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Appendix

Animal Capacity Projection Calculations

HUMAN POPULATION			
	2014 Population	2020 Population Projection	2030 Population Projection
Pflugerville - Human Population	53,752	77,512	104,981
2020 / 2030 / 2040 Source: Texas Water Development Board / City & County Populations, 2020-2070 with City comments			

NO. OF HOUSEHOLDS (based on 2.6 people per household)			
	Households 2014	Households 2020	Households 2030
No. of Households	20,674	29,812	40,377
Source: www.avma.org US Pet Ownership Statistics (2011, US Census estimated 2.6 members per household)			

NO. OF DOG OWNING HOUSEHOLDS (national average of .365 households own dogs)			
	Number of Dogs in Household 2014	Number of Dogs in Household 2020	Number of Dogs in Household 2030
	7,546	10,881	14,738
Source: www.avma.org US Pet Ownership Statistics (Formulas for estimating the number of pet-owning household using national percentage) Number of dog-owning households = .365 x total number of households			

NO. OF CAT OWNING HOUSEHOLDS (national average of .304 households own cats)			
	Number of Cats in Household 2014	Number of Cats in Household 2020	Number of Cats in Household 2030
	6,285	9,063	12,275
Source: www.avma.org US Pet Ownership Statistics (Formulas for estimating the number of pet-owning household using national percentage) Number of cat-owning households = .304 x total number of households			

DOG POPULATION (national average number of dogs owned per household = 1.6)			
	Number of Dogs in Household 2014	Number of Dogs in Household 2020	Number of Dogs in Household 2030
	12,674	17,410	23,580
Source: www.avma.org US Pet Ownership Statistics (Formulas for estimating the population using national percentage) Number of dogs per households = 1.6 x total number of dog-owning households			

CAT POPULATION (national average number of cats owned per household = 2.1)			
	2014	2020	Number of Cats in Household 2030
	13,198	19,032	25,777
Source: www.avma.org US Pet Ownership Statistics (Formulas for estimating the population using national percentage) Number of cats per household = 2.1 x total number of cat-owning households			

2014 PFLUGERVILLE SHELTER INTAKE NO'S (Actual No's)		
	2014 Intake No's	Percentage
Cat Intake	353	32.9%
Dog Intake	720	67.1%
Total Intake	1073	100.0%
Source: City of Pflugerville Animal Services - Kennel Outcome FY 2014 .xls (Exotic & Livestock were excluded = 12 total animals)		

2014 PERCENTAGE OF ANIMALS PER HOUSEHOLD TO SHELTER		
	% of Cats to Shelter 2014	% of Dogs to Shelter 2014
Pflugerville, TX	3%	6%
Source: Actual Intake / Pet Population based on national standards		



Appendix

Animal Capacity Projection Calculations

2014 ANIMAL INTAKE (Actual No's)			
FY 2014 Animal Intake	FY 2014 Cat Intake	FY 2014 Dog Intake	FY 2014 Total Animal Intake
Total Shelter Intake	353	720	1,073

2020 ANIMAL INTAKE (Projected No's)			
2020 Animal Intake	2020 Cat Intake	2020 Dog Intake	2020 Total Animal Intake
Total Shelter Intake	509	1,038	1,547

2030 ANIMAL INTAKE (Projected No's)			
2030 Animal Intake	2030 Cat Intake	2030 Dog Intake	2030 Total Animal Intake
Total Shelter Intake	689	1,406	2,096



2020 DAILY ANIMAL INTAKE WITH OVERALL LENGTH OF STAY (Projected No's)		
Dogs		
	Daily Intake	Daily Intake x Average Length of Stay
FY 2020 avg daily intake	3	
Adopted 48% (7 days - 2 yrs Length of stay)	1.38	83.06
Return to Owner 36.5% (0-7 day Length of Stay)	1.05	3.68
Transferred to Rescue 12% (19 Day Length of Stay)	0.35	6.58
Euthanized (<2%)	0.10	
Total Dogs	2.88	93.32
Cats		
	Daily Intake	Daily Intake x Average Length of Stay
FY 2020 avg daily intake	1	
Adopted 48% (7 days - 2 yrs Length of stay)	0.68	61.08
Return to Owner 36.5% (0-7 day Length of Stay)	0.52	1.81
Transferred to Rescue 12% (19 Day Length of Stay)	0.17	3.22
Euthanized (<2%)	0.05	
Total Cats	1.41	66.11



Appendix

Animal Capacity Projection Calculations

2030 DAILY ANIMAL INTAKE WITH OVERALL LENGTH OF STAY (Projected No's)			
Dogs	Daily Intake	Daily Intake x Average Length of Stay	
FY 2030 avg daily intake	4		
Adopted 48% (7 days - 2 yrs Length of stay)	1.87	112.50	60 days
Return to Owner 36.5% (0-7 day Length of Stay)	1.43	4.99	3.5 Days
Transferred to Rescue 12% (19 Day Length of Stay)	0.47	8.91	19 days
Euthanized (<2%)	0.14		
Total Dogs	3.91	126.39	

Cats	Daily Intake	Daily Intake x Average Length of Stay	
FY 2030 avg daily intake	2		
Adopted 48% (7 days - 2 yrs Length of stay)	0.92	82.73	90 days
Return to Owner 36.5% (0-7 day Length of Stay)	0.70	2.45	3.5 Days
Transferred to Rescue 12% (19 Day Length of Stay)	0.23	4.37	19 days
Euthanized (<2%)	0.07		
Total Cats	1.92	89.54	



The information in the following chart was extrapolated using data from the 2020 and 2030 Daily Animal Intake with Overall Length of Stay (Projected No's) chart.

