



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: 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 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 – 2<sup>nd</sup> 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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Republic of the Philippines  
Department of Health  
**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

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

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Vice-Chairperson, HFERC

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Member

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Member

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