

Sample Animal Shelter Inspection Form

Each time you visit or volunteer at the shelter, come prepared with a form like this one to help you document conditions. If possible, make notes on as many different occasions as possible. During your visits, take photographs if you can, and write down approximate dates and times, describing what you have seen. Don't forget to collect and save any newspaper articles or tapes of news broadcasts relating to the shelter. All of this documentation can prove invaluable when you meet with officials to discuss problems and solutions.

Name of shelter _____

Address _____

Tel. _____ Date of visit _____

Is the shelter private, nonprofit, or municipal? _____

Name of visitor _____

Address _____

Tel. _____

Time _____ Temperature _____ Weather _____

A. ANIMAL HOUSING (Yes or No)

1. Is there provision for a variety of animals? Yes _____ No _____

Dogs _____ Cats _____ Livestock _____ Wildlife _____

Comments _____

2. Please check off types of separation of animals as seen:

Dogs from cats _____ Aggressive from all others _____ Puppies and kittens from adults
(unless nursing) _____

Nursing mothers from all others _____ Sick/injured from healthy _____ Males from females in season _____

3. Are the following animals segregated?

Condition:

	Yes	No	Good	Fair	Poor
Strays	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surrendered	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adoptable	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biters	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursing	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livestock	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wildlife	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

4. Is there an isolation/quarantine area for dogs, cats, and other animals?

Condition:

	Yes	No	Good	Fair	Poor
Strays	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Injured	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bite cases	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custody cases	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wildlife	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others	___	___	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

B. DOGS

Total number of kennels _____

Total number of dogs in kennels _____

Number of dogs per kennel _____

Approximate size of a kennel _____

Are the floors free of feces and urine? Yes _____ No _____

Are the floors free of standing water? Yes _____ No _____

If there is standing water, what is the source? _____

Do dogs have resting boards? Yes _____ No _____

Are the boards clean? Yes _____ No _____

Are they in good condition? Yes _____ No _____

Do the dogs have sufficient potable water? Yes _____ No _____

What type of water container is used? _____

How often are the dogs fed? _____

What type of food container is used? _____

Where are the dogs during cleaning? _____

Are the outside runs free of feces and urine? Yes _____ No _____

Are the kennels crowded? Yes _____ No _____

Comments _____

C. PUPPIES

Total number of puppy pens/cages _____

Total number of puppies _____

Number of puppies per cage _____

Approximate size of puppy pen/cage _____

Are puppies housed separately from adult dogs? Yes _____ No _____

Are the cages free of feces and urine? Yes _____ No _____

Are the cages lined with newspaper/other material? Yes _____ No _____

Do the puppies have sufficient water? Yes _____ No _____

What type of water container is used? _____

How often are they fed? _____

What type of food are they given? _____

What type of food container is used? _____

Where are the pups during cleaning? Yes _____ No _____

Are the cages crowded? Yes _____ No _____

Comments _____

D. CATS

Total number of cat cages _____ Total number of cats _____

Number of cats per cage _____ Cage size _____

Are the adult cats separated from kittens (except nursing mothers)? Yes _____ No _____

Are males separated from females? Yes _____ No _____

Is cat food provided (not large chunk dog food)? _____

Type of food container _____

Is drinking water available? Yes _____ No _____

Type of water container _____

Are there litter pans for all cats/kittens? Yes _____ No _____

Where are the cats and kittens during cleaning? _____

Are the cages crowded? Yes _____ No _____

Comments _____

E. GENERAL

Do you notice any obviously sick animals? Yes _____ No _____

If so, describe: _____

Are sick animals separated from healthy animals? Yes _____ No _____

What is the procedure for providing medical treatment?

How are unwanted animals destroyed? _____

Is euthanasia performed in a caring and professional manner? Yes _____ No _____

What care is given on weekends and holidays? _____

Does the shelter sell animals to animal dealers or research facilities? _____

Is this required by law or just policy? _____

Does the shelter have educational materials for the public? Yes _____ No _____

Describe _____

Is there a procedure for animal rescue? Yes _____ No _____

What happens to fees collected for licenses, permits, impoundments, quarantines, adoptions, boarding, and redemption? _____

Are statistics available on how many animals are handled each year and how they're disposed of? Yes _____ No _____

What is the attitude of the employees toward your visit? _____

Is there a training program for employees? Yes _____ No _____

Have all animals been removed from the trucks? Yes _____ No _____

Are the interiors of the trucks cleaned? Yes _____ No _____

If the animal has tags or other identification, is ownership checked? Yes _____ No _____

What is the procedure for the return of licensed animals to their owners?

Additional comments _____