



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

DEC 14 2016

ADMINISTRATIVE ORDER
No. 2016 - 0042

SUBJECT: Guidelines in the Application for Department of Health Permit to Construct (DOH-PTC)

I. RATIONALE/ BACKGROUND

The issuance of Administrative Order (A.O.) No. 2010-0035 entitled "Recentralization of the Issuances of Permit to Construct (PTC) for All Levels of Hospitals, License to Operate (LTO) for All New Hospitals and Renewal of LTO for Levels Three (3) and Four (4) Hospitals", authorized the re-centralization of the licensing and regulatory functions to the Health Facilities and Services Regulatory Bureau (HFSRB).

In the said A.O., the following regulatory functions were assigned to HFSRB:
a) issuance of PTC for all levels of hospitals; b) issuance of LTO for all new hospitals; c) any change in the LTO of existing hospitals; and d) renewal of LTO for Level 3 and Level 4 hospitals. Based on the same A.O., the Regional Offices shall continue with their regulatory functions of renewing the LTO of Levels 1 and 2 hospitals.

With the issuance of A.O. No. 2012-0012 entitled "Rules and Regulations Governing the New Classification of Hospitals and other Health Facilities in the Philippines", the processing of DOH-PTC applications for all new hospitals and other health facilities remained solely in the jurisdiction of HFSRB. Upon review and evaluation of its implementation, such set-up along with the increase in the volume of applications has led the HFSRB to adopt a strategy in order to make the process of application for DOH-PTC more efficient, rational and client responsive.

In this regard, regulatory functions for selected health facilities shall be decentralized to the Regional Offices. This decentralization is in support of the presidential directive to streamline all government processes including regulation.

Furthermore, this Order shall serve as the guidelines for the processing of all DOH-PTC applications for both HFSRB and the Regional Offices.

II. OBJECTIVE

These rules and regulations are promulgated to decentralize to the Regional Offices the DOH-PTC application process for selected health facilities and to harmonize all PTC related issuances.

AMENDED by
No. 2016-0042-A
Date Sep. 7, 2017
Posted on/by: Sep. 7, 2017/ldw

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III.SCOPE

These rules and regulations shall apply to all government and private hospitals and other health facilities applying for a DOH-PTC.

IV.DEFINITION OF TERMS AND ACRONYMS

1. Add-on Services- health care services which are beyond the current service capability of health facility (ex. Level 1 Hospital with add-on services like Hemodialysis Clinic, Intensive Care Unit, Neonatal Intensive Care Unit, etc.)
2. Ambulatory Surgical Clinic (ASC)- a government or privately owned institution which is primarily organized, constructed, renovated or otherwise established for the purpose of providing elective surgical treatment of out-patients whose recovery, under normal and routine circumstances, will not require inpatient care
3. Applicant- the natural or juridical person who is applying for a License to Operate or Certificate of Accreditation of a hospital or any other health facility
4. Birthing Home- a health facility that provides maternity service on prenatal and postnatal care, normal spontaneous delivery and care of newborn babies
5. Certificate of Need (CON)-a required document prior to the issuance of a DOH-PTC for construction of new government and private hospital.
6. Checklist for Review of Floor Plans- the checklist for the planning and designing of health facilities to comply with the minimum standards and requirements
7. Department of Health (DOH)
8. Department of Health-Permit to Construct (DOH-PTC)- a permit issued by DOH through HFSRB to an applicant who will establish and operate a hospital or other health facility, upon compliance with required documents set forth in this Order prior to the actual construction of the said facility. A DOH-PTC is also required for hospitals and other health facilities with substantial alteration, expansion, renovation, increase in the number of beds or for additional services (add-ons) beyond their service capability. It is a prerequisite for License to Operate.
9. Drug Abuse Treatment and Rehabilitation Center (DATRC)- a health facility that provides diagnosis, treatment and management of drug dependents utilizing any of the accepted modalities such as multidisciplinary team approach, therapeutic community approach, and/or spiritual services towards the rehabilitation of a drug dependent. A DATRC according to service capability can be categorized as a Residential Treatment and Rehabilitation Center (In-patient Center) or as a Non-residential Treatment and Rehabilitation Center (Out-patient Center).
10. Residential Treatment and Rehabilitation Center (In-patient Center) - a health facility that provides comprehensive rehabilitation services utilizing, among others, any of the accepted modalities: multidisciplinary team approach, therapeutic community approach, and/or spiritual services towards the rehabilitation of a drug dependent.

11. Non-residential Treatment and Rehabilitation Center (Out-patient Center) - a health facility that provides diagnosis, treatment and management of drug dependents on an outpatient basis. It may be a drop-in/walk-in center or any other facility with consultation and counseling on addiction as the main services provided, or may be an aftercare service facility. From time to time, it may provide temporary shelter for patients in crisis for not more than twenty four (24) hours.
12. Drug Testing Laboratory (DTL)- refers to a private or government diagnostic facility that performs a laboratory examination of human biological specimen for identification of dangerous drugs
13. Health Facility- a building or physical structure providing health care services
14. Health Facilities Evaluation and Review Committee (HFERC)- refers to the committee that reviews all applications for PTC with respect to compliance with the guidelines in planning and design of health facilities
15. Health Facilities and Services Regulatory Bureau (HFSRB)-the Bureau of DOH in charge with the implementation of these rules and regulations
16. Hemodialysis Clinic- a health facility doing medical procedures whereby the patient's blood is delivered by a machine to a dialyzer (filter) to remove metabolic waste and restore fluid and electrolyte balance
17. Hospital- a place devoted primarily to the maintenance and operation of health facilities for the diagnosis, treatment and care of individuals suffering from illness, disease, injury or deformity or in need of obstetrical or other surgical, medical and nursing care. It shall also be construed as any institution, building or place where there are installed beds, cribs or bassinets for twenty-four hour use or longer by patients in the treatment of diseases
18. Infirmary-a health facility that provides emergency treatment and care to the sick and injured, as well as clinical care and management to mothers and newborn babies
19. License to Operate (LTO) - a formal authority issued by DOH to an individual, agency, partnership or corporation to operate a hospital or other health facility. It is a prerequisite for accreditation of a health facility by any accrediting body recognized by DOH.
20. Medical Facility for Overseas Workers and Seafarers (MFOWS)- a health facility that conducts pre-employment medical examinations prior to deployment of land based overseas work applicant or seafarers for domestic/overseas employment to determine whether he/she is physically and mentally fit to work
21. Psychiatric Care Facility- a health facility that provides medical service, nursing care, pharmacological treatment and psychosocial intervention, including basic human services like food and shelter, for mentally ill patients. It can be categorized as an Acute-Chronic Psychiatric Care Facility or as a Custodial Psychiatric Care Facility.

22. Acute-Chronic Psychiatric Care Facility- a health facility that provides medical service, nursing care, pharmacological treatment and psychosocial intervention, including basic human services like food and shelter, for mentally ill patients.
23. Custodial Psychiatric Care Facility- a health facility that provides long-term care, including basic human services like food and shelter, for mentally ill patients.
24. Regional Office (RO)- the regional health office of DOH
25. Regulation Licensing and Enforcement Division (RLED)

V. IMPLEMENTING MECHANISMS

A. GENERAL GUIDELINES

1. The application for the DOH-PTC are required for the following health facilities:
 - a. Ambulatory Surgical Clinic
 - b. Birthing Home
 - c. Drug Abuse Treatment and Rehabilitation Center (Residential and Non-Residential)
 - d. Drug Testing Laboratory
 - e. Hemodialysis Clinic
 - f. Hospital
 - g. Infirmary
 - h. Medical Facility for Overseas Workers and Seafarers
 - i. Psychiatric Care Facility (Acute-Chronic and Custodial)
2. The processing of application for DOH-PTC shall be as follows:

HFSRB	Regional Offices - RLED
a. Ambulatory Surgical Clinic b. Drug Abuse Treatment and Rehabilitation Center (Residential and Non-Residential) c. Drug Testing Laboratory (free-standing) d. Hemodialysis Clinic e. Hospital (Levels 2 and 3) f. Medical Facility for Overseas Workers and Seafarers g. Add-on Services to Level 2 and Level 3 Hospitals	a. Birthing Home b. Level 1 and Health Facility Enhancement Program (HFEP) funded Hospitals c. Add-on Services to Level 1 Hospitals d. Infirmary e. Psychiatric Care Facility (Acute-Chronic and Custodial)

3. The HFSRB and RLED shall create a Health Facilities Evaluation and Review Committee (HFERC) composed of the following:
 - a. Chairperson- Director IV (HFSRB) or may be assigned to any qualified HFSRB personnel/RLED Chief (RO) or may be assigned to any qualified RLED personnel
 - b. Vice-Chair- any competent HFSRB/RLED personnel may be assigned

- c. Members at a minimum shall include the following:
 - i. Architect/Engineer
 - ii. Physician
 - iii. Nurse
 - iv. Other technical experts such as Medical Technologists, Pharmacists, Physicists, etc. may be invited to assist in the evaluation of the DOH-PTC application as needed.
4. Hospitals and other health facilities shall be planned and designed in accordance to existing laws and guidelines to ensure a safe and secure environment for patients, staff and the public.
5. Health facility owners shall strictly follow the checklist for review of floor plans.
6. The HFSRB shall exercise oversight, supervisory and monitoring functions over the ROs with regards to infrastructure compliance of facilities based on the approved DOH-PTC of hospitals, their ancillary and other facilities.