2025 DAILY ANIMAL INTAKE WITH OVERALL LENGTH OF STAY (Projected No's)			
Dogs	Daily Intake	Daily Intake x Average Length of Stay	
FY 2025 avg daily intake	2		
Adopted 48% (7 days - 2 yrs Length of stay)	1.03	92.84	90 days
Return to Owner 36.5% (0-7 day Length of Stay)	0.78	2.75	3.5 Days
Transferred to Rescue 12% (19 Day Length of Stay)	0.26	4.90	19 days
Euthanized (<2%)	0.08		
Avg of 2020 & 2030	2.15	110	

Cats	Daily Intake	Daily Intake x Average Length of Stay	
FY 2025 avg daily intake	2		
Adopted 48% (7 days - 2 yrs Length of stay)	0.90	25.57	32 days
Return to Owner 36.5% (0-7 day Length of Stay)	0.61	2.13	3.5 Days
Transferred to Rescue 12% (19 Day Length of Stay)	0.20	3.80	19 days
Euthanized (<2%)	0.08		
Avg of 2020 & 2030	1.66	78	

Appendix

Space Projection Needs for 2025

Item Description / Space	2025 Space Projections	
	Qty	S.F.
Dog Kennels (Large Dog Adoptable) Rm 1	650	
(Number of Runs)	10	
Adoptable Work Area/Door Clearance in Kennel	280	
Dog Kennels (Large Dog Adoptable) Rm2	550	
(Number of Runs)	10	
Adoptable Work Area/Door Clearance in Kennel	280	
Dog Kennels (Medium Dog Adoptable)	560	
(Number of Runs)	10	
Adoptable Work Area/Door Clearance in Kennel	190	
Dog Kennels (Small Dog Adoption)	480	
(Number of Runs)	10	
Small Dog Work Area/Door Clearance	100	
Puppy/Small Dog Room	260	
(Number of Cages)	10	
Puppy/Small Dog Room	260	
(Number of Cages)	10	
Dog Kennels (Strays/Impound - Small)	480	
(Number of Runs)	10	
Dog Kennels (Strays/Impound - Med)	360	
(Number of Runs)	10	
Dog Kennels (Strays/Impound - Large)	460	
(Number of Runs)	10	
Stray/Impound - Shared Work Area	175	
Dog Isolation	640	
(Number of Kennels)	10	
Isolation Work Area/Door Clearance	110	
Dog Quarantine	640	
(Number of Runs)	10	
Quarantine Kennel Work Area/Door Clearance	110	
Total Dogs	110	
Cat Display - Adoption	320	
(Number of Cages)	27	
Cat Adoption - Work Area	130	
Cat Hold/Stray	150	
(Number of Cages)	27	
Cat Stray - Work Area	60	
Cat Isolation	120	
(Number of Cages)	12	
Cat Isolation- Work Area	100	
Cat Quarantine	120	
(Number of Cages)	12	
Shared Work Area - Cat Iso/Quarantine	64	
Total Cats	76	
Total Animals	186	

2025 Space Needs Projections		
Item Description / Space	2025 Space Projections (sf)	
Adoption Area (Front of House)		
Vestibule		161
Lobby		775
	Kiosk	
Admin Areas		
Reception		175
Admin Work Room - Include Mail Area		300
File Room		110
Retail Area		125
Offices		
Animal Shelter Supervisor - Rhonda	1	210
Animal Control Officer	8-10	350
Volunteers Office/Lockers		160
Cat - Get To Know Rooms		
	Room 1	65
	Room 2	65
	Room 3	65
Dog - Get To Know Rooms		
	Room 1	65
	Room 2	65
	Room 3	65
Cat Play Room		175
Cat Play Room		80
Puppy / Small Dog Display		60
Puppy / Small Dog Display		60
Conference / Training (80 chairs) w/ coffee bar		1200
Storage - Tables/Chairs		75
IT/Data		45
Break Rooms		450
Janitor		20
Public Toilets (Men & Women/OP's)		350

2025 Space Needs Projections		
Item Description / Space	2025 Space Projections (sf)	
Vet Clinic		
Lobby		380
Reception		180
Vet Office		80
Surgery Prep		145
Surgery Room		280
Holding		240
Work Room		310
Storage		100
Back of House (Private Areas)		
Behavioral Assessment Room		140
(1) Exam Tables		
Work Surface / Data Entry		
Exotic Holding Room		140
EU Room		150
(1) Surgical Tables		
Specimen Sink		
(1) Lock Boxes		
Work Surface / Data Entry		
Food Prep Room		175
3 Compartment Sink		
Commercial - Hood Type Dishwasher		
Grooming Room		100
Bathing Tub		
Stainless Steel Table		
Drying Cages		
Laundry Room		
(2 sets) Commercial Washer/Dryer		240
Storage		
Chest Freezer (in Sallyport)		
Walk-In Freezer		100
Check-In (Back of house receiving)		140
Work Station for Data Entry		
Scales		
Area to photo animals		220
Vaccination upon Intake		

