



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

ANNEX H-1

A.O. No. 2016- 0042

**CHECKLIST FOR REVIEW OF FLOOR PLANS  
 AMBULATORY SURGICAL CLINIC**

Name of Health Facility: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date: \_\_\_\_\_ Review: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**1. PHYSICAL PLANT**

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

- \_\_\_ 1.1.1 Lobby
  - \_\_\_ 1.1.1.1 Information Counter/ Admitting Area
  - \_\_\_ 1.1.1.2 Patient Waiting Area
  - \_\_\_ 1.1.1.3 Toilet
- \_\_\_ 1.1.2 Business Office
  - \_\_\_ 1.1.2.1 Cashier/Billing
- \_\_\_ 1.1.3 Medical Records Area
- \_\_\_ 1.1.4 Parking Area for Patient Transport Vehicle

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

- \_\_\_ 1.2.1 **All Ambulatory Surgical Clinics (except those performing Lithotripsy ONLY or No-Scalpel Vasectomy ONLY)**
  - \_\_\_ 1.2.1.1 Operating Room
  - \_\_\_ 1.2.1.2 Scrub-up Area with sink
  - \_\_\_ 1.2.1.3 Sterilizing Room
  - \_\_\_ 1.2.1.4 Sterile Instrument, Supply and Storage Area
  - \_\_\_ 1.2.1.5 Clean-up Area
  - \_\_\_ 1.2.1.6 Dressing Room with sink and toilet
  - \_\_\_ 1.2.1.7 *Recovery Room*
  - \_\_\_ 1.2.1.8 Consultation/Examination/Treatment Area
  - \_\_\_ 1.2.1.9 Room with radiation hazard-protected walls and soundproofed (for ASC performing Lithotripsy)
- \_\_\_ 1.2.2 **Ambulatory Surgical Clinic performing Lithotripsy ONLY**
  - \_\_\_ 1.2.2.1 Room with radiation hazard-protected walls and soundproofed
  - \_\_\_ 1.2.2.2 Consultation/Examination/Treatment Area
- \_\_\_ 1.2.3 **Ambulatory Surgical Clinic performing No-Scalpel Vasectomy ONLY**
  - \_\_\_ 1.2.3.1 Consultation/Examination/Treatment Room
    - \_\_\_ 1.2.3.1.1 Consultation/Examination/Treatment Area
    - \_\_\_ 1.2.3.1.2 Scrub-up Area with sink
  - \_\_\_ 1.2.3.2 Clean-up Area
  - \_\_\_ 1.2.3.3 Dressing Area
  - \_\_\_ 1.2.3.4 Sterile instrument, supply and storage Area
  - \_\_\_ 1.2.3.5 Sterilizing Area
  - \_\_\_ 1.2.3.6 Recovery Area

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**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 Exits restricted to the following types: door leading directly outside the building, interior stair, ramp, and exterior stair
  - \_\_\_ 2.2.2 Minimum of two (2) exits, remote from each other, for each floor of the building
  - \_\_\_ 2.2.3 Exits terminate directly at an open space to the outside of the building
- \_\_\_ 2.3 Meets prescribed functional programs:
  - \_\_\_ 2.3.1 Main entrance of the ambulatory surgical clinic directly accessible from public road
  - \_\_\_ 2.3.2 Business Office located near the main entrance of the ambulatory surgical clinic
  - \_\_\_ 2.3.3 Operating Room/Treatment Room (for No-Scalpel Vasectomy) located and arranged to prevent non-related traffic through the room
  - \_\_\_ 2.3.4 Dressing Room/Dressing Area arranged to avoid exposure to dirty Areas after changing to surgical garments
  - \_\_\_ 2.3.5 Scrub-up Area recessed into anal cove or other open space out of the main traffic

**COMMENTS:**

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

**COMMENTS:**

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

Approved       Disapproved

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

\_\_\_\_\_  
Vice-Chairperson, HFERC

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Member                      Member                      Member

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Member                      Member                      Member

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