



## Satellite Pet Adoption Inspection Check List

### How to Prepare for Your Pre-Operational or Routine Inspection

*Satellite pet adoption* means a fixed location within a separately permitted pet shop, commercial kennel, pet daycare facility, pet grooming service or pet food retail business where an animal shelter, its staff or volunteers house, care for and regularly offer pets for adoption from the fixed location.

Satellite pet adoption facilities receive a pre-operational inspection and one annual inspection from Public Health to ensure the requirements of King County Board of Health Title 8, [Chapter 8.03: Pet Business Regulations](#), as they pertain to satellite pet adoption facilities, are being met.

This checklist intended to help owners/operators of a satellite animal shelter in King County to prepare for permit inspections.

#### Indoor Facility

- Have hot and cold running water available (note: plumbing permits, if needed, are signed off and approved)
- Have functional toilet and handwashing facilities installed
- Provide a utility sink with hot and cold running water for cleaning bowls, dishes, and cat boxes -this should not be a shared sink for employee breaks or the bathroom sink
- Have functional lighting and electrical (note: electrical permits, if needed, are signed off and approved)
- Ensure floors and walls are water impervious surfaces and easily cleanable, and floors have adequate drainage
- Install base coving where needed
- Designate an isolation area with good ventilation that can accommodate 10% of your capacity and maintain a sign posted on the door/entrance
- Use water-impervious food and water containers
- Have working thermometers in refrigerators and maintain at 41°F or below
- Ensure separate storage of pet food/medicines from food/drink for human consumption

#### Animal Enclosures

- Provide and maintain primary enclosures of sufficient size to allow each animal to turn around, exercise normal postural movements, experience or avoid socialization with cage mates, and avoid overcrowding
- Ensure that primary animal enclosures are constructed of materials that are water resistant and can be readily cleaned and disinfected
- Provide proper food and potable water to animals, according to the need of the species, and provide cats with a litter pan



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#### Infection Control

*Effective cleaning and disinfection help prevent the spread of diseases. If you need advice on cleaning and disinfection, Public Health can provide resources on procedures, how to read labels on disinfectants, choosing an effective disinfectant, and dilutions.*

- Have an [Infection control plan](#) available on site, and followed by all staff, that includes:
  - the schedule for cleaning and disinfection of cages, surfaces and equipment;
  - proper methods for handling and disposal of soiled animal bedding, litter and wastes;
  - disinfectants to be used; and
  - personal protective equipment (PPE) and measures, including gloves, protective clothing, masks, and handwashing to be used by employees
- Make PPE, as described in the infection control plan, available to all employees
- Develop, follow, and make available isolation procedures for ill and injured animals
- Maintain a person in charge that is present at all times the shelter is open to the public, and ensure common play areas have direct supervision and acceptable staff to animal ratios
- Stock and store cleaning and disinfection supplies away from animals

#### Permits and Recordkeeping

- Display your Public Health permit
- Verify each dog, cat or ferret four months of age or older is immunized against rabies
- Record keeping for medical care, including all vaccinations given, animal bites, illness, injuries, deceased animals, and adoption and/or foster placement information
  - Keep records for each animal for not less than 365 days after the animal is released from the establishment

#### Resources

The following resources are available for download at <http://www.kingcounty.gov/petbusiness>

- [Infection control plan template](#)
- Factsheet on disinfectants
- Factsheet on dilutions
- Permit application

King County Board of Health Code Title 8: <https://kingcounty.gov/depts/health/communicable-diseases/zoonotic/~media/depts/health/board-of-health/documents/code/BOH-Code-Title-8.ashx>