B. PROCEDURAL GUIDELINES (See Annex A for the Process Flow of DOH-PTC Application)

1. The following are the required documents to be accomplished and submitted either through regular mail, courier or whenever available through online systems to HFSRB or RO-RLD before a DOH-PTC can be issued to an applicant.
 - a) Duly accomplished application form for the specific facility (downloadable from the HFSRB website: <https://hfsrb.doh.gov.ph>)
 - b) Proof of ownership
 - i. Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration with Articles of Incorporation and By-laws;
 - ii. Enabling Act or Board Resolution (for government owned);
 - iii. Cooperative Development Authority Registration with Articles of Cooperation and By-laws;
 - c) Three sets of architectural floor plans signed and sealed by an architect and/or engineer. An electronic copy of the same may be submitted through email (hfsrb@doh.gov.ph) or whenever available through online systems;
 - d) Approved CON issued by the Regional Office (for new general hospitals).
2. The architectural floor plans should conform to the prescribed planning and design guidelines, and checklist for specific health facility. Refer to the following Annexes:
 - a. Annex B: Planning and Design Guidelines for Hospitals and Other Health Facilities
 - b. Annex C: Planning and Design Guidelines for Birthing Home
 - c. Annex D: Planning and Design Guidelines for DATRC (Residential and Non-Residential)
 - d. Annex E: Planning and Design Guidelines for DTL
 - e. Annex F: Planning and Design Guidelines for Hemodialysis Clinic
 - f. Annex G : Planning and Design Guidelines for MFOWS

- g. Annex H: Checklist for Review of Floor Plans
 - i. H-1: Ambulatory Surgical Clinic
 - ii. H-2: Birthing Home
 - iii. H-3a: Residential Drug Abuse Treatment and Rehabilitation Center (In-patient)
 - iv. H-3b: Non-Residential Drug Abuse Treatment and Rehabilitation Center (Out-patient)
 - v. H-4: Drug Testing Laboratory
 - vi. H-5: Hemodialysis Clinic
 - vii. H-6a: Level 1 Hospital
 - viii. H-6b: Level 2 Hospital
 - ix. H-6c: Level 3 Hospital
 - x. H-7: Infirmary
 - xi. H-8: Medical Facility for Overseas Workers and Seafarers
 - xii. H-9a: Acute-Chronic Psychiatric Care Facility
 - xiii. H-9b: Custodial Psychiatric Care Facility
 - h. Annex I: Terms and Conditions of DOH-PTC
3. Upon filing of application, the applicant shall pay the corresponding fee to DOH Central Office cashier or RO cashier in person or through postal money order or through other means as bank to bank transactions once the system becomes operational.
 4. The HFERC shall review and evaluate the submitted plans and documents of the proposed hospital with respect to basic requirements and with the prescribed prototype plan(s) and technical guidelines in the planning and design of a hospital and other health facility.
 5. Standards for the physical plant developed by the Center for Device Regulation, Radiation Health and Research shall be applied for the Radiology Services of hospitals and other health facilities.
 6. The HFSRB and RO-RLED (One-Stop Shop Inspection Team) may do site verification surveys as needed.
 7. Within fifteen (15) working days, the HFSRB or RO shall approve or disapprove the application for a DOH-PTC; inform the applicant of the status of their application whether approved or disapproved; issue the DOH-PTC duly signed by the HFSRB Director or the Regional Director for approved applications; and return the documents together with the findings to the applicant if the application is disapproved.
 8. Applicants whose application for a DOH-PTC has been disapproved may avail of technical assistance/advisory services from HFSRB or RO. The applicant shall make the necessary revisions on the documents and shall submit the revised documents to HFSRB or RO for another review without additional payment. The same timeline will apply for the second review (see V.B.6) upon submission of the revised/corrected documents.
 9. If after the second review, the application for DOH-PTC has been disapproved, the applicant shall have to re-apply and pay another application fee.

VI. SCHEDULE OF FEES

- A. A non-refundable fee shall be charged for the application of DOH-PTC of a hospital or health facility.
- B. All fees/checks shall be paid to the DOH Central Office cashier or Regional Office cashier in person or through postal money order or through bank to bank payments as soon as the system becomes functional.
- C. All fees, surcharges and discounts shall follow the current DOH prescribed schedule of fees in A.O. No. 2007 – 0023 regarding “Schedule of Fees for the One-Stop Shop Licensure System for Hospitals”, A.O. No. 2008 – 0028 “Schedule of Fees for the One-Stop Shop Licensure System for Non-Hospital Based Facilities...” and A.O. No. 2007 – 0001 “Revised Schedule of Fees for Certain Services Rendered by the Bureau of Health Facilities and Services and Centers for Health Development...”

VII. VALIDITY OF DOH-PTC

The DOH-PTC shall be valid for one (1) year after approval and shall strictly adhere to the terms and conditions found in the DOH-PTC. (See Annex I)

VIII. VIOLATIONS

Facilities found violating any provision of these rules and regulations and its related issuances, and/or commission/omission of acts by personnel operating a hospital or health facility under this Order shall be penalized through the issuance of a Cease and Desist Order.

IX. APPEAL

Any hospital or other health facility aggrieved by the decision of the HFSRB Director or Regional Director may, within ten (10) days after receipt of the notice of decision file a notice of appeal to the Head of the Office for Health Regulation (OHR). All pertinent documents and records of the appellant shall then be elevated by HFSRB or the Regional Office to the OHR. The decision of the Head of the OHR if still contested maybe brought on a final appeal to the Secretary of Health whose decision shall be absolute and executory.

X. TRANSITORY PROVISIONS

- A. All DOH-PTC applications for Infirmary, Level 1 Hospitals, Add-on Services to Level 1 Hospitals and Psychiatric Care Facility (Acute-Chronic and Custodial) filed at HFSRB before the enactment of this Order shall still be acted upon by HFSRB.
- B. These rules and regulations, upon approval, shall be immediately enforced on hospitals and other health facilities applying for DOH-PTC.
- C. All technical assistance and trainings to capacitate the Licensing Officers of the ROs shall be provided by HFSRB before December 31, 2016.
- D. The Regional Offices shall assume its full decentralized functions for the review, evaluation and approval of the DOH-PTC application for Infirmary, Level 1 Hospitals, Add-on Services to Level 1 Hospitals and Psychiatric Care Facility (Acute-Chronic and Custodial) by January 1, 2017.

- E. Level 2 and level 3 hospitals and other health facilities will be decentralized by phase over a period of three (3) years, and shall be based on set criteria, to evaluate the performance and capacity of the region.

XI. REPEALING CLAUSE

This order amends the sections of the following issuances:

- A. Section V. A. 2. b. of A.O. No. 2010-0035 entitled "Recentralization of the Issuances of Permit to Construct (PTC) for All Levels of Hospitals, License to Operate (LTO) for All New Hospitals and Renewal of LTO for Levels Three (3) and Four (4) Hospitals"
- B. Section VI. B. of A.O. No. 2012-0012 entitled "Rules and Regulations Governing the New Classification of Hospitals and Other Health Facilities in the Philippines"
- C. Section V. A. 5. a. of A.O. No. 2014-0036 entitled "Supplemental Guidelines to Administrative Order 2012-0012 to Strengthen the Role of the Bureau of Health Facilities and Services (BHFS) and DOH Regional Offices (ROs) in Licensing of Hospitals and Other Health Facilities."


Provisions from previous issuances that are inconsistent or contrary to the provisions of this Order are hereby repealed and modified accordingly.

XII. SEPARABILITY CLAUSE

In the event that any provision or part of this Order is declared unauthorized or rendered invalid by any court of law or competent authority, those provisions not affected by such declaration shall remain valid and in force.

XIII. EFFECTIVITY

This Order shall take effect fifteen (15) days after its publication in a newspaper of general circulation.


PAULYN JEAN B. ROSELL-UBIAL, MD, MPH, CESO II
Secretary of Health

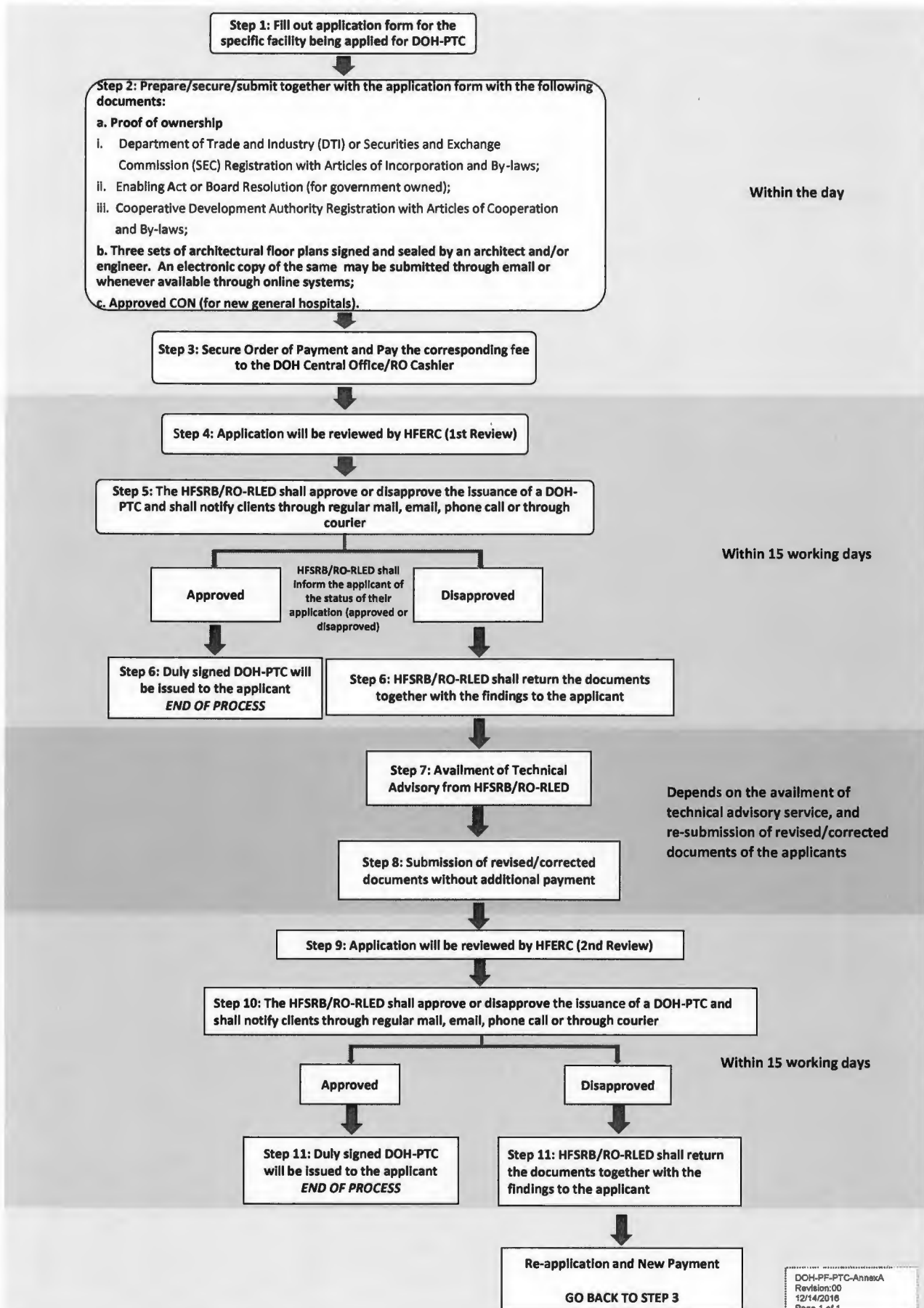


Republic of the Philippines
Department of Health
HEALTH FACILITIES AND SERVICES REGULATORY BUREAU