Storage		
Storage		53
Storage		125
Dry Food Storage		265
Employee Restroom - Men		
Single Occ Toilet/Lav		310
Locker/Dressing Area		
Roll-In Shower / Lav/Counter		
Employee Restroom - Women		
Single Occ Toilet/Lav		310
Locker/Dressing Area		
Roll-In Shower / Lav/Counter		
Drop-Off		170
Lobby		
Shared Reception with Adoption		
Exam Room - Adjacent to Drop Off Lobby/Reception		
Sally Port		1990
Double drive		
Fence enclosed storage		
Drop Off Kennels for ACO/After hours		
Chemical Shower		
Telephone / Data		120
Mechanical / Electrical / Fire Riser		300
Janitor		40
Livestock Pens		
Police SubStation		
Entrance/Lobby		100
Office		120
Office		120
Unisex - Single Occ Toilet		60
Bike Storage		120
Sub-Total		28411
Corridor		4,367
Walls		2,041
Design Contingency (10%)		2,041
Total		28,800

Appendix

HSUS Guidelines

Guidelines for the Operation of an Animal Shelter

Your local animal shelter is the nucleus of your community's animal care and control program. The shelter should be maintained and operated so that it is attractive and convenient to the community. Most importantly, it should be a place of safety and comfort for the animals. If you are building a new facility, these considerations should be included in your plan.

In addition to the guidelines that follow, information on shelter design and construction is available from The HSUS. It includes guidelines for evaluating the facility needs of your community, sample floor plans, and a list of architects who specialize in shelter design and have worked on a wide range of animal shelter projects around the country. The HSUS recommends the standards outlined below for any animal shelter, regardless of its size, years in operation, or budget.

I. Planning Your Facility

A. Housing

1. Stress reduction and disease control are your goals when determining how to separate animals.
2. Separate animals as follows:
 - a. Dogs from cats
 - b. Sick or injured animals from healthy animals
 - c. Puppies and kittens from adult animals (unless they are nursing)
 - d. Males from females (especially those in season)
 - e. Aggressive animals from all others
 - f. Nursing mothers and their young from all others
3. Animals who are stressed or recuperating from injuries or illness must have a quiet place to rest during their recovery period. If kept awake, stressed, or forced to be on guard because of close proximity to barking dogs, their recovery period may be lengthened or otherwise compromised.

B. Floors

1. Floors should slope toward drains to prevent the accumulation of water in the runs.
2. Floors should be made of sealed concrete (making it nonporous) or some other nonporous material that can be disinfected.

C. Walls

1. Walls between kennels should be at least 4 feet high and should prevent water and waste material from flowing from kennel to kennel.
2. For walls between kennels, use one of the following materials:
 - a. Cinder block sealed and painted with epoxy to make it nonporous
 - b. Metal embedded in a concrete base
 - c. A fiberglass kennel unit, including floor, sides, and gate
 - d. Tile or glass block
3. Chain-link fencing or wire mesh should extend at least 2 feet above kennel walls. Runs should be covered with fence fabric or wire mesh to contain dogs who might jump or climb fences or who are in season, are aggressive, or are quarantined.

D. Drainage

1. The shelter must have drainage and plumbing adequate to handle the heavy load of daily cleaning.
2. Drainage for each run should prevent cross-contamination of other runs by urine or feces.

E. Heating and Cooling

1. Heating elements embedded in kennel floors are ideal. The temperature at floor level for infant, sick, or injured animals should be at least 75°F; for healthy adult animals, 65 -70°F.
2. Heating, cooling, and humidity-control systems should be used for the comfort of the animals, the staff, and the visiting public.
3. A means of circulating the air must be in operation in all kennel areas. Ideally, the air in the building should be exchanged with outside air eight to twelve times per hour.

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F. Security

1. Install a security system to protect the building. Some examples are perimeter fencing, an alarm system, or at a minimum, deadbolt locks for all outside runs in combination with outside lighting.
2. Secure all controlled drugs in a manner that, at a minimum, meets both federal and state laws and regulations.
3. Install a fire-alarm system and institute an emergency plan to prepare your staff for a potential evacuation of animals from the shelter.

G. Dogs

1. Dogs confined in either cages or kennels should have room to move about normally.
2. Stainless-steel or custom-made individual cages for indoor holding should follow these minimum size guidelines:
 - a. Large dogs (more than 50 pounds): at least 4 feet by 6 feet, or 24 square feet
 - b. Medium-sized dogs (36-50 pounds): at least 4 feet by 5 feet, or 20 square feet
 - c. Small dogs (10-35 pounds): at least 3 feet by 4 feet, or 12 square feet
3. Dogs confined in cages should be exercised in runs at least 4 feet by 10 feet twice daily or walked on a leash for at least 20 minutes twice daily.
4. Kennels with runs, whether fully enclosed or indoor/outdoor, should follow these minimum size guidelines:
 - a. Kennels: 4 feet by 6 feet
 - b. Runs: 4 feet by 8 feet
5. Ideally, each dog should have his or her own kennel. Animals who share kennels must be evaluated for compatibility and monitored closely. Each should have ample room to stand, lie down, turn around, and sit normally. This requires a minimum area of 4 feet by 4 feet for each dog. A shared 5-foot by 10-foot kennel should hold no more than two large, two medium, or three small dogs.
6. Enclosures should be equipped as follows:

- a. Potable water must be available at all times. Water containers should be cleaned and disinfected regularly (and always before a new animal is put into the cage or run). Water containers should be mounted so that animals cannot tip them over or urinate in them.
- b. If self-feeders are used, they should be cleaned daily and disinfected regularly (particularly before a new animal is put into the cage or run). In addition, they must be mounted so that dogs cannot urinate or defecate in them. Food should be clean and dry at all times.
- c. If kennel floors are not heated, provide resting boards or beds. Even with heated floors, beds should be provided for nursing mothers, injured animals, sick animals, and animals being held for an unusually long time (for example, in cruelty cases). Cardboard boxes and other enclosures or platforms that can be disposed of, changed, or easily disinfected may be used, and blankets or towels that can be disinfected may be used for bedding.

H. Cats

1. Individual cages should be made of stainless steel, fiberglass, or other impervious material and should follow these guidelines:
 - a. Provide an area of at least 9 square feet (usually 3 feet by 3 feet) for each cat.
 - b. Supply each cage with a cat litter pan.
 - c. Ensure that each cat has constant access to water and dry food.
 - d. House no more than one cat in a cage, except for nursing mothers, young litters of kittens, or pairs of adult cats who have been admitted to the shelter from the same household.
2. If colony cages are used to house cats, follow the guidelines listed below.
 - a. Cats whose vaccination history is unknown should be evaluated for health and behavior, vaccinated, and isolated for at least 24 hours for observation before being placed in cat-colony cage rooms.
 - b. Separate unsterilized males from females.
 - c. Separate nursing mothers from all others.
 - d. Separate young kittens from adult cats (except for their mothers).
 - e. House no more than fifteen adult cats or twenty kittens in a 10-by-15-foot room.

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- f. Include one 12-inch by 18-inch cat litter pan for every three cats or five kittens.
- g. Have water and dry food available at all times (when giving fresh food, use one dish per cat).
- h. Equip colony rooms with shelves or resting boxes; provide cages with open doors for animals who prefer to be isolated.

I. Human Traffic Control

1. Provide adequate space for staff to work comfortably and for equipment and records to be stored properly.
2. Make the receiving area large enough for the public to bring, reclaim, or adopt animals comfortably and to keep the animals separated from one another. Ideally, incoming animals should be received in an area separate from the adoption area. The traffic flow pattern should be designed so that animals can be moved quickly, safely, and easily from one place to another.
3. Keep newly arrived animals in a receiving room separate from the rest of the shelter population until they have been evaluated for health and temperament. To maintain high standards of safety for the staff and public and to decrease the possibility of the spread of disease, newly arrived animals should be routed to the appropriate holding area as soon as possible: move dangerous dogs to an area away from public access, sick animals to an isolation area, and injured animals to a veterinarian.
4. The euthanasia room and dead-animal storage area should be easily accessible from the kennel area; however, this area should be away from public view. Animal control vehicles should have access to the back of the kennel area for bringing in animals and removing dead animals.
5. The facility should be accessible to disabled persons. The HSUS recommends that all shelters comply with the federal Americans with Disabilities Act (ADA), regardless of whether they are mandated to do so under the law.

II. Caring for the Animals

A. Diet and Feeding

All shelter animals, regardless of their term of residence, should receive a good-quality, balanced diet that is appropriate for their life stage. Select a food produced by a company that guarantees complete and balanced nutrition. To meet animals' needs, The HSUS recommends the following:

1. The shelter should have a sufficient number of adequately sized stainless steel food and water bowls to accommodate all animals. Feed puppies and kittens who are six to twelve weeks of age three times a day. Feed puppies and kittens who are twelve weeks to twelve months of age twice a day, and adults at least once a day.
2. Dry food can be made palatable to the greatest number of dogs as follows: Mix one-half can of wet food with one pound of dry dog food for each adult dog, add enough warm water to mix well, mix, and feed. If animals are fed between 1 p.m. and 3 p.m., their stools can be removed before closing and the dogs will be in clean runs overnight. Dry puppy food must be moistened for young pups.
3. Dry puppy chow and adult dog food may be left in self-feeders.
4. Feed dogs and puppies enough food to meet their nutritional needs (based on such factors as body weight and label instructions). Check food bowls after approximately 20 minutes. If an animal has eaten all her food, place an additional small amount of food in the run or cage.
5. Feed cats and kittens dry or canned cat food. Do not feed dog food to cats (or vice versa).
6. Generic pet foods are not recommended. Often, the nutrients in generic pet foods are not readily available for digestion and absorption by an animal. Recent tests have shown that puppies and kittens that were fed generic pet foods had a greater incidence of illness, improper growth, and other physical abnormalities and required one-and-one-third times as much food per pound of weight gained. Use only products that are made by major national pet-food companies and are 100 percent nutritionally complete.
7. Store all food in air-tight plastic containers to prevent spoilage and to avoid attracting rodents and insects.

