



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

July 3, 2019

**DEPARTMENT CIRCULAR**

No. 2019- 0377

**TO :** ALL DOH CENTER FOR HEALTH DEVELOPMENT DIRECTORS, HEALTH FACILITIES AND SERVICES REGULATORY BUREAU (HFSRB) DIVISION CHIEFS, REGULATORY LICENSING AND ENFORCEMENT DIVISION CHIEFS (RLED), HFSRB AND RLED REGULATORY OFFICERS, CHIEF OF HOSPITALS AND HOSPITAL MEDICAL DIRECTORS AND OTHER CONCERNED STAKEHOLDERS

**SUBJECT:** Revised Checklist for Review of Floor Plans of Drug Abuse Treatment and Rehabilitation Centers and Hemodialysis Clinics

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A review of floor plan checklists were conducted by the Health Facilities Evaluation and Review Committee of the HFSRB to align with the recent changes in regulation. Based on the review, the checklist of the floor plan of the following health facilities will have some minor revisions:

A. Drug Abuse Treatment and Rehabilitation Center

- The Dangerous Drugs Board Regulation No. 2 Series of 2019 was approved and adopted on February 7, 2019.
- 1. Annex H-3a (Residential Drug Abuse Treatment and Rehabilitation Center for In-Patient),
- 2. Annex H-3b (Non-Residential Drug Abuse Treatment and Rehabilitation Center for Out-Patient) a
- 3. Annex H-3c (Residential Drug Abuse Treatment and Rehabilitation Center with Out-Patient Facility)

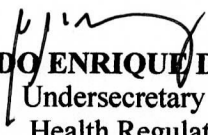
B. Hemodialysis Clinics

- To maintain confidentiality and ensure security and privacy of patients.
- 1. Annex H-5 (Hemodialysis Clinics)

The revised Checklist for Review of Floor Plans to be used for the evaluation of the DATRC and Hemodialysis Clinics shall be effective starting July 5, 2019.

Thank you.

By Authority of the Secretary of Health:

  
**ROLANDO ENRIQUE D. DOMINGO, MD, DPBO**  
Undersecretary of Health  
Health Regulation Team



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

ANNEX H-3a  
A.O. No. 2016-0042

**CHECKLIST FOR REVIEW OF FLOOR PLANS  
RESIDENTIAL DRUG ABUSE TREATMENT AND REHABILITATION CENTER**

Name of Health Facility \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date \_\_\_\_\_ Review 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

**1 PHYSICAL PLANT (420 sq. m.)**

- \_\_\_ 1.1 Administrative Office
- \_\_\_ 1.2 Registration/Waiting/Reception Area
- \_\_\_ 1.3 Consultation and Counseling Room
- \_\_\_ 1.4 Intervention and Psychological Evaluation Testing Room
- \_\_\_ 1.5 Emergency Clinic with examining table
- \_\_\_ 1.6 Living quarters (at least 7.43 m<sup>2</sup> per bed)
- \_\_\_ 1.7 Toilet and bath
- \_\_\_ 1.8 Staff toilet
- \_\_\_ 1.9 Multipurpose Area/Recreational Area (at least 1.40 sq.m./person)
- \_\_\_ 1.10 Outdoor Activity Area (at least 1.40 sq.m./person)
- \_\_\_ 1.11 Dining Area
- \_\_\_ 1.12 Kitchen (enclosed with screen)
- \_\_\_ 1.13 Medical Records Room (at least 9.0 sq.m.)

**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 facility directly accessible from public road
  - \_\_\_ 2.3.2 Assignment of function areas follows logical flow
    - \_\_\_ 2.3.2.1 Client reception area located near entrance and immediately accessible to client
    - \_\_\_ 2.3.2.2 Examination and treatment room near reception area
    - \_\_\_ 2.3.2.3 Counseling and testing room near the reception area (door should have provision for visual observation)
    - \_\_\_ 2.3.2.4 Administrative office near the entrance
  - \_\_\_ 2.3.3 Separate toilets/baths and living quarters for male and female residents
  - \_\_\_ 2.3.4 Ratio of toilet and bath to residents is 1:8
  - \_\_\_ 2.3.5 Provision of perimeter fence