ANNEX A
A.O. No. 2016- 0042

PROCESS FLOW

TIME TABLE





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

ANNEX-B
A.O. No. 2016- 0042

**PLANNING AND DESIGN GUIDELINES FOR HOSPITALS
AND OTHER HEALTH FACILITIES**

A hospital and other health facilities shall be planned and designed to observe appropriate architectural practices, to meet prescribed functional programs, and to conform to applicable codes as part of normal professional practice. References shall be made to the following:

- P.D. 1096 – The National Building Code of the Philippines and its Revised Implementing Rules and Regulations
- R.A. 9514 – Revised Fire Code of the Philippines of 2008 and its Implementing Rules and Regulations of 2009
- P.D. 856 – Code on Sanitation of the Philippines and its Implementing Rules and Regulations
- B.P. 344 – Accessibility Law and Its Amended and Original Implementing Rules and Regulations
- R.A. 1378 – National Plumbing Code of the Philippines and Its Implementing Rules and Regulations
- The National Structural Code of the Philippines, 2010
- The Philippine Electrical Code, 2009
- *Manual on Technical Guidelines for Hospitals and Health Facilities Planning and Design 100-Bed Hospital (Level 2)*. Department of Health, Manila. 2015
- *Signage Systems Manual for Hospitals and Offices*. Department of Health, Manila. 1994
- *Health Facilities Maintenance Manual*. Department of Health, Manila. 1995
- *Healthcare Waste Management Manual*. Department of Health, Manila. 2012
- *Safe Hospitals in Emergencies and Disasters*. Department of Health, Manila. 2011
- *District Hospitals: Guidelines for Development*. World Health Organization Regional Publications, Western Pacific Series. 1998
- *Guidelines for Construction and Equipment of Hospital and Medical Facilities*. American Institute of Architects, Committee on Architecture for Health. 1992
- De Chiara, Joseph. *Time-Saver Standards for Building Types*. McGraw-Hill Book Company. 4th edition. 2001

1. *Environment: A hospital and other health facilities shall be so located that it is readily accessible to the community and reasonably free from undue noise, smoke, dust, foul odor, flood, and shall not be located adjacent to railroads, freight yards, children's playgrounds, airports, industrial plants, disposal plants.*
2. *Occupancy: A building designed for other purpose shall not be converted into a hospital. The location of a hospital shall comply with all local zoning ordinances.*
3. *Safety. A hospital and other health facilities shall provide and maintain a safe environment for patients, personnel and public. The building shall be of such construction so that no hazards to the life and safety of patients, personnel and public*

exist. It shall be capable of withstanding weight and elements to which they may be subjected.

- 3.1. Exits shall be restricted to the following types: door leading directly outside the building, interior stair, ramp, and exterior stair.
- 3.2. A minimum of two (2) exits, remote from each other, shall be provided for each floor of the building.
- 3.3. Exits shall terminate directly at an open space to the outside of the building.
4. *Security:* A hospital and other health facilities shall ensure the security of person and property within the facility.
5. *Patient Movement:* Spaces shall be wide enough for free movement of patients, whether they are on beds, stretchers, or wheelchairs. Circulation routes for transferring patients from one area to another shall be available and free at all times.
 - 5.1. Corridors in areas not commonly used for bed, stretcher, and equipment transport may be reduced in width to 1.83 meters (or 6 feet) in clear width.
 - 5.2. Corridors for access by patient using bed or stretcher and equipment shall be at least 2.44 meters (or 8 feet) in clear width.
 - 5.3. A multi-level ramp or elevator shall be provided for ancillary, clinical, and nursing areas located on the upper floor of the hospital or health facility.
 - 5.4. An elevator capable of accommodating at least a patient bed shall be provided in case there is no multi-level ramp.
 - 5.5. An entry ramp shall be provided as access to the entrance of the hospital or health facility that is not on the same level as the ground.
 - 5.6. A ramp shall have a minimum clear width of 1.22 meters (or 4 feet) in one direction (or 2.44 meters or 8 feet in two opposite directions).
 - 5.7. The slope of the ramp shall not be steeper than 1:12 meters.
6. *Lighting:* All areas in a hospital and other health facilities shall be provided with sufficient illumination to promote comfort, healing and recovery of patients and to enable personnel in the performance of work.
7. *Ventilation:* Adequate ventilation shall be provided to ensure comfort of patients, personnel, and public.
8. *Auditory and Visual Privacy:* A hospital and other health facilities shall observe acceptable sound level and adequate visual seclusion to achieve the acoustical and privacy requirements in designated areas allowing the unhampered conduct of activities.
9. *Water Supply:* A hospital and other health facilities shall use an approved public water supply system whenever available. The water supply shall be potable, safe for drinking and adequate, and shall be brought into the building free of cross connections.

10. *Waste Disposal:* Liquid waste shall be discharged into an approved public sewerage system whenever available, and solid waste shall be collected, treated and disposed of in accordance with applicable codes, laws, or ordinances.
11. *Sanitation:* Utilities for the maintenance of sanitary system, including approved water supply and sewerage system shall be provided through the buildings and premises to ensure a clean and healthy environment.
12. *Housekeeping:* A hospital and other health facilities shall provide and maintain a healthy and aesthetic environment for patients, personnel, and public.
13. *Maintenance:* There shall be an effective building maintenance program in place. The buildings and equipment shall be kept in a state of good repair. Proper maintenance shall be provided to prevent untimely breakdown of buildings and equipment.
14. *Material Specification:* Floors, walls and ceilings shall be of sturdy materials that shall allow durability, ease of cleaning and fire resistance.
15. *Segregation:* Wards shall observe segregation of sexes. Separate toilet shall be maintained for patients and personnel, male and female, with a ratio of one (1) toilet for every eight (8) patients or personnel.
16. *Fire Protection:* There shall be measures for detecting fire such as fire alarms in walls, peepholes in doors or smoke detectors in ceilings. There shall be devices for quenching fire such as fire extinguishers or fire hoses that are easily visible and accessible in strategic areas.
17. *Signage:* There shall be an effective graphic system composed of a number of individual visual aids and devices arranged to provide information, orientation, direction, identification, prohibition, warning and official notice considered essential to the optimum operation of a hospital and other health facilities.
18. *Parking:* A hospital and other health facilities shall provide a minimum of one (1) parking space for every twenty-five (25) beds.
19. *Zoning:* The different areas of a hospital shall be grouped according to zones as follows:
 - 19.1. Outer Zone – areas that are immediately accessible to the public emergency service, outpatient service, and administrative service. They shall be located near the entrance of the hospital.
 - 19.2. Second Zone – areas that receive workload from the outer zone: laboratory, pharmacy, and radiology. They shall be located near the outer zone.
 - 19.3. Inner Zone – areas that provide nursing care and management of patients: nursing service. They shall be located in private areas but accessible to guests.
 - 19.4. Deep Zone – areas that require asepsis to perform the prescribed services: surgical service, delivery service, nursery, and intensive care. They shall be segregated from the public areas but accessible to the outer, second and inner zones.

19.5. Service Zone – areas that provide support to hospital activities: dietary service, housekeeping service, maintenance and motor pool service, and mortuary. They shall be located in areas away from normal traffic.

20. *Function:* The different areas of a hospital shall be functionally related with each other.

20.1. The emergency service shall be located in the ground floor to ensure immediate access. A separate entrance to the emergency room shall be provided.

20.2. The administrative service, particularly admitting office and business office, shall be located near the main entrance of the hospital. Offices for hospital management can be located in private areas.

20.3. The surgical service shall be located and arranged to prevent non-related traffic. The operating room shall be as remote as practicable from the entrance to provide asepsis. The dressing room shall be located to avoid exposure to dirty areas after changing to surgical garments. The nurse station shall be located to permit visual observation of patient movement.

20.4. The delivery service shall be located and arranged to prevent non-related traffic. The delivery room shall be remote as practicable from the entrance to provide asepsis. The dressing room shall be located to avoid exposure to dirty areas after changing to surgical garments. The nurse station shall be located to permit visual observation of patient movement. The nursery shall be separate but immediately accessible from the delivery room.

20.5. The nursing service shall be segregated from public areas. The nurse station shall be located to permit visual observation of patients. Nurse stations shall be provided in all inpatient units of the hospital with a ratio of at least one (1) nurse station for every thirty-five (35) beds. Rooms and wards shall be sufficient size to allow for work and patient movement. Toilets shall be immediately accessible from rooms and wards.

21. *Space:* Adequate area shall be provided for the people, activity, furniture, equipment and utility.

