



Republic of the Philippines  
 Department of Health  
**HEALTH FACILITIES AND SERVICES REGULATORY BUREAU**

ANNEX H-9a  
 A.O. No. 2016- 0042

**CHECKLIST FOR REVIEW OF FLOOR PLANS  
 ACUTE-CHRONIC PSYCHIATRIC CARE FACILITY**

Name of Health Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_ Review: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**1. PHYSICAL PLANT**

\_\_\_ **1.1 General Administrative Service**

- \_\_\_ 1.1.1 Waiting Area
- \_\_\_ 1.1.2 Information, Reception and Business Office
- \_\_\_ 1.1.3 Office of the Administrator
- \_\_\_ 1.1.4 Toilet
- \_\_\_ 1.1.5 Laundry \* and Linen Area
- \_\_\_ 1.1.6 Garage
- \_\_\_ 1.1.7 Supply Storage Area
- \_\_\_ 1.1.8 Waste Holding Area
- \_\_\_ 1.1.9 Dietary
- \_\_\_ 1.1.10 Dining Area

\_\_\_ **1.2 Clinical Service**

- \_\_\_ 1.2.1 Admission, Discharge and Follow-up Unit
  - \_\_\_ 1.2.1.1 Admitting and Records Area
  - \_\_\_ 1.2.1.2 Consultation Area
  - \_\_\_ 1.2.1.3 Examination and Treatment Area
  - \_\_\_ 1.2.1.4 Equipment and Supply Storage Area
- \_\_\_ 1.2.2 Nursing Unit
  - \_\_\_ 1.2.2.1 Private / Semi-Private Room
  - \_\_\_ 1.2.2.2 Ward
  - \_\_\_ 1.2.2.3 Observation Room
  - \_\_\_ 1.2.2.4 Toilet
  - \_\_\_ 1.2.2.5 Nurses' Station with Work Area and Lavatory/Sink

\_\_\_ **1.3 Ancillary Service**

- \_\_\_ 1.3.1 Psychosocial Unit
  - \_\_\_ 1.3.1.1 Indoor Activity Area
  - \_\_\_ 1.3.1.2 Outdoor Activity Area

**2. PLANNING AND DESIGN**

- \_\_\_ 2.1 Floor plans properly identified and completely labeled
- \_\_\_ 2.2 Conforms to applicable codes as part of normal professional service:
  - \_\_\_ 2.2.1 Minimum of two (2) exits, remote from each other, for each floor of the building
  - \_\_\_ 2.2.2 Exits terminate directly at an open space to the outside of the building
  - \_\_\_ 2.2.3 Minimum of one (1) toilet on each floor accessible to the disabled

\* When the service is contracted out, this area is not required.

- 2.3 Meets prescribed functional programs:
  - 2.3.1 Main entrance of the facility directly accessible from public road
  - 2.3.2 Admission, discharge and follow-up unit located near the main entrance of the facility
  - 2.3.3 Separate toilets and wards for male and female patients
  - 2.3.4 Nurses' station located and designed to allow visual observation of patient and movement into the nursing unit
  - 2.3.5 Toilet immediately accessible from each room in a nursing unit

**COMMENTS:**

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Address: \_\_\_\_\_

**COMMENTS:**

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**HEALTH FACILITIES EVALUATION AND REVIEW COMMITTEE (HFERC)**

[ ] Approved [ ] Disapproved

\_\_\_\_\_  
Chairperson, HFERC

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Vice-Chairperson, HFERC

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Member Member Member

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Member Member Member

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