**COMMENTS:**

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

Address \_\_\_\_\_

**COMMENTS:**

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

Approved       Disapproved

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

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member



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

**ANNEX H-3b**  
**A.O. No. 2016-0042**

**CHECKLIST FOR REVIEW OF FLOOR PLANS**  
**NON-RESIDENTIAL DRUG ABUSE TREATMENT AND REHABILITATION CENTER**

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

Address \_\_\_\_\_

Date \_\_\_\_\_ Review 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

**1 PHYSICAL PLANT (60 sq.m.)**

- \_\_\_\_ 1.1 *Business Area*
- \_\_\_\_ 1.2 Client Reception and Waiting Area
- \_\_\_\_ 1.3 *Psychological Testing and Counseling Room*
- \_\_\_\_ 1.4 *Consultation, Examination and Treatment Room (with examining table)*
- \_\_\_\_ 1.5 Toilet with Lavatory
- \_\_\_\_ 1.6 Staff toilet
- \_\_\_\_ 1.7 Multipurpose Area (*can accommodate 20-25 persons at a given time; at least 1.40 sq.m./person*)

**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 facility directly accessible from public road
  - \_\_\_\_ 2.3.2 Assignment of function areas follows logical flow
    - \_\_\_\_ 2.3.2.1 Client reception area located near entrance and immediately accessible to client
    - \_\_\_\_ 2.3.2.2 Examination and treatment room near reception area
    - \_\_\_\_ 2.3.2.3 Counseling and testing room near the reception area (*door with provision for visual observation*)
    - \_\_\_\_ 2.3.2.4 *Business Area* near the entrance
  - \_\_\_\_ 2.3.3 Separate toilets for male and female clients *with grab rails*

**COMMENTS:**

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

Address \_\_\_\_\_

**COMMENTS:**

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

[ ] Approved      [ ] Disapproved

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

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Vice-Chairperson, HFERC

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Member                                  Member                                  Member

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

ANNEX H-3c

**CHECKLIST FOR REVIEW OF FLOOR PLANS**  
**RESIDENTIAL DRUG ABUSE TREATMENT AND REHABILITATION CENTER WITH OUTPATIENT FACILITY**

Name of Health Facility \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date \_\_\_\_\_ Review 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

**1 PHYSICAL PLANT (420 sq. m.)**

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

- \_\_\_ 1.1.1 Administrative/Business Office
- \_\_\_ 1.1.2 Registration/Waiting/Reception Area
- \_\_\_ 1.1.3 Consultation and Counseling Room
- \_\_\_ 1.1.4 Intervention and Psychological Evaluation Testing Room
- \_\_\_ 1.1.5 Emergency Clinic with examining table
- \_\_\_ 1.1.6 Medical Records Room (at least 9.0 sq.m.)
- \_\_\_ 1.1.7 Staff toilet

\_\_\_ **1.2 Residential Service**

- \_\_\_ 1.2.1 Living quarters (at least 7.43 sq.m. per bed)
- \_\_\_ 1.2.2 Toilet and bath
- \_\_\_ 1.2.3 Multipurpose Area/Recreational Area (at least 1.40 sq.m./person)
- \_\_\_ 1.2.4 Outdoor Activity Area (at least 1.40 sq.m./person)
- \_\_\_ 1.2.5 Dining Area
- \_\_\_ 1.2.6 Kitchen (enclosed with screen)

\_\_\_ **1.3 Outpatient Service**

- \_\_\_ 1.3.1 Multipurpose Area
- \_\_\_ 1.3.2 Toilet with lavatory

**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 stairs, ramp, and exterior stairs
  - \_\_\_ 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 facility directly accessible from public road
  - \_\_\_ 2.3.2 Assignment of function areas follows logical flow:
    - \_\_\_ 2.3.2.1 Client reception area located near entrance and immediately accessible to client
    - \_\_\_ 2.3.2.2 Examination and treatment room near reception area
    - \_\_\_ 2.3.2.3 Counseling and testing room near reception area (door should have provision for visual observation)
    - \_\_\_ 2.3.2.4 Administrative office near the entrance
    - \_\_\_ 2.3.2.5 Outpatient facility should have no access to the living quarters and multipurpose area of the residential facility
  - \_\_\_ 2.3.3 Separate toilets/baths and living quarters for male and female residents
  - \_\_\_ 2.3.4 Ratio of toilet and bath to residents is 1:8
  - \_\_\_ 2.3.5 Provision of perimeter fence