Space	Area in Square Meters
Administrative Service	
Lobby	
Waiting Area	0.65/person
Information and Receiving Area	5.02/staff
Toilet	1.67
Business Office	5.02/staff
Medical Records	
Work Area	5.02/staff
Storage Area	4.65
Office of the Hospital Administrator	5.02/staff
Office of the Chief of Hospital	5.02/staff
Conference Room	1.40/person

Space	Area in Square Meters
Staff Toilet	1.67
Housekeeping Area	5.02/staff
Laundry and Linen Area	5.02/staff
Maintenance Area	5.02/staff
Garage Area	9.29
Supply Room	5.02/staff
Waste Holding Room	4.65
Pharmacy	15.00
Dietary	
Dietitian Area	5.02/staff
Supply Receiving Area	4.65
Cold and Dry Storage Area	4.65
Food Preparation Area	4.65
Cooking and Baking Area	4.65
Serving and Food Assembly Area	4.65
Washing Area	4.65
Garbage Disposal Area	1.67
Dining Room	1.40/person
Staff Locker Room and Toilet	2.32
Social Service Area	5.02/staff
Cadaver Holding Room	7.43/bed
Clinical Service	
Emergency Room	
Waiting Area	0.65/person
Toilet	1.67
Nurse Station	5.02/staff
Examination and Treatment Area with Lavatory/Sink	7.43/bed
Observation Area	7.43/bed
Equipment and Supply Storage Area	4.65
Wheeled Stretcher Area	1.08/stretcher
Outpatient Department	
Waiting Area	0.65/person
Toilet	1.67
Admitting and Records Area	5.02/staff
Consultation Area	5.02/staff
Examination and Treatment Area with Lavatory/Sink	7.43/bed
Dental Clinic	8.36/dental chair
Surgical and Obstetrical Service	
Major Operating Room	33.45
Recovery Room	9.29
Delivery Room	33.45
Labor Room and Toilet	9.29
Sub-sterilizing Room	4.65
Sterile Instrument, Supply and Storage Area	4.65
Anesthesia Storage Area	4.65
Scrub-up Area	4.65
Clean-up Area	4.65
Male Dressing Room and Toilet	2.32
Female Dressing Room and Toilet	2.32
Nurse Station	5.02/staff

Space	Area in Square Meters
Wheeled Stretcher Area	1.08/stretcher
Janitor's Closet	3.90
Nursery	
Pathologic Room	3.72/bassinet
Premature Room	3.72/bassinet
Work Area with Sink	4.65
Viewing Area	3.90
Breastfeeding Area	3.72/bassinet
Nursing Unit	
Private Room with Toilet	9.29
Semi-Private Room with Toilet	7.43/bed
Female Ward with Toilet	7.43/bed
Male Ward with Toilet	7.43/bed
Isolation Room with Toilet	9.29
Nurse Station with Work Area and Lavatory/Sink	5.02/staff
Treatment Room with Lavatory/Sink	7.43/bed
Central Sterilizing and Supply Room	
Receiving and Releasing Area	5.02/staff
Work Area	5.02/staff
Sterilizing Room	4.65
Sterile Supply Storage Area	4.65
Nursing Service	
Office of the Chief Nurse	5.02/staff
Staff Locker Room and Toilet	2.32
Ancillary Service	
Laboratory	
Toilet	1.67
Clinical Work Area with Sink	10.00
Pathologist Area	5.02/staff
Radiology	
Waiting Area	0.65/person
Dressing Area	1.67
Toilet	1.67
X-Ray Room not equipped with table (2.5m x 3m)	7.5
X-Ray Room with stationary patient table (3.5m x 4.0m)	14.0
X-ray Room equipped with tilting patient table (4.5m x 4.5m)	20.25
Dark Room	4.65
Film File and Storage Area	4.65
Radiologist Area	5.02/staff
Pharmacy	15.00

Notes:

1. *0.65/person* – Unit area per person occupying the space at one time
2. *5.02/staff* – Work area per staff that includes space for one (1) desk and one (1) chair, space for occasional visitor, and space for aisle
3. *1.40/person* - Unit area per person occupying the space at one time
4. *7.43/bed* – Clear floor area per bed that includes space for one (1) bed, space for occasional visitor, and space for passage of equipment
5. *1.08/stretchers* – Clear floor area per stretcher that includes space for one (1) stretcher
6. *8.36/dental chair* – Clear floor area per dental chair that includes space for one (1) dental chair, space for movement of person, and space for passage of equipment
7. *3.72/bassinet* – Clear floor area per bassinet that includes space for one (1) bassinet, space for movement of person, and space for passage of equipment
8. For specialized imaging facilities, the size of the x-ray examination room should be in accordance with specification of the x-ray equipment manufacturer.



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

ANNEX-C
A.O. No. 2016- 0042

PLANNING AND DESIGN GUIDELINES FOR BIRTHING HOME

1.0 Required Areas

1.1. General Administrative Service

- 1.1.1. **Waiting Area** – is a place where patients, companions, and visitors can wait comfortably. However, this may be located outside of the birthing clinic if there is no sufficient space provided that there should be an overhead cover. The waiting area can also be situated along a corridor provided that the width of such corridor shall not decrease lower than 1.10m.
- 1.1.2. **Business Area** –where admission, billing, and payment transactions can be carried out, and medical records are kept.
- 1.1.3. **Consultation and Treatment Room** – where Pre- and Post-Natal check-up is conducted. It has provision for a treatment bed, lavatory or sink.
- 1.1.4. **Toilet and Bathroom** – This is a common facility for staff and patient for a clinic with less than six (6) bed-ward capacity, otherwise, an additional toilet and bathroom shall be provided commensurate to the increase of beds.
- 1.1.5. **Janitor's Closet** – to keep cleaning materials with mop sink exclusively for the birthing room.

1.2. Clinical Services

- 1.2.1. **Birthing Room** – an area intended for normal spontaneous delivery services. The room shall be located far from visitors' direct access. The minimum floor area shall be 10.50sq.m with a least dimension of 3.00m.
 - 1.2.1.1 **Birthing Area** –place where the birthing table is located.
 - 1.2.1.2 **Sterile Instruments and Supply Storage Area** – a space within the birthing room where medical supplies and sterile instruments needed for normal spontaneous delivery are kept.
 - 1.2.1.3 **Newborn Resuscitation Area** –a place with a flat firm surface and a heat source.
- 1.2.2 **Scrub-up area** – a place where preoperative hand washing is performed located outside of the birthing room installed either in a recessed wall or other open space but shall be kept away from main traffic flow.

- 1.2.3 **Clean-up and Sterilization Room** – for the sterilization of instruments in accordance with DOH guidelines on Cleaning, Disinfection, and Sterilization of Reusable Medical Devices in Hospital Facilities in the Philippines. (Annex B of Administrative Order No. 2012-0012)
- 1.2.4 **Ward** – a.) Room where a woman in labor is kept comfortable and where her vital signs, progress of labor, and fetal heart tones are monitored. b.) Where relatives can give her support. c.) It is also a room where women recuperate after giving birth.

1.3. **Supplementary Requirement**

- 1.3.1 **Portable Generator/Battery-operated source of light**—shall be provided to keep the birthing facility capable of handling delivery even if electric power supply is disrupted.

2.0 Planning and Design

2.1 Walls Partitions

- 2.1.1 All walls of the Birthing Facility in general shall be structurally sound, safe, and sturdy with minimum fire resistant rate as prescribed by the Fire Code of the Philippines for this type of occupancy.
- 2.1.2 There shall be wall partitions in between every adjacent working area. If such area requires visual and audio privacy, then, the walls or partitions that enclosed this area shall be constructed from floor to ceiling.
- 2.1.3 The interior walls enclosing the birthing room shall concave at the base of the wall towards the floor to create a seamless finish to prevent the accumulation of dirt and dust.

2.2 Ceiling and Room Ventilation

- 2.2.1 There shall be provision of natural ventilation for comfortable environment of patients and staff. Nonetheless, the air shall be conditioned if natural ventilation is not possible.
- 2.2.2 Ceiling height shall conform to the minimum standard required by the National Building Code of the Philippines (PD 1096).

2.3 Flooring

- 2.3.1 Floors shall be made of materials that are non-slip, easy to clean, and resistant to chipping.

2.4 Doors

- 2.4.1 The minimum clear opening for the main door shall be 0.90m and the maximum is 1.20m to easily accommodate patients regardless of the type of movement.
- 2.4.2 For the birthing room and ward, the minimum door width is 0.90m. However, a combination of 0.80m and 0.40m doors with a clear width of 1.20m when both panels are fully open is the most functional.
- 2.4.3 Doors that can be used for emergency exits must always lead directly outside of the building to an open area such as court, yard, street or alley, interior stair, ramp, and exterior stair. Proper signage and direction shall be provided.

2.5 Windows

- 2.5.1 The delivery room may have windows for natural light and cross ventilation of natural air especially during routine decontamination or cleaning, provided that such windows shall be set at least 1.60 meters from the finished floor up to the window sill to ensure privacy.

2.6 Lighting

- 2.6.1 The entire facility shall be well-lighted for the comfort of patients and staffs.

2.7 Water supply

- 2.7.1 A water supply from an approved public water supply system whenever available shall be provided. However, other sources may be tapped provided that the water supply has undergone thorough treatment to make it safe for human consumption.
- 2.7.2 Water tank shall also be installed if it necessary just to ensure that the water supply required for the efficient function of the facility is maintained.

2.8 Washroom and Sanitation

- 2.8.1 The toilet and bathroom shall have the basic fixtures of water closet, lavatory, shower head, faucets, and equipped with sufficient and appropriate grab bars for the patient.

2.9 Storage

- 2.9.1 Storage cabinets shall also be provided separately for the orderly placement and easy access of office, equipment, medical supplies, and instruments.

2.10 Maintenance

There shall be a routine maintenance program for various utility systems to ensure a safe and healthy environment.

2.11 Waste Management

2.11.1 Liquid or solid shall be collected, treated, and disposed in accordance with applicable codes, laws, and local ordinances.

2.11.2 The birthing home shall institute a specific plan for disinfection and proper disposal of the placenta. Cultural preferences or traditional beliefs are factors that must also be taken into consideration. Birthing facilities that opt to put up a placenta pit must observe the following conditions for its construction.

2.11.2.1 It shall be accessible only to authorized personnel;

2.11.2.2 It shall be located far from shallow groundwater that may subsequently reach nearby wells, and any body of water such as rivers or lakes to prevent contaminating the water source;

2.11.2.3 It shall not be located in flood prone areas;

2.11.2.4 It shall be managed as a landfill to prevent odor as well as prevent proliferation of rodents and insects, and;

2.11.2.5 The bottom of the pit shall be laid at least 1.50 meters above ground water level.

2.12 Signage

2.12.1 All rooms must be properly labelled to identify their function including the location of fire exits.

2.12.2 Recommended further that an emergency evacuation plan shall be posted within the health facility.

2.13 Exposure to Environmental Tobacco Smoke and Fire Protection

2.13.1 Smoking is absolutely prohibited in the entire birthing home in accordance with R.A. 9211: Tobacco Regulation Act of 2003. Therefore, “*No Smoking*” sign shall be within the birthing facility posted in conspicuous areas.

2.13.2 There shall be fire suppression system and/or other fire fighting devices placed or installed in strategic and visible location in compliance with the Implementing Rules and Regulations (IRR) of R.A. 9154: Revised Fire Code of the Philippines.

