



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

ANNEX H-6b
A.O. No. 2016- 0042

**CHECKLIST FOR REVIEW OF FLOOR PLANS
LEVEL 2 HOSPITAL**

Name of Health Facility: _____
Address: _____
Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

1.1 Administrative Service

1.1.1 Lobby

- 1.1.1.1 Waiting Area
- 1.1.1.2 Information, Reception and Communication Area
- 1.1.1.3 *Public Toilet (Male/Female/PWD)*
- 1.1.1.4 *Staff Toilet (Male/Female)*

1.1.2 Admitting and Social Service Office

1.1.3 Business Office

- 1.1.3.1 Billing
- 1.1.3.2 Cashier
- 1.1.3.3 Budget and Finance

1.1.4 Medical Records Section

1.1.5 Personnel Office

1.1.6 Prayer Room

1.1.7 Office of the Administrative Officer

1.1.8 Office of the Chief of Hospital

1.1.9 Office of the Chief of Clinics

1.1.10 Conference and Training Room

1.1.11 Library

1.1.12 Staff Toilet

1.1.13 Laundry* and Linen Office

- 1.1.13.1 Sorting and Washing Area*
- 1.1.13.2 Pressing and Ironing Area*
- 1.1.13.3 Storage Area

1.1.14 Maintenance Office*

- 1.1.14.1 Work Area*
- 1.1.14.2 Housekeeping Area*
- 1.1.14.3 Motorpool* and Ambulance Parking Area

1.1.15 Property and Supply Office

1.1.16 Waste Holding Room

1.1.17 Dietary*

- 1.1.17.1 Dietitian Office
- 1.1.17.2 Supply Receiving Area*
- 1.1.17.3 Cold and Dry Storage Area*
- 1.1.17.4 Food Preparation Area*
- 1.1.17.5 Cooking and Baking Area*
- 1.1.17.6 Serving and Food Assembly Area

*When the services are contracted out, these areas are not required. However, a contract of service or memorandum of agreement with a service provider should be secured as a prerequisite for license to operate.

- ___ 1.1.17.7 Washing Area
- ___ 1.1.17.8 Garbage Disposal Area
- ___ 1.1.17.9 Dining Area
- ___ 1.1.17.10 Toilet

___ 1.1.18 *Cadaver Holding Area*

___ **1.2 Clinical Service**

___ 1.2.1 Emergency Room

- ___ 1.2.1.1 Waiting Area
- ___ 1.2.1.2 Toilet
- ___ 1.2.1.3 Nurses' Station
- ___ 1.2.1.4 *Triage*
- ___ 1.2.1.5 *Minor OR/Area*
- ___ 1.2.1.6 Examination and Treatment Area with Lavatory/Sink
- ___ 1.2.1.7 Observation Area
- ___ 1.2.1.8 *Isolation Room with Toilet and Ante Room with PPE Rack, Sink or Lavatory*
- ___ 1.2.1.9 Equipment and Supply Storage Area
- ___ 1.2.1.10 Wheeled Stretcher Area

___ 1.2.2 Outpatient Department

- ___ 1.2.2.1 Waiting Area
- ___ 1.2.2.2 Toilet
- ___ 1.2.2.3 Admitting and Records Area
- ___ 1.2.2.4 Consultation Area
- ___ 1.2.2.5 *Respiratory Unit*
- ___ 1.2.2.6 Examination and Treatment Area with Lavatory/Sink
- ___ 1.2.2.7 Dental Clinic
- ___ 1.2.2.8 Office of the Department Head
 - ___ 1.2.2.8.1 Medicine
 - ___ 1.2.2.8.2 Pediatrics
 - ___ 1.2.2.8.3 Obstetrics and Gynecology
 - ___ 1.2.2.8.4 Surgery and Anesthesia

