animals receiving treatment or exams	Pass <input type="checkbox"/>	Verified with staff.
Exam room washing station fully stocked with gloves	Pass <input type="checkbox"/>	Staff request soap dispensers rather than bottles that can easily be moved and require additional touching. Recommend this change in all rooms of clinic.
Halls and walkways are free of debris and safety hazards	Fail <input type="checkbox"/>	Hallway houses a lot of necessary materials. Serious need for more room for the clinic.
Appropriate signage on each occupied cage	Pass <input type="checkbox"/>	
All cleaning tools and surgical instruments are disinfected at end of day	Pass <input type="checkbox"/>	Disinfection witnessed during the inspection, and confirmed with staff that this occurs at end of day.








Clinic cont.	Pass/ Fail/ Not Verified	Comments
Recovery room washing station fully stocked with gloves	Pass <input type="checkbox"/>	Staff request soap dispensers rather than bottles that can easily be moved and require additional touching. Recommend this change in all rooms of clinic.
Surgical room washing station fully stocked with gloves	Pass <input type="checkbox"/>	Staff request soap dispensers rather than bottles that can easily be moved and require additional touching. Recommend this change in all rooms of clinic.
Any temporary holding cages outside clinic are clean	Pass <input type="checkbox"/>	
Controlled substances stored in locked cabinet when not in use	Pass <input type="checkbox"/>	Very secure.
The clinic building and equipment is in good repair	Pass <input type="checkbox"/>	This is a difficult one. The building is far too small for all the critical activities taking place here.
Description of Concerns, Actions Needed, or Praise (for Lobby & Clinic) My major concern is that the clinic is too small. Kudos to the staff for making this environment work in spite of space challenges.		

Cattery (Building 5)	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass <input type="button" value="v"/>	
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"/>	Strong odor, but not sure how to avoid this. Litter boxes are clearly clean, as are cages.
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	Pass <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"/>	Not observed, but verified with staff.
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 with staff.
The Cattery building and equipment is in good repair	Pass <input type="button" value="v"/>	
Detailed Description of Concerns, Actions Needed, or Praise Excellent knowledge of the cattery by staff who also managed public/visitor questions adeptly.		

Outside Cattery	Pass/ Fail/ Not Verified	Comments
Litter boxes are clean with no offensive odor	Pass <input type="button" value="v"/>	
Fresh water is available	Pass <input type="button" value="v"/>	
Area is free of debris and safety hazards	Pass <input type="button" value="v"/>	
Appropriate signage on each occupied kennel and cage	Pass <input type="button" value="v"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p>		

Building 1	Pass/ Fail/ Not Verified	Comments
Staff and volunteers are friendly, informative, and courteous to all	Pass 	
Kennels and cages are free of feces and urine	Pass 	Open half empty PowerAde drink in adult kennel area. Such items should be kept in staff areas.
Fresh water in each occupied kennel and cage	Pass 	
Aisles are free of debris and safety hazards	Fail 	1) Floors in the adult dog kennel area were very wet and there was no "caution" signage except for one small sign at the back of the kennels. This signage should be placed where public and staff will see immediately upon entry, and throughout the kennel area. 2) Back sidewalk had numerous tripping hazards including a hose that was crossing the walk multiple times, and clean crates that had fallen over and were laying on the ground blocking the walk. This area is easily accessible to the public so much be kept safe and clear (for staff, too).
Appropriate signage on each occupied kennel and cage	Pass 	
Pooper Scoopers are kept in a clean disinfection solution between scooping each run	Pass 	
Kennels and cages are thoroughly cleaned and sanitized between occupants	Pass 	Verified with staff.
Hand sanitizing stations are visible and stocked	Fail 	This area need stations.

Drains free of debris and functioning properly	Pass		
Staff work area has a hand washing station with soap, paper towels	Fail		A dirty towel was at the sink for drying of hands.
Sinks and tubs are in working order, clean, and free of debris	Pass		
Mops, buckets, and all other cleaning equipment are disinfected at the end of the day	Not Verified		
Stainless steel cages are clean and have fresh newspaper	Pass		
Clean floors, doors, and windows	Pass		
There is no offensive odor	Pass		
Kennel building and equipment are in good repair	Pass		

Building 1 Detailed Description of Concerns, Actions Needed, or Praise

- 1) Very concerned that there is a sign in the adult dog kennel area requiring staff to spray shoes with Rescue disinfectant before leaving the kennel, but staff admit that this is not being done. Rescue bottles were not there where they were supposed to be. Recommend either d/c this policy if it's not necessary; or, staff and public need to adhere to the policy if it IS necessary. It is not a good practice to post policies that are not being followed. This fosters an attitude of dismissing signage directions.
- 2) Generally concerned that it would be easy to transfer disease from adult kennels to puppy area.
- 3) Classical music playing in adult kennel area is an excellent touch. Pleasant for the dogs and the public.

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"/>	Old feces present in exercise yard nearest Bldg 3. Not excessive, but shouldn't be there.
Gates function properly	Pass <input type="button" value="v"/>	
Waste stations are stocked	Pass <input type="button" value="v"/>	
<p align="center">Detailed Description of Concerns, Actions Needed, or Praise</p> <p>In general, with only one exception, exercise yards were very clean.</p>		

SUBMIT