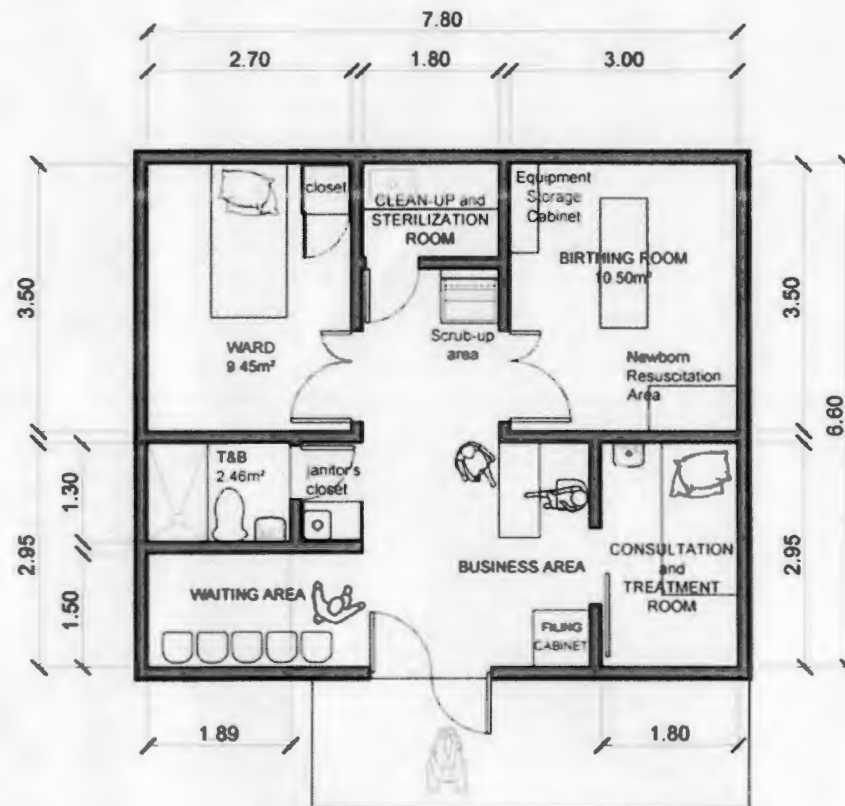
2.13.3 The facility shall have written policies and procedures on pest and vermin control.

2.14 Ramp

3.4.1 The Batas Pambansa (BP) 344, also known as the Accessibility Law, considers pregnant women as Persons with Disability (PWD). It is, therefore, important that ramp if so required shall comply with the standard design and specifications as prescribed by this law.

4.0 References:

- Licensing Requirements for Birthing Home pursuant to Annex C of Administrative Order No. 2012-0012 entitled "Rules and Regulations Governing the New Classification of Hospitals and Other Health Facilities in the Philippines"
- Manual on Healthcare Waste Management of DOH, 3rd Edition, December 2011
- The National building Code with its revised Implementing Rules and Regulations.
- Planning and Designers Handbook, Second Edition. Max B. Fajardo.
- Guidelines in the Planning and Design of a Hospital and Other Health facilities. DOH, November 2004.
- Operations Guidelines, Women's Health and Safe Motherhood Project 2. DOH and Partner LGUs Bienvenido P. Alano; Zenaida D. Recidoro
- Batas Pambansa Blg. 344. An Act to Enhance the Mobility of Disabled Persons.
- Actual facility survey conducted on selected Birthing Homes.



FLOOR PLAN

Design Criteria:

To observe asepsis and prevent non-related traffic in the facility the birthing room, scrub-up area, and the sterilization room (considered as the clean areas) must be grouped together away from the general administrative service which are considered as the common areas.

Another aspect of the birthing facility that requires important attention is the 3.00m minimum dimension of the birthing room measured from the inside surface of the enclosing walls. A measurement less than this will render staffs insufficient room to move around during the conduct of delivery.



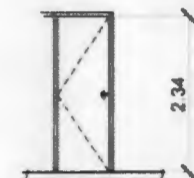
REPUBLIC of the PHILIPPINES
DEPARTMENT of HEALTH

STANDARDS DEVELOPMENT DIVISION
BUREAU OF HEALTH FACILITIES AND SERVICES
Building. 15, 2-F, San Lazaro Compound, Rizal Avenue, Sta. Cruz,
1003 Manila

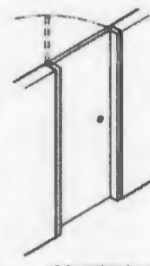
**BIRTHING HOME
REFERENCE PLAN**

By:	Sheet No.:
ARCH. NESTOR ANGEL A. DELA CRUZ, pia/uap	A-1-2
Approved by:	Date Approved
ATTY. NICOLAS B. LUTERO, III, CESO III ASSISTANT SECRETARY	

TOP VIEW



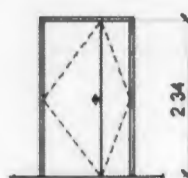
FRONT VIEW



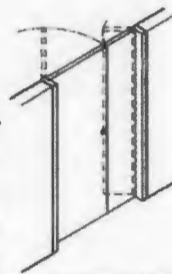
ISOMETRIC VIEW

GENERAL PURPOSE DOOR

TOP VIEW



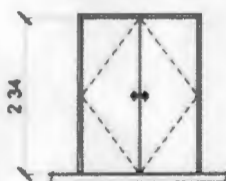
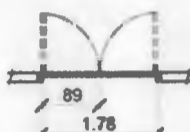
FRONT VIEW



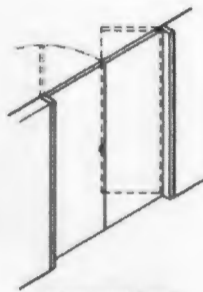
ISOMETRIC VIEW

WARD

TOP VIEW



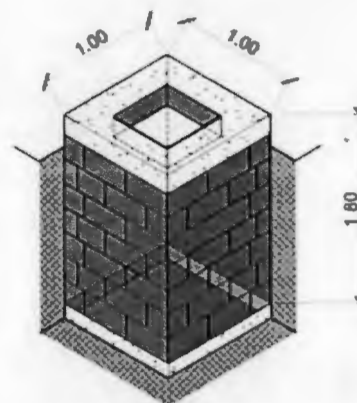
FRONT VIEW



ISOMETRIC VIEW

DELIVERY ROOM

RECOMMENDED DOOR SIZES



ISOMETRIC VIEW
PLACENTA PIT



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STANDARDS DEVELOPMENT DIVISION
BUREAU OF HEALTH FACILITIES AND SERVICES
Building, 15, 2-F, San Lazaro Compound, Rizal Avenue, Sta. Cruz,
1003 Manila

**BIRTHING HOMES
REFERENCE PLAN**

By:
ARCH. NESTOR ANGEL A. DELA CRUZ, pla/nap
Approved by:
ATTY. NICOLAS B. LUTERO III, CESO III
ASSISTANT SECRETARY

Sheet No.:
A-2-2
Date Approved



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

ANNEX-D
A.O. No. 2016- 0042

**PLANNING AND DESIGN GUIDELINES FOR DRUG ABUSE TREATMENT AND
REHABILITATION CENTER (RESIDENTIAL AND NON-RESIDENTIAL)**

Physical Plant

A Drug Abuse Treatment and Rehabilitation Center shall be exclusively for the treatment and rehabilitation of drug dependents. The Center shall not provide services to patients with primary psychotic behavior. Patients exhibiting psychosis as a result or consequence of certain dangerous drug use shall be referred to a psychiatric care facility. However, patients with borderline psychosis may be admitted or be allowed to stay in the Center provided that there is a psychiatrist's order and if it poses no harm to the other patients.

The facility shall have physical facilities with adequate areas to safely, effectively and efficiently provide health services to patients as well as members of the public as necessary.

1. It shall comply with applicable local and national regulations for the construction, renovation, maintenance and repair of the facility.
2. It shall provide enough space for the conduct of its activities depending of its workload and the services being given.
3. It shall have an approved DOH-PTC in accordance with the planning and design guidelines prepared by the DOH.

B. Non-Residential Treatment and Rehabilitation Center (Outpatient)

The Center shall have at least a floor area of twenty five (25) square meters for the following:

1. Business Area
2. Consultation, examination and treatment room with lavatory/sink
3. Toilet with lavatory
4. Multipurpose area that can double as the reception/waiting area and meeting area for the group/family

C. Residential Treatment and Rehabilitation Center (Inpatient)

The Center shall have at least 400 square meters (for 30 patients) for the following:

1. Registration area/waiting area/reception
2. Counselling/testing room
3. Administrative office/Director's office (with secured storage files)
4. Emergency clinic – must be located near the area where the center personnel are on duty
5. Living quarters, separate rooms for male and female
6. Toilet/bath/lavatory – one for every 8 patients
7. Multipurpose area/recreational area
8. Dining area
9. Kitchen area with provision to secure/lock all sharp objects
10. Area for outdoor activity

Guidelines in the Planning and Design of Treatment and Rehabilitation Facilities:

- a. The size of the facility must be adequate for the intended use – the building shall be well-ventilated and spacious for occupants to be relatively comfortable to allow privacy for the medical treatment area, counselling and group activities. The land area must whenever possible have enough space for sports and recreation and learning activities.
- b. The building should meet construction and safety standards, as well fire regulation and health and sanitation requirements.
- c. Bathroom and toilets – There shall be at least one bathroom, one toilet, and one lavatory in good working conditions for every ten (10) patients. The bathroom and toilets shall not be provided with locks except those for the exclusive use of administrative staff.
- d. Kitchen shall be clean at all times and shall be equipped with adequate basic cooking utensils and food storage and with provision to secure/locks all sharp objects.
- e. Dining area shall be clean, well-lighted, protected from insects and vermin, cheerfully decorated and shall be provided with chairs and tables.
- f. For residential facilities with bedrooms, the requirements are:
 - a. The bed shall be placed at least 100 cm. or one (1) meter apart.
 - b. If a double-decked bed is utilized, this shall have at least one-meter space from the ceiling and again between the upper and lower beds.
 - c. The bedroom shall be clean and orderly at all times.
- g. Emergency clinic shall accommodate patients who are physically sick. It must be well-secured, spacious enough for at least two patients and with provision for their personal hygiene and excretory functions. It must be visibly accessible for those who are on duty.
- h. Adequate water supply and electricity must be available to the extent possible; there must be telephone and other means for outside communication. It shall be adequate in volume and pressure. Likewise, safe and potable water shall be available at all times.
- i. There shall be a contingency plan in case of accidents and emergencies following the guidelines stipulated in DOH A.O. No. 2004 – 0168 known as “National Policy on Health Emergencies and Disasters”.