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B. Disease Control

Follow these guidelines to minimize disease:

1. Evaluate all animals shortly after they come in to the shelter and observe them during their entire stay. Here are some common signs of illness in dogs and cats that may warrant veterinary care:
 - a. Eyes are watery, appear swollen, or show discharge.
 - b. Ears appear red or inflamed, show discharge, or have a foul odor.
 - c. Nose shows discharge (mucous, blood, or pus), or is crusty, congested, or blocked.
 - d. Gums are swollen or inflamed, teeth are loose or brown, or mouth has a foul odor.
 - e. Animal is sneezing, coughing, or wheezing.
 - f. Animal has fleas or ticks, skin shows swelling or lesions, animal limps, or animal is thin or obese.
 - g. Animal has wounds or abscesses, or body temperature is abnormal.

Have a trained and experienced staff member, a veterinary technician, or a veterinarian available to check animals and to provide care. Instruct every staff member to note and record all symptoms of possible illness and to bring them to a supervisor's attention.

C. Cleaning

1. All kennels, cages, and runs must be cleaned daily with hot water and a broad-spectrum disinfectant proven to be effective against various bacteria and viruses common in a shelter environment (including distemper and parvovirus). Each enclosure should be cleaned, scrubbed, and disinfected BEFORE a new animal enters. As an alternative, chlorine bleach (mixed with water in a 1:32 dilution) can be used.
2. Mix disinfectants according to specific manufacturer instructions. After application, allow the disinfectant to remain in contact with the surface for the length of time recommended by the manufacturer before rinsing.
3. Do not expose animals to water or disinfectant. During cleaning, place all animals in separate holding areas or in carriers; animals should never be left in the cage or kennel. Make sure enclosures are completely dry before animals are returned to them.

4. Clean the kennels and cages from floor to ceiling, and scrub cage doors and similar surfaces manually. It is false economy—and a potential source of infection—to clean the walls of a run only to the height of the dog inhabiting the run. If any one section of the shelter is left unsanitized, disease can be easily transmitted.
5. The recommended daily cleaning routine is as follows:
 - a. Remove the animal from the run or cage and place him in a separate holding area or carrier, then remove bedding, toys, and all food and water containers.
 - b. Remove all solid waste such as feces and hair. Do not hose solid waste into the drainage system; rinse away only urine with water.
 - c. Wash enclosures using a high pressure sprayer, steam-cleaning machine, or long-handled, stiff-bristled scrub brush.
 - d. Using a scrub brush and a solution of detergent/disinfectant, scrub all surfaces within the enclosure including the floor, sides, resting board, top, and gate, according to specific manufacturer instructions.
 - e. Allow the solution to stand for at least 20 minutes (or the length of time recommended by the manufacturer).
 - f. Thoroughly rinse all surfaces with a steady stream of water (preferably hot).
 - g. Dry the run or cage as completely as possible using a squeegee or rag. If possible, ventilate the area prior to returning animals to it.
 - h. Clean and disinfect beds, toys, food dishes, and water bowls.
 - i. Clean and disinfect cat litter boxes.
 - j. Clean and disinfect the holding area or carrier after each animal has been removed.
 - k. Clean and disinfect the euthanasia room.
 - l. Clean and disinfect other areas used by animals.
 - m. Clean all areas used by the staff and public. Because bacteria can accumulate and lead to disease and odor problems, be sure to regularly clean and disinfect other areas, including the aisles, walls, and ceilings.

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D. Euthanasia of Surplus Animals

The HSUS is committed to recommending only those methods of euthanasia that are painless and rapid and—to the fullest extent possible—that minimize fear and apprehension in the animal.

1. Euthanasia should be performed by the best-qualified and most-compassionate staff members, because no method is any better than the people who administer it. The facility should do the following:
 - a. Provide training for staff and regularly review and evaluate staff proficiency and attitude; and
 - b. Demonstrate awareness of the extreme stress of the task on those who perform it and make provisions to decrease this stress by all possible means.
2. Euthanasia guidelines are as follows:
 - a. The HSUS recommends the injection of sodium pentobarbital, prepared specifically for use as a euthanasia product, as the preferred agent for the euthanasia of companion animals. This method, when properly performed, has been found to be the most humane, safest, least stressful, and most professional choice by The HSUS, American Humane Association, National Animal Control Association, and American Veterinary Medical Association. The use of sodium pentobarbital is carefully controlled by federal and state laws and regulations.
 - b. Carbon monoxide (CO), when in the form of compressed cylinder gas and delivered in a properly manufactured and equipped chamber is a conditionally acceptable method of euthanasia for some animals. It is unacceptable to use CO for the euthanasia of dogs and cats who are under four months of age, or who are old, sick, or injured.
 - c. Carbon dioxide (CO₂) is not acceptable for routine use in animal care and control facilities for euthanasia. However, a commercially manufactured chamber using compressed CO₂ may be acceptable for certain wildlife species.
 - d. The methods that The HSUS considers inhumane, disapproves of, and campaigns against include decompression, nitrous oxide, drowning, decapitation, cervical dislocation, pithing, exsanguination, electrocution, gunshot (excluding properly performed field euthanasia), air embolism, nitrogen flushing, strychnine, chloral hydrate, caffeine, nicotine, magnesium sulphate, potassium chloride, succinylcholine chloride (Succostrin, U-Tha-Sol, Anectine, Quelicin Chloride, Scoline Chloride), and any combination of pentobarbital with a neuromuscular blocking agent.