___ 1.2.3 Surgical Service

- ___ 1.2.3.1 Major Operating Room
- ___ 1.2.3.2 Recovery Room *with Nurses' Work Area*
- ___ 1.2.3.3 Sub-sterilizing Area/Work Area
- ___ 1.2.3.4 Sterile Instrument, Supply and Storage Area
- ___ 1.2.3.5 Scrub-up Area
- ___ 1.2.3.6 Clean-up Area
- ___ 1.2.3.7 Male Dressing Room and Toilet
- ___ 1.2.3.8 Female Dressing Room and Toilet
- ___ 1.2.3.9 Nurses' Station/Work Area
- ___ 1.2.3.10 Wheeled Stretcher Area
- ___ 1.2.3.11 Janitor's Closet *with mop sink*

___ 1.2.4 Obstetrical Service

- ___ 1.2.4.1 Delivery Room
- ___ 1.2.4.2 *High Risk Pregnancy Unit*
- ___ 1.2.4.3 Labor Room with Toilet
- ___ 1.2.4.4 Sub-sterilizing Area/Work Area
- ___ 1.2.4.5 Sterile Instrument, Supply and Storage Area
- ___ 1.2.4.6 Scrub-up Area
- ___ 1.2.4.7 Clean-up Area
- ___ 1.2.4.8 Male Dressing Room and Toilet
- ___ 1.2.4.9 Female Dressing Room and Toilet
- ___ 1.2.4.10 Nurses' Station/Work Area
- ___ 1.2.4.11 Wheeled Stretcher Area
- ___ 1.2.4.12 Janitor's Closet *with mop sink*

___ 1.2.5 Neonatal Intensive Care Unit (NICU)

- ___ 1.2.5.1 *Nurses' Station/Work Area with Sink*

- _____ 1.2.5.2 *Newborn Care Area*
 - _____ 1.2.5.3 *Breastfeeding Area with Lavatory*
 - _____ 1.2.5.4 *Treatment Area*
 - _____ 1.2.5.5 *Viewing Area*
 - _____ 1.2.6 Nursing Unit
 - _____ 1.2.6.1 *Patient Room with toilet*
 - _____ 1.2.6.2 *Isolation Room with toilet and Ante Room with PPE Rack, Sink/Lavatory and hamper*
 - _____ 1.2.6.3 *Nurses' Station*
 - _____ 1.2.6.3.1 *Utility Area*
 - _____ 1.2.6.3.2 *Linen Area*
 - _____ 1.2.6.3.3 *Toilet*
 - _____ 1.2.6.4 *Treatment and Medication Area with Lavatory/Sink*
 - _____ 1.2.7 Intensive Care Unit
 - _____ 1.2.7.1 *Nurses' Station with Work Area with Lavatory/Sink*
 - _____ 1.2.7.2 *Medication Preparation Area*
 - _____ 1.2.7.3 *Toilet*
 - _____ 1.2.7.4 *Patient Area*
 - _____ 1.2.7.5 *Dressing Area*
 - _____ 1.2.7.6 *Equipment and Supply Storage Area*
 - _____ 1.2.8 Central Sterilizing and Supply Room
 - _____ 1.2.8.1 *Receiving and Cleaning Area*
 - _____ 1.2.8.2 *Inspection and Packing Area*
 - _____ 1.2.8.3 *Sterilizing Room*
 - _____ 1.2.8.4 *Storage and Releasing Area*
- _____ **1.3 Nursing Service**
 - _____ 1.3.1 *Office of the Chief Nurse*
 - _____ 1.3.2 *Toilet*
- _____ **1.4 Ancillary Service**
 - _____ 1.4.1 Tertiary Clinical Laboratory
 - _____ 1.4.1.1 *Clinical Work Area with Lavatory/Sink(min. of 60.00 sq.m.)*
 - _____ 1.4.1.2 *Pathologist Area*
 - _____ 1.4.1.3 *Microbiology Room*
 - _____ 1.4.1.4 *Extraction Area separate from Clinical Work Area*
 - _____ 1.4.1.5 *Toilet*
 - _____ 1.4.2 *Blood Station*
 - _____ 1.4.3 Radiology – 2nd Level
 - _____ 1.4.3.1 *X – Ray Room with Control Booth, Dressing Area and Toilet*
 - _____ 1.4.3.2 *Dark Room*
 - _____ 1.4.3.3 *Film File and Storage Area*
 - _____ 1.4.3.4 *Radiologist Area*
 - _____ 1.4.4 *Pharmacy with work counter with sink*

