

# Animal Shelter/Rescue Facility Evaluation Form

Facility Name:	Phone #:
Address:	Contact/Manger Name:
Email Address: Website:	Social Media? __FB__ Tw__ Other:
Days / hours of operation: M _____ T _____ W _____ TH _____ F _____ Sa _____ Su _____	
Are fees/ hours of operation posted and visible?	
Are the animals fed and watered on Sundays/ holidays/ when shelter is closed?	
Does the shelter have educational information for the public?	
How does the shelter earn money to run the facility?  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Thrift Stores/retail shops  <input type="checkbox"/> Grant Writing  <input type="checkbox"/> Community Events         </div> <div style="width: 45%;"> <input type="checkbox"/> Mailings  <input type="checkbox"/> Workshops  <input type="checkbox"/> Other:         </div> </div>	
What is the number of paid staff? <span style="margin-left: 100px;">Overstaffed?</span> <span style="margin-left: 100px;">Understaffed?</span> Describe staff moral:  Is there a recognition plan in place for staff?  Rate Customer Service Skills: 1 2 3 4 5 (one being poor, 5 being excellent)	
What is the number of active Volunteers?  Are volunteers being used in an efficient manner?  Is there training for volunteers on a regular basis?  Is there a recognition plan in place for volunteers?	
Are there written shelter policies/manuals? <span style="margin-left: 150px;">Are copies readily available?</span>	
Does the shelter have a copy of the local animal control/welfare ordinances?	
Describe the adoption process:  Is a potential owner screened for new pet adoption? (making sure pet fits owners needs/wants)  Is a Home Evaluation completed with each adoption?  Is a follow up call/visit completed with each adoption?	

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Describe the physical dimensions/facilities of the shelter:			
Size of shelter (list number of kennels/cages per species):			
Number of animals presently housed:	Dogs:	Cats:	Other:
Overall appearance of shelter (clean, properly maintained, sanitary):			
Does the shelter smell good, bad or okay?			
How noisy is the shelter?			
PUPPIES:			
Are puppies housed separately from adult dogs?			
Are kennels free of feces & urine?			
Are kennels lined with newspaper or other material?			
What type of food are they given?			
DOGS:			
Are the cages/kennels of adequate size?			
Do dogs get time outside?	% time in kennels:		
Do dogs get adequate exercise?			
Do dogs have resting boards or other type of bed/bedding?			
*Are they clean and in good condition?			
CATS/KITTENS:			
Are the adult cats separated from the kittens?			
Is drinking water available and clean?			
Are there litter pans for all cats/kittens?			
Are the kennels/cages crowded?			
Do the animals appear to be separated by sex, age, and temperament?			

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Describe Food Prep/Storage:	
Do animals get a consistent diet, or fed random foods?	
How often are animals fed?	
Do animals get treats, chews, bones or toys?	
Is drinking water available & clean for each individual animal?	
Is there hot water available for cleaning?	Yes / No
Describe cleaning process for...	
Food Dishes/Bowls:	
Blankets/towels:	
Bones/Toys:	
Kennels:	
*Are floors free of feces & urine?	
*Are floors free of standing water?	
What type of disinfectant is used?	
*Toxic or non-toxic	
Is there an air conditioning/cooling or heating system in use?	
Is there a quarantine area?	
Were there any obviously sick animals not in a quarantined area?	
How are spay/neuter surgeries provided:	
How are injured animals treated:	
When is euthanasia performed?	
*is this a kill or no-kill shelter?	
Is euthanasia performed in a caring and professional manner?	
Name/address/phone of veterinarian(s) used for any contracted services	

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ADDITIONAL NOTES AND COMMENTS:

\_\_\_\_\_  
Inspection completed by (print name)

\_\_\_\_\_  
Title (job title pertaining to TAILS411)

  1     2     3     4     5    
Overall Impression – circle one (1 being poor, 5 being excellent)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date