3. Animals should be checked carefully.

- a. Animals who have been euthanized should be checked to make certain that their vital signs—breathing, heartbeat, and eye reflex—have stopped or that rigor mortis has set in.
- b. Dead animals may be disposed of by incineration, burial in a landfill, or another method approved by the community.

III. Record Keeping and Motor Vehicles

A. Record Keeping

1. Paperwork should be prepared for every animal that enters the shelter. Paperwork should include the animal's description and any available information about his background. The records also should include notes on any veterinary or other special care the animal has received and a record of the animal's final disposition.
2. Each record should be numbered and filed so that shelter staff can easily retrieve the information and easily identify animals for adoption, reclamation, or euthanasia.
3. A cage card should accompany each animal throughout her stay at the shelter. The cage card should include the animal's record number, description, and other relevant information such as behavioral characteristics, and observations about health and temperament. Each animal should wear a collar or a collar-tag combination which includes the record number.
4. All animals should be counted at the start and at the end of each day, with the numbers recorded by species in a permanent journal. Each day, these totals should be balanced against the card records. A daily log should be kept to record animals received, adopted, euthanized, or returned to owner. In the records, animals should be classified according to species, sex, and age. (For example, separate adults from those under four months of age.)
5. Receipts for all fees (such as donations, impoundment fees, and adoption fees) should be kept by number and recorded daily, to be balanced against weekly bank deposits. (An inexpensive cash register that can be locked is a good investment.) Daily balances (including incoming and outgoing transactions) should be maintained.

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B. Motor Vehicles

1. Each shelter should have an adequate number of vehicles for picking up animals, depending on the size of the community.
2. The vehicle(s) should provide the animals with safety, security, protection from the elements, adequate ventilation, and temperature control. Each animal must have a separate enclosure. Special enclosures should be available for sick or injured animals; these animals require special care and handling as well. There should be a separate compartment for dead animals if a separate vehicle is not available.
3. The vehicles serve as the agency's "field representation" and therefore should be a) clean and well-marked with the agency's name and phone number; b) operated safely at all times; and c) driven courteously.
4. Vehicles should be designed to make it as easy and humane as possible for animals to be loaded and unloaded.
5. Vehicles should be equipped with at least the following animal rescue equipment: dog and cat control poles; a net; leashes; a ladder; wire or fiberglass cages; portable cat carriers; a halter; head-and-tie ropes and slings for livestock; a stretcher; a tool kit; an axe; a shovel; a hammer; a crowbar; a flashlight; dog and cat food; muzzles; humane dog and cat traps; and first aid kits for both people and animals.
6. Vehicle drivers should be trained and prepared to give emergency care to injured or ill animals. Euthanasia should not be administered in the field unless an animal is suffering to such a degree that she is in need of immediate relief by euthanasia. In these cases, the vehicle driver should call a veterinarian to the scene when necessary. The HSUS considers killing by gunshot to be inhumane, except when it is performed properly as a method of field euthanasia in an emergency situation where safe, humane transport of the animal is not possible. A complete report to document the need for euthanasia should be prepared. As part of their job training, drivers should be guided by shelter policies, including guidelines from a veterinarian on how to make field euthanasia decisions.

Prepared by The HSUS's Animal Sheltering Issues staff.

The Humane Society of the United States (HSUS) was founded in 1954 to promote the humane treatment of animals and to foster respect, understanding, and compassion for all creatures. Today its message of care and protection embraces not only the animal kingdom but also Earth and its environment. To achieve its goals, The HSUS works through legal, educational, legislative, and investigative means. The HSUS's efforts in the United States are facilitated by its nine regional offices; its worldwide outreach is supported by its global humane family of organization.

The HSUS is not an umbrella organization for local humane societies, animal shelters, or other animal care and control agencies, nor does it have any legal or contractual relationships with such organizations. The HSUS publishes guidelines and recommendations for these organizations. For more information on shelter policies and procedures, please contact The HSUS's Animal Sheltering Issues staff.

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Appendix

Texas Administrative Code

TITLE 25 Health Services

PART 1 Department of State Health Services

CHAPTER 169 Zoonosis Control

SUBCHAPTER A Rabies Control and Eradication

RULE 169.26 Facilities for the Quarantining or Impounding of Animals

A. Generally

1. Structural Strength

Housing facilities shall be structurally sound and shall be maintained in good repair in order to protect the animals from injury, to contain them, and to prevent transmission of diseases.

2. Wind and Electric Power

Reliable and adequate electric power, if required to comply with other provisions of these sections, and adequate potable water shall be available.

3. Storage

Supplies of food and bedding shall be stored in facilities which adequately protect such supplies against infestation or contamination by vermin. Refrigeration shall be provided for supplies of perishable food. Non-perishable foods, such as dry food, do not require refrigeration. For example, open bags of non-perishable dry food may be stored in sealed cans, and unopened bags may be stacked on pallets or shelves with at least 12 inches of clearance between the floor and the first level.