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 *Patient* corridors for ingress and egress shall be at least 2.44 meters in clear and unobstructed width
 - _____ 2.2.4 Exits terminate directly at an open space to the outside of the building
 - _____ 2.2.5 Minimum of one (1) toilet on each floor accessible to the disabled
- _____ 2.3 Meets prescribed functional programs:
 - _____ 2.3.1 Main entrance of the hospital directly accessible from public road
 - _____ 2.3.2 Ramp or elevator for clinical, nursing and ancillary services located on the upper floor

- ___ 2.3.3 Administrative Service
 - ___ 2.3.3.1 Business office located near the main entrance of the hospital
- ___ 2.3.4 Emergency Room
 - ___ 2.3.4.1 Located in the ground floor to ensure easy access for patients
 - ___ 2.3.4.2 Separate entrance to the emergency
 - ___ 2.3.4.3 Ramp for wheelchair access
(with clear width of at least 1.22m. or 4ft.)
 - ___ 2.3.4.4 Easily accessible to the clinical and ancillary services (laboratory, radiology, pharmacy, operating room)
 - ___ 2.3.4.5 Nurses' station located to permit observation of patient and control of access to entrance, waiting area, and treatment area
- ___ 2.3.5 Outpatient Department
 - ___ 2.3.5.1 Located near the main entrance of the hospital to ensure easy access for patients
 - ___ 2.3.5.2 Separate toilets for patients and staff
- ___ 2.3.6 Surgical Service
 - ___ 2.3.6.1 Located and arranged to prevent non-related traffic through the suite
 - ___ 2.3.6.2 Operating room located as remote as practicable from the entrance to the suite to provide greater asepsis
 - ___ 2.3.6.3 Dressing room arranged to avoid exposure to dirty areas after changing to surgical garments
 - ___ 2.3.6.4 Nurses' station located to permit visual observation of patient and movement into the suite
 - ___ 2.3.6.5 Scrub-up area recessed into an alcove or other open space out of the main traffic
 - ___ 2.3.6.6 Sub-sterilizing area shall be provided and accessible from the operating room
 - ___ 2.3.6.7 Recovery room located within the suite in an area near the entrance to the suite
- ___ 2.3.7 Delivery Service
 - ___ 2.3.7.1 Located and arranged to prevent non-related traffic through the suite
 - ___ 2.3.7.2 Delivery room located as remote as practicable from the entrance to the suite to provide greater asepsis
 - ___ 2.3.7.3 Dressing room arranged to avoid exposure to dirty areas after changing to obstetric garments
 - ___ 2.3.7.4 Nurses' station located to permit visual observation of patient and movement into the suite
 - ___ 2.3.7.5 Scrub-up area recessed into an alcove or other open space out of the main traffic
 - ___ 2.3.7.6 Sub-sterilizing area shall be provided and accessible from the delivery room
 - ___ 2.3.7.7 Delivery room and NICU located on the same floor
 - ___ 2.3.7.8 NICU separate but immediately accessible from the delivery room

- ____ 2.3.8 Nursing Service
 - ____ 2.3.8.1 Nurses' station located and designed to allow visual observation of patient and movement into the nursing unit
 - ____ 2.3.8.2 Nurses' station provided in all nursing units of the hospital with a ratio of at least one (1) nurses' station for every thirty-five (35) beds
 - ____ 2.3.8.3 Toilet immediately accessible from each room in a nursing unit
 - ____ 2.3.8.4 Separate toilets and rooms for male and female patients
- ____ 2.3.9 Dietary, maintenance and other non-patient contact services located in areas away from normal traffic within the hospital, or located in separate buildings within the hospital premises
 - ____ 2.3.9.1 The dietary service shall be away from morgue with at least 25-meter distance

COMMENTS:



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Name of Health Facility: _____

Address: _____

COMMENTS:

HEALTH FACILITIES EVALUATION AND REVIEW COMMITTEE (HFERC)

[] Approved [] Disapproved

Chairperson, HFERC

Vice-Chairperson, HFERC

Member Member Member

Member Member Member