GUIDELINES IN THE DESIGN OF NON-RESIDENTIAL TREATMENT AND REHABILITATION CENTER Minimum of Twenty Five (25) Square Meters in Floor Area						
Area	Activity	People	Equipment	Furniture and Fixture	Floor Area in Square Meters	Planning Relationship
Patient Reception Area/Group Meeting Area	<ul style="list-style-type: none"> • Receiving of client • Group counseling, education and therapy • Follow-up and aftercare program 	<ul style="list-style-type: none"> • Clerk • Patient • Parents/Guardians • Physician • Psychologist/Social worker 		<ul style="list-style-type: none"> • Bench • Chair • Office table 	7.00 (accommodate 5 persons at a given time) ¹	<ul style="list-style-type: none"> • Immediately accessible to client • Located near entrance of the facility
Consultation, Examination and Treatment Room and Psychological Testing Area	<ul style="list-style-type: none"> • Drug abuse assessment and management • Emergency assistance for drug withdrawal and psychiatric illness 	<ul style="list-style-type: none"> • Patient • Nurse • Physician 	<ul style="list-style-type: none"> • Clinical weighing scale • Examining light • Examining table • Sphygmomanometer • Stethoscope • Psychological testing materials 	<ul style="list-style-type: none"> • Chair • Office table • Lavatory • Medicine cabinet 	7.43 ²	<ul style="list-style-type: none"> • Adjacent to patient reception area/group meeting area

¹ Based on 1.40 m²/person (unit area per person occupying the space at one time)

² Clear floor area per examining table that includes space for passage of equipment

Area	Activity	People	Equipment	Furniture and Fixture	Floor Area in Square Meters	Planning Relationship
Toilet with lavatory	<ul style="list-style-type: none"> Managing of personal hygiene 	<ul style="list-style-type: none"> Clerk Patient Nurse Physician Psychologist/Social worker 		<ul style="list-style-type: none"> Lavatory Water closet 	1.67	<ul style="list-style-type: none"> Separate toilet and hand washing facility Adjacent to consultation, examination and treatment room
Business Area	<ul style="list-style-type: none"> Performance of personnel, accounting, records, supply and housekeeping 	<ul style="list-style-type: none"> Clerk 	<ul style="list-style-type: none"> Computer Printer Typewriter Telephone 	<ul style="list-style-type: none"> Cabinet Chair Office table 	5.02 ³	<ul style="list-style-type: none"> Located near entrance

³ Work area per staff that includes space for a chair and a desk, space for occasional visitor, and space for aisle.

GUIDELINES IN THE DESIGN OF RESIDENTIAL TREATMENT AND REHABILITATION CENTER Minimum of Four Hundred (400) Square Meters in Floor Area						
Area	Activity	People	Equipment	Furniture and Fixture	Floor Area in Square Meters	Planning Relationship
Registration Area/Waiting Area/Reception	<ul style="list-style-type: none"> • Receiving of patient 	<ul style="list-style-type: none"> • Clerk • Patient • Physician • Psychologist • Social worker 		<ul style="list-style-type: none"> • Bench • Chair • Office table 	7.00 (accommodate 5 persons at a given time)	<ul style="list-style-type: none"> • Immediately accessible to client • Located near entrance
Emergency Clinic	<ul style="list-style-type: none"> • Drug abuse assessment and management • Emergency assistance for drug withdrawal and psychiatric illness 	<ul style="list-style-type: none"> • Patient • Nurse • Physician 	<ul style="list-style-type: none"> • Clinical weighing scale • Examining light • Examining table • Sphygmomanometer • Stethoscope • Thermometer 	<ul style="list-style-type: none"> • Bed • Lavatory 	7.43	<ul style="list-style-type: none"> • Adjacent to patient reception area

Area	Activity	People	Equipment	Furniture and Fixture	Floor Area in Square Meters	Planning Relationship
Counseling and Testing Room	<ul style="list-style-type: none"> • Drug abuse assessment and management • Individual counseling, education and therapy • Follow-up and aftercare program 	<ul style="list-style-type: none"> • Patient • Nurse • Physician • 	<ul style="list-style-type: none"> • Psychological Testing Materials 	<ul style="list-style-type: none"> • Arm chairs • Office table 	7.43	<ul style="list-style-type: none"> • Adjacent to patient reception area
Living Quarters (female) with Toilet	<ul style="list-style-type: none"> • Lodging • Storing of personal belongings • Managing of personal hygiene 	<ul style="list-style-type: none"> • Patient 	<ul style="list-style-type: none"> • Electric fan 	<ul style="list-style-type: none"> • Bed • Cabinet 	111.45 (accommodate 15 persons at a given time) ⁴	<ul style="list-style-type: none"> • Segregated for privacy
Living Quarters (male) with Toilet	<ul style="list-style-type: none"> • Lodging • Storing of personal belongings • Managing of personal hygiene 	<ul style="list-style-type: none"> • Patient 	<ul style="list-style-type: none"> • Electric fan 	<ul style="list-style-type: none"> • Bed • Cabinet 	111.45 (accommodate 15 persons at a given time) ⁴	<ul style="list-style-type: none"> • Segregated for privacy

⁴ Based on 7.43 m²/bed (clear floor area per bed that includes space for single bed, space for occasional visitor, and toilet)

Area	Activity	People	Equipment	Furniture and Fixture	Floor Area in Square Meters	Planning Relationship
Dining Area	<ul style="list-style-type: none"> • Taking of meals 	<ul style="list-style-type: none"> • Patient 	<ul style="list-style-type: none"> • Electric fan 	<ul style="list-style-type: none"> • Chair • Table 	42.00 (accommodate 30 persons at a given time) ⁵	<ul style="list-style-type: none"> • Adjacent to kitchen
Kitchen	<ul style="list-style-type: none"> • Cold and dry storage • Food preparation • Cooking and baking • Serving and food assembly • Washing 	<ul style="list-style-type: none"> • Cook • Cooking Aide 	<ul style="list-style-type: none"> • Electric fan • Refrigerator • Sink • Stove 	<ul style="list-style-type: none"> • Cabinet • Counter 	4.65	<ul style="list-style-type: none"> • Adjacent to dining area
Multipurpose Area/Recreational Area	<ul style="list-style-type: none"> • Group counseling, education and therapy • Rehabilitation • Follow-up and aftercare program 	<ul style="list-style-type: none"> • Patient • Physician • Psychologist/social worker 	<ul style="list-style-type: none"> • Electric fan • Karaoke • Television 	<ul style="list-style-type: none"> • Chair • Table 	42.00 (accommodate 30 persons at a given time)	<ul style="list-style-type: none"> • Accessible from female and male ward

⁵ Based on 1.40 m²/bed (unit area per person occupying the space at one time)

Area	Activity	People	Equipment	Furniture and Fixture	Floor Area in Square Meters	Planning Relationship
Outdoor Activity Area	<ul style="list-style-type: none"> • Group counseling, education and therapy • Rehabilitation • Follow-up and aftercare program 	<ul style="list-style-type: none"> • Patient • Physician • Psychologist/Social worker 		<ul style="list-style-type: none"> • Bench 	42.00 (accommodate 30 persons at a given time)	<ul style="list-style-type: none"> • Accessible from female and male ward
Toilet	<ul style="list-style-type: none"> • Managing of personal hygiene 	<ul style="list-style-type: none"> • Clerk • Nurse • Physician • Psychologist/Social worker 		<ul style="list-style-type: none"> • Lavatory • Water closet 	1.67	<ul style="list-style-type: none"> • Separate toilet and hand washing facility • Accessible from consultation, examination and treatment room • Accessible from administrative office
Administrative Office	<ul style="list-style-type: none"> • Performance of personnel, accounting, records, supply and housekeeping 	<ul style="list-style-type: none"> • Administrator • Clerk 	<ul style="list-style-type: none"> • Computer • Fire extinguisher • Printer • Telephone 	<ul style="list-style-type: none"> • Cabinet • Chair • Office Tables 	10.04	<ul style="list-style-type: none"> • Immediately accessible to patient • Located near entrance of the facility



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

ANNEX-E
A.O. No. 2016- 0042

PLANNING AND DESIGN GUIDELINES FOR DRUG TESTING LABORATORY

Walls and Partitions:

1. All walls and partitions (whether concrete, steel or wood) shall be structurally sound, safe and made of sturdy permanent materials.

Finishes:

2. All floorings shall be provided with vinyl, ceramic tiles or its equivalent and shall be well-maintained.
3. Work counters shall be provided with glazed tiles or smooth laminated finish or its equivalent. Stainless steel sink or lavatory preferably with gooseneck spout shall be provided.
4. Countertop walls or wainscoting shall be provided with glazed tiles or smooth laminated finish or its equivalent with at least 400 mm (or 16") high.
5. Specimen collection area shall be provided with unglazed tiles for flooring and glazed tiles finish for walls with height of at least 1.22 mts. (or 4'-0") from finish floor line to top of wall tiles. When there is no window opening for natural ventilation, exhaust fan shall be provided in order to promote air circulation.
6. The exterior façade, interior walls and ceilings of the laboratory facility shall be painted (preferably with anti-bacterial paint for interior walls of the laboratory working area) for aesthetic purposes and shall be properly maintained at all times.