4. Waste Disposal

Provision shall be made for the removal and disposal of animal and food wastes, bedding, dead animals, and debris. Disposal facilities shall be so provided and operated as to minimize vermin infestations, odors, and disease hazards. A suitable method shall be provided to rapidly and safely remove water and other liquid waste from housing facilities. Housing facilities should be designed to have animal excreta removed through sanitary sewers, septic systems, or garbage. All closed drainage systems should be equipped with

traps, vents, and acceptable drain covers to exclude rodents and prevent any backup of sewer gas and odors into the facility.

5. Washrooms and Sinks

Facilities for personal hygiene, such as washrooms, basins, or sinks, shall be provided for employees.

6. Management

The manager of a facility should be either an individual who has satisfactorily completed an appropriate department training course or a veterinarian.

7. Records

Records shall be kept on each animal processed through the housing facility. At a minimum, the records shall document the animal's description, impoundment date, disposition date, and method of disposition. Records shall be available for inspection by the department.

8. Heating

Adequate shelter shall be provided to protect animals from any form of cold or inclement weather and direct effects of wind, rain, or snow. Auxiliary heat or clean, dry bedding material shall be provided any time the ambient temperature falls below 50 degrees Fahrenheit (10 degrees Celsius) for more than four consecutive hours when animals are present. If bedding material is used, larger quantities should be used as temperatures drop.

9. Cooling and Ventilation

Adequate shelter shall be provided to protect animals from any form of overheating and direct rays of the sun. Facilities shall be provided with fresh air either by means of windows, doors, vents, fans, or air conditioning and shall be ventilated so as to minimize drafts, odors, and moisture condensation. Auxiliary ventilation, such as fans or air conditioning, shall be provided in indoor facilities when the ambient temperature is 85 degrees Fahrenheit (29.5 degrees Celsius) or higher.

10. Lighting

Housing facilities shall have ample light of sufficient intensity to permit routine inspection and cleaning. Primary enclosures shall be situated to protect the animals from excessive illumination.

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11. Construction

Housing facilities must be constructed in such a manner that they will protect the animal and not create a health risk or public nuisance. The building surfaces shall be constructed and maintained so that they are impervious to moisture and may be readily sanitized. Floors shall be made of durable, nonabsorbent material.

12. Primary Enclosures

Primary enclosures shall:

- a. Be structurally sound and maintained in good repair;
- b. Provide convenient access to clean food and water;
- c. Enable the animal to remain dry and clean;
- d. Be constructed and maintained so that the surfaces are impervious to moisture and may be readily sanitized;
- e. Be constructed so as to protect the animal's feet and legs from injury; and
- f. Provide sufficient space to allow each animal to turn around fully, stand, sit, and lie in a comfortable position.

B. Feeding

1. All food shall be free from contamination, wholesome, palatable, and of sufficient quality and nutritive value to meet the normal daily requirements for the condition, size, and age of the animal.
2. Dogs and cats shall be fed at least once a day, except as directed by a veterinarian.
3. Domestic ferrets shall have continuous access to food.
4. All other animals shall be fed appropriately as described on the packaging of a commercial, species-specific food or as directed by a veterinarian.
5. Food receptacles shall be accessible to all animals and shall be located so as to minimize contamination by excreta. Food receptacles shall be durable, kept clean and sanitary. Disposable food receptacles may be used but must be discarded after each feeding or, for domestic ferrets, after 24 hours of use. Self feeders may be used for feeding dry foods to animals acclimated to their use.

C. Watering

If potable water is not accessible to all animals at all times, it shall be offered to them at least twice daily for periods of not less than one hour, except as directed by a veterinarian. Drinking bottles may be used for animals acclimated to their use. Domestic ferrets shall have potable water accessible at all times, provided in drinking bottles of appropriate size to maintain a fresh supply. Water receptacles shall be kept clean and sanitary.

D. Sanitation

1. Cleaning of primary enclosures. Excreta shall be removed from primary enclosures as often as necessary to prevent contamination of the inhabitants, but not less than daily.
2. Sanitation of primary enclosures. Cages, rooms, and pens shall be maintained in a sanitary condition.
3. Building and premises. Building and premises shall be kept clean.

E. Pest Control

A regular program for the control of insects, ectoparasites, and other pests shall be established and maintained. The facility shall be free of visible signs of insects, rodents, and other vermin infestations at all times.

F. Outdoor Facilities

Outdoor facilities are acceptable under this section provided those facilities meet all the requirements of this section.

G. This section applies to all animal shelters located in counties with a population of 75,000 or greater as required by the Texas Health and Safety Code, Chapter 823, and to all quarantine or impoundment facilities regardless of county population.