**COMMENTS:**

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

Address \_\_\_\_\_

**COMMENTS:**

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

Approved       Disapproved

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

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Vice-Chairperson, HFERC

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Member

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Member

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Member

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**HEALTH FACILITIES AND SERVICES REGULATORY BUREAU**

ANNEX H-5  
A.O. No. 2016-0042

**CHECKLIST FOR REVIEW OF FLOOR PLANS  
HEMODIALYSIS CLINIC**

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

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

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

Classification According to Ownership: Institution-Based \_\_\_\_\_ Free-Standing \_\_\_\_\_

**1. PHYSICAL PLANT**

\_\_\_\_\_ **1.1 A. Treatment Area**

\_\_\_\_\_ 1.1.1 Dialysis Station (at least 6m<sup>2</sup> per station)

\_\_\_\_\_ 1.1.2 Nursing Station

\_\_\_\_\_ 1.1.3 Work Area (within nurses' station)

\_\_\_\_\_ 1.1.3.1 Work Counter

\_\_\_\_\_ 1.1.3.2 Hand Washing sink

\_\_\_\_\_ 1.1.3.3 Storage Cabinets

\_\_\_\_\_ **B. Treatment Support Area**

\_\_\_\_\_ 1.1.1 Storage Room for sterile instruments/supplies, etc.

\_\_\_\_\_ 1.1.2 Toilet Facility with water closet, urinal and lavatory

\_\_\_\_\_ 1.1.3 Water Treatment Area (*min. 12m<sup>2</sup>*)

\_\_\_\_\_ 1.1.4 Reprocessing Room (optional) for reprocessing of dialyzer

\_\_\_\_\_ 1.1.5 *Janitor's closet and waste holding area*

\_\_\_\_\_ **1.2 Non-Treatment Area**

\_\_\_\_\_ 1.2.1 Business Area

\_\_\_\_\_ 1.2.1.1 Information

\_\_\_\_\_ 1.2.1.2 Admitting

\_\_\_\_\_ 1.2.1.3 Cashier

\_\_\_\_\_ 1.2.2 Waiting Area

\_\_\_\_\_ 1.2.3 Pantry

\_\_\_\_\_ 1.2.4 *Toilet*

**2. PLANNING AND DESIGN**

\_\_\_\_\_ 2.1 Floor plans properly identified and completely labeled

\_\_\_\_\_ 2.2 The Dialysis Treatment Area and the Nurses' Station are cohesively planned in "an enclosed section or environment" provided appropriately with control doors for entry and exit of patients and staff in order to attain/maintain Patient Safety including Patient Comfort, Privacy/Convenience and at the same time Infection Control.

\_\_\_\_\_ 2.3 Nurses' station located and designed to allow adequate surveillance of patients on dialysis machines *to ensure patient security by controlling main entry to treatment section.*



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- \_\_\_\_\_ 2.4 All other Support Areas/Rooms such as but not limited to the Water Treatment Room, Reprocessing Room, Storage Room, Patients' Toilet, Staff Pantry, Offices and the like are properly planned and located "outside" or "zoned" from the Dialysis Treatment Section.
- \_\_\_\_\_ 2.5 The staff and service access or passage to these Support Areas/Rooms does not intrude the Dialysis Treatment Section in view of maintaining Patient Safety including Patient Comfort, Privacy/Convenience and at the same time Infection Control at all times.
- \_\_\_\_\_ 2.6 Appropriate waiting area is provided and found commensurate to the number of companions/relatives of dialysis patients (provide at least 0.65 sq.m /person).

**COMMENTS:**

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**HEALTH FACILITIES AND SERVICES REGULATORY BUREAU**

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

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

**COMMENTS:**

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

[ ] Approved      [ ] Disapproved

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