Room Ventilation:

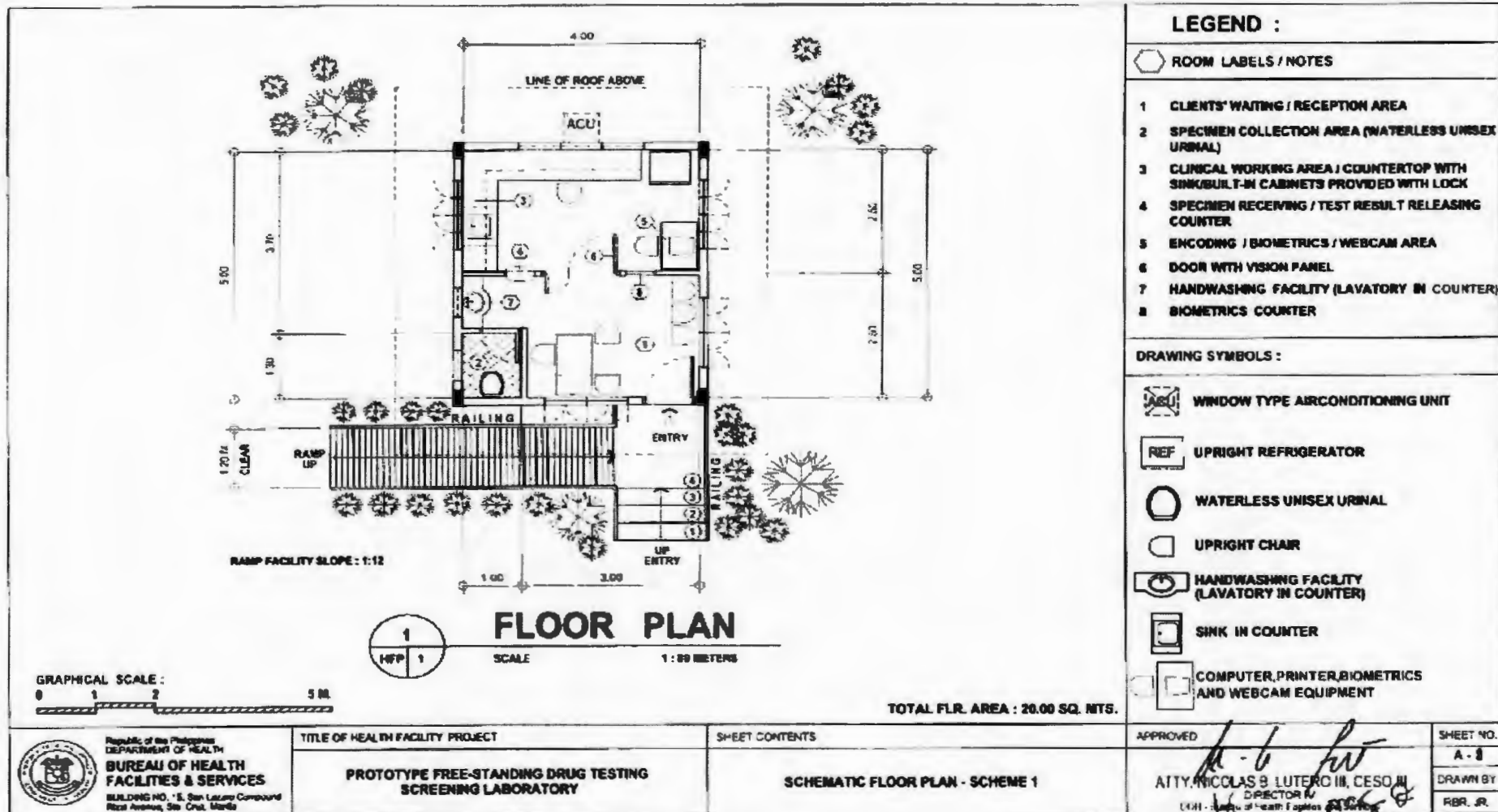
7. For proper ventilation, floor to ceiling height of the laboratory facility shall be at least 2.40 mts. (or 8'-0") high. Moreover, the rooms may be provided with air-conditioning unit/s in order to achieve a comfortable and clean environment.
8. Working counter area shall be provided with ceiling or wall mounted exhaust fan of at least 10" diameter fan blade.

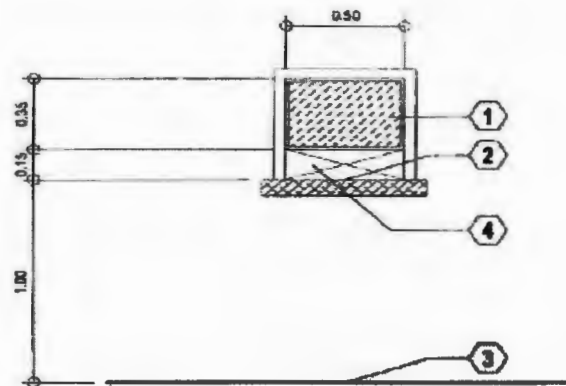
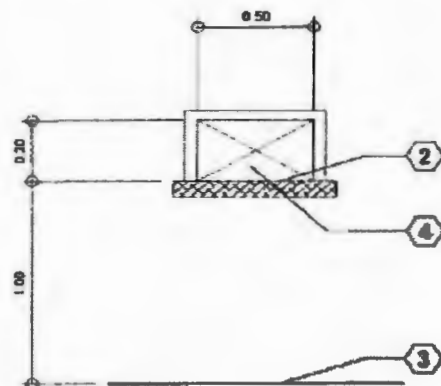
Utilities (Electrical and Plumbing):

9. All areas shall be well-lighted by providing fluorescent lamp/s or approved equivalent with no exposed or dangling electrical wires. Also, convenience outlets shall be provided within the facility.
10. For sanitation purposes, continuous supply of water shall be made available at all times in both working and hand washing areas.

Others:

11. Working area shall be provided with the required counters namely: 1) pass thru counter for receiving of specimen/s and releasing of results and 2) counter with pass-thru opening and glass panel for biometrics and picture taking purposes.
12. Access to a regular toilet facility (provided with standard water closet and lavatory including continuous supply of water), aside from the specimen collection area, shall be provided for staff, clients and visitors' use.





LEGEND :

LABELS

- 1 8 MM THK. TINTED GLASS
- 2 TOP OF COUNTER
- 3 FINISH FLOOR LINE
- 4 TRANSACTION OPENING

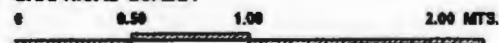


DETAIL OF PASS-THRU & BIOMETRICS COUNTER/S

SCALE

1 : 25 METERS

GRAPHICAL SCALE :



Republic of the Philippines
DEPARTMENT OF HEALTH
**BUREAU OF HEALTH
FACILITIES & SERVICES**
BUILDING NO. 15, San Lazaro Compound
Rizal Avenue, Sta. Cruz, Manila

TITLE OF HEALTH FACILITY PROJECT

**PROTOTYPE FREE-STANDING SCREENING
DRUG TESTING LABORATORY**

SHEET CONTENTS

DETAIL OF PASS-THRU & BIOMETRICS COUNTER/S

APPROVED

ATTY. NICOLAS B. LUTERO III, CESO III
DIRECTOR
DOH - Bureau of Health Facilities and Services

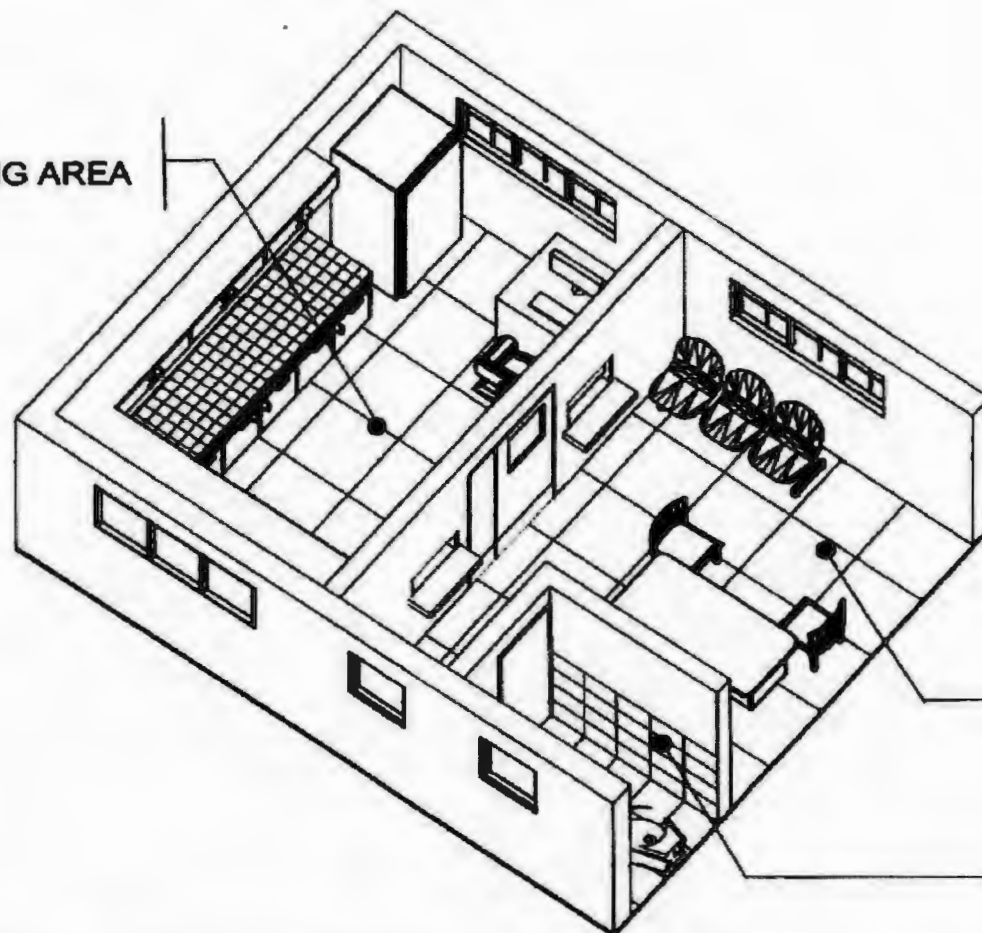
SHEET NO.