Source Note:

The provisions of this 169.26 adopted to be effective April 1, 1980, 5 TexReg 812; amended to be effective February 22, 1993, 18 TexReg 845; amended to be effective February 21, 1996, 21 TexReg 963; amended to be effective August 21, 1996, 21 TexReg 7660; amended to be effective July 12, 1998, 23 TexReg 7224; amended to be effective February 18, 2003, 28 TexReg 1389; amended to be effective July 21, 2004, 29 TexReg 6936; amended to be effective December 20, 2007, 32 TexReg 9341

Appendix

About Us

Our Design Team



David G. Duman, AIA
Principal-in-Charge

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Mr. Duman is a principal of Quorum Architects, Inc. and a trusted advisor within the Animal Control community. He has serviced as Principal-in-Charge / Project Manager on over 30 animal facility projects which have included program development, master planning, needs assessments and architectural design. These projects include large and small, ground-up facilities as well as renovations and existing animal shelter facilities.

In 2011, Mr. Duman was one of the invited speakers of Texas Unites for Animals where he presented "Designing Animal Shelters and Adoption Centers". With this first-hand experience and knowledge he has developed, he is a true asset to any city looking to add or improve upon their animal shelter facility.

With 25 years of experience, Mr. Duman is the primary liaison between the Client, Quorum, the public, and various regulatory agencies. He is responsible for the direction and scheduling of the team as well as keeping the project within the authorized budget. Mr. Duman also assists the clients in developing public awareness for their new facilities.

TX Architectural Registration #1430

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Design. Spaces. People.



Kim Dowdy
Project Manager

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Ms. Dowdy has over 19 years of experience and has successfully serviced in the role of Project Manager on over 27 animal shelter projects over the past nine years.

Some of the complex and challenging projects she has worked on include animal shelters such as the Lewisville Animal Shelter and Adoption Center, The North Richland Hills Animal Adoption and Rescue Center, the Carrollton Animal Shelter and Adoption Center, and the Tri-City Animal Shelter - a project which consisted of coordinating three cities working together to open a shared facility. Each city maintains its own animal control staff, but contributes equally to the operational costs of the shelter.

Ms. Dowdy has also worked with cities to develop their animal adoption center Feasibility Study and Needs Assessment. She has become a trusted advisor in the Animal Care industry, consulting with clients, vendors, organizations and veterinarians.

As Project Manager, Ms. Dowdy is responsible for coordinating communication between all parties involved as well as working with Mr. Duman and other team members to confirm areas unique to each client's project are given the necessary detail and attention they deserve.

Appendix

About Us

Our Animal Shelter Projects



- Allen Animal Shelter
- Belton Small Animal Clinic
- Burleson Animal Shelter
- Carrollton Animal Shelter and Adoption Center
- Farmers Branch Animal Shelter and Adoption Center
- Fort Worth Chuck Silcox Animal Shelter
- Fredericksburg Animal Shelter
- Grand Prairie Animal Shelter and Adoption Center
- Greenville Animal Shelter
- Hickory Creek Animal Shelter
- Lake Worth Animal Shelter
- League City Animal Shelter and Adoption Center
- Lewisville Animal Shelter and Adoption Center
- Mesquite Animal Shelter
- Mont Belvieu Animal Shelter and Adoption Center
- Mrs. Doolittle Boarding and Daycare Facility
- Murphy Animal Shelter & Adoption Center
- North Richland Hills Animal Adoption and Rescue Center
- Patriot Paws
- Pflugerville Animal Shelter
- Richardson Animal Shelter
- Rockwall Animal Adoption Facility
- San Marcos Regional Animal Shelter
- Seguin Animal Shelter and Adoption Center
- St. Francis Vet Clinic
- Tri-City Animal Services & Adoption Center
- White Settlement Animal Shelter
- Wichita Falls Animals Shelter & Adoption Center

Appendix

About Us Client Recommendations

“ The City of Mesquite is very pleased with his (Mr. Duman’s) representation of us with the contractor. He is very firm but fair in his dealings with a contractor He always strives for the highest quality and demands it from the contractor. We appreciate his attention to details and his willingness to work with all in a very professional manner....”

-Mike Brewer, City of Mesquite

“You will not only find Mr. Duman and Quorum Architects, Inc. very capable of extraordinary designs, but more importantly, the professionalism toward details, ‘follow through action’, and ‘customer comes first approach’ makes it a pleasant experience.”

-Sherry Harper, City of Lewisville



“...David and Kim are truly the leaders when it comes to shelter design, and our three communities could not be more pleased with the work they have performed.”

-Melissa A. Stephens, ACM, City of Cedar Hill. Tri-City Animal Shelter & Adoption Center

“If there was one benchmark of Quorum’s service that everyone highlighted, it was the ‘value’ they add. They have a depth of experience with very tight and limited budgets, and the talent and experience to seek and explore creative ways to leverage and maximize a project and fully utilize precious funds.”

-City Council Recommendation, North Richland Hills



“Quorum has been great...this facility is both functional and aesthetically pleasing.”

- Stacy Wright, City of Farmers Branch

“Because of exemplary work performed by Quorum, the City of Rockwall achieved our goal of constructing and operating an exceptional Animal Adoption Center and Shelter.”

-Jeffrey Widmer, City of Rockwall

“...We liked (Quorum’s) work so much designing our animal shelter that after ten years we asked (them) to design our new addition...”

-Dennis Wooten, City of Richardson

“I was always confident that our project was being looked after with genuine concern for the City ...”

-Dave Stringer, City of Burleson. Director of Public Works (retired)



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