A-2

DRAWN BY


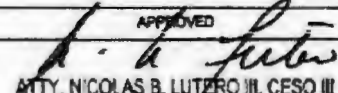
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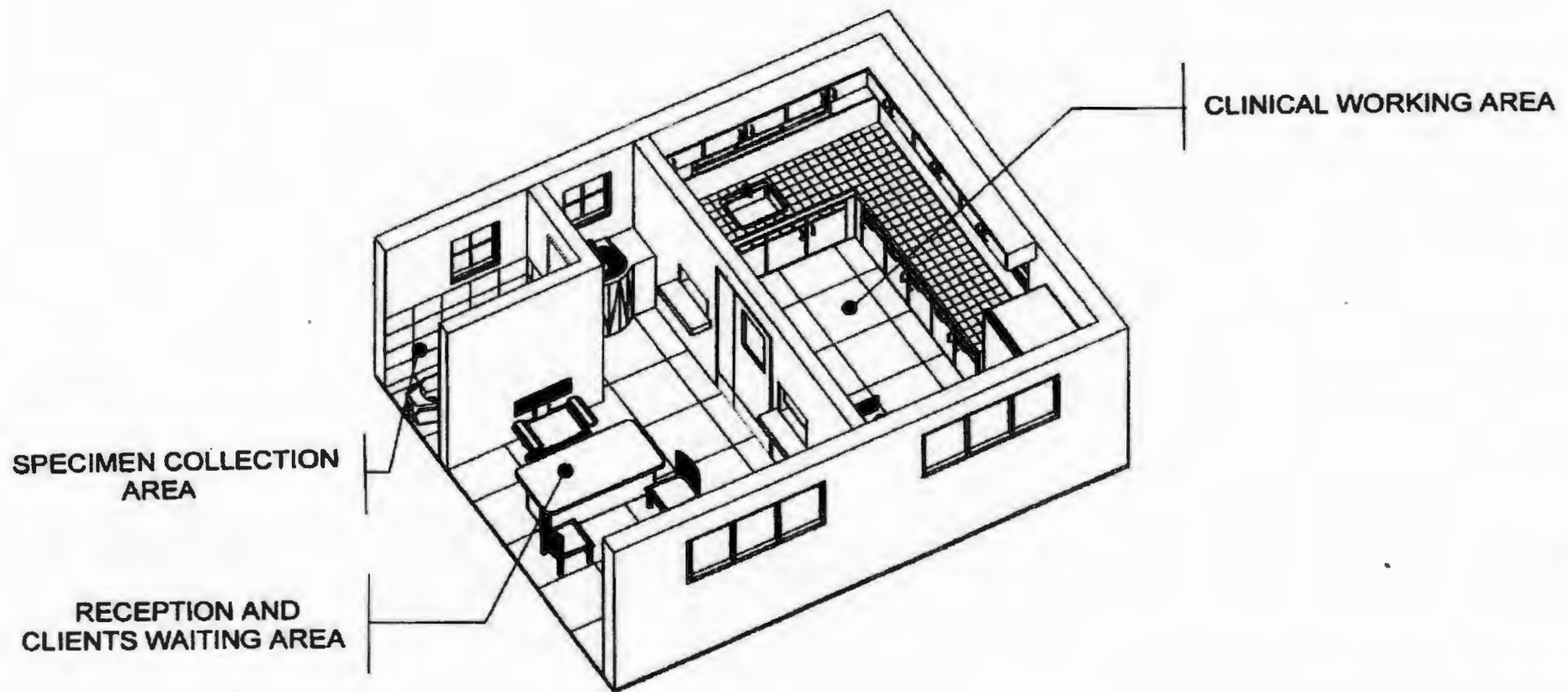
CLINICAL WORKING AREA


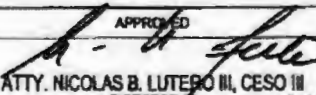


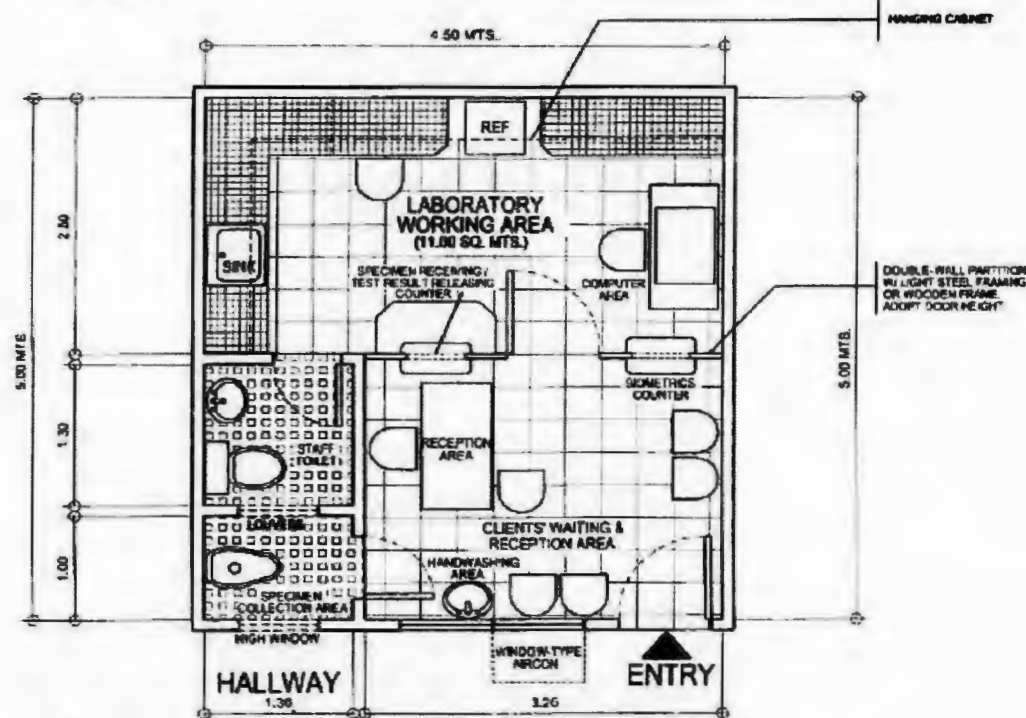
RECEPTION AND
CLIENTS WAITING AREA

SPECIMEN COLLECTION
AREA

 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 18, San Lazaro Compound Rizal Avenue, Sta. Cruz, Manila</p>	<p>TITLE OF HEALTH FACILITY PROJECT</p> <p>PROTOTYPE FREE-STANDING SCREENING DRUG TESTING LABORATORY</p>	<p>SHEET CONTENTS</p> <p>ISOMETRIC DRAWING - LEFT SIDE VIEW</p>	<p>APPROVED</p>  <p>ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - Bureau of Health Facilities and Services</p>	<p>SHEET NO.</p> <p>A-3</p> <p>DRAWN BY:</p> <p>BHFS-SDD</p>
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 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15, San Lazaro Compound Rizal Avenue, Sta Cruz, Manila</p>	<p>TITLE OF HEALTH FACILITY PROJECT</p> <p>PROTOTYPE FREE-STANDING SCREENING DRUG TESTING LABORATORY</p>	<p>SHEET CONTENTS</p> <p>ISOMETRIC DRAWING - RIGHT SIDE VIEW</p>	<p>APPROVED</p>  <p>ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR DOH - Bureau of Health Facilities and Services</p>	<p>SHEET NO.</p> <p>1</p> <p>DRAWN BY</p> <p>BFS-SDD</p>
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SCHEMATIC FLOOR PLAN

SCALE

1 : 50 METERS

GRAPHICAL SCALE :



TOTAL FLR. AREA : 22.50 SQ. MTS.
NOTE : SCHEME APPLICABLE TO RENTABLE UNIT



Republic of the Philippines
DEPARTMENT OF HEALTH
**BUREAU OF HEALTH
FACILITIES & SERVICES**
BUILDING NO. 15, San Lazaro Compound
Roosevelt Avenue, Sta. Cruz, Manila

TITLE OF HEALTH FACILITY PROJECT

**PROTOTYPE FREE-STANDING
SCREENING DRUG TESTING LABORATORY**

SHEET CONTENT

**SCHEMATIC FLOOR PLAN - SCHEME 2
(WITH TOILET FOR STAFF USE ONLY)**

APPROVED BY:

[Signature]
ATTY. NICOLAS B. LUTERO III, CESO III
DIRECTOR IV
DOH - Bureau of Health Facilities and Services


SHEET NO.

A-1


CADD BY:

RFH-S-DD



 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES <small>BUILDING NO. 16, San Lazaro Compound Rizal Avenue, Sta Cruz, Manila</small></p>	TITLE OF HEALTH FACILITY PROJECT	SHEET CONTENTS	APPROVED	SHEET NO.
	<p>PROTOTYPE FREE-STANDING SCREENING DRUG TESTING LABORATORY</p>	<p>INTERIOR PERSPECTIVE - RECEPTION AREA (SCHEMATIC FLOOR PLAN NO. 1)</p>	<p><i>[Signature]</i> ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR <small>DOH - Bureau of Health Facilities and Services</small></p>	<p>A-5 DRAWN BY BHFS-SDD</p>



 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15, San Lazaro Compound Pigay Avenue, Sta. Cruz, Manila</p>	TITLE OF HEALTH FACILITY PROJECT	SHEET CONTENTS	APPROVED	SHEET NO.
	<p>PROTOTYPE FREE-STANDING SCREENING DRUG TESTING LABORATORY</p>	<p>INTERIOR PERSPECTIVE - WORKING AREA (SCHEMATIC FLOOR PLAN NO. 1)</p>	<p><i>[Signature]</i> APTY. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - Bureau of Health Facilities and Services <i>cur</i></p>	<p>A-6 DRAWN BY: BHS-SDO</p>



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

ANNEX-F
A.O. No. 2016- 0042

PLANNING AND DESIGN GUIDELINES FOR HEMODIALYSIS CLINIC

1.0 Space Requirements :

1.1 The Hemodialysis Clinic Facility basically consists of two major areas referred to as the *Dialysis Service Complex* and the *Non-Treatment Areas or Reception Area/Section*.

1.2 The *Dialysis Service Complex* essentially consists of the following rooms/areas :

- *Hemodialysis Station* (with a minimum floor area of 6.00 sq. m. and prescribed area dimension of 2.00 m. x 3.00 m., see attached sketch plan of Typical Hemodialysis Station for reference);
- *Nurse Station with Work Area* (provided with work counter/s, hand washing sink/s w/ hand gel/sanitizer and storage cabinets including a counter area for medicine preparation) ;
- *Water Treatment Room* (with floor area ranging from 12.00 to 15.00 sq. m. with a minimum of 12.00 sq m. in order to accommodate all the necessary equipment, tanks, etc. and the needed space for maintenance purposes) ;
- *Supply and Storage Room* (for sterile instruments/supplies, clean linen, etc.);
- *Dialyzer Re-processing Area/Room* (shall be provided if the Dialysis Clinic facility re-process and shall be installed with the necessary faucets, sink/s, work counters, cabinets and shelves, including exhaust fan/s,etc.);

Note: Water to be used for re-processing shall be coming from the processed or product water of the Reverse Osmosis Tank.

- *Service Support Areas :*
 - *Waste Holding Cubicle/Area*(for temporary storage of segregated waste which includes infectious waste such as contaminated sharps and needles and non-infectious waste or general waste)
 - *Soiled Linen Cubicle/Area*
 - *Janitor's Closet* (w/ slop sink and housekeeping cabinet);

- Emergency Generator Room/Area

1.3 The *Non-Treatment Areas or Reception Area/Section* essentially consist of the following rooms/areas :

- *Business Office* (with reception/information counter, admitting area, cashier's area and records section including a doctors' consultation cubicle for the Medical Director);
- *Waiting area* (provided with sufficient seats for visitors and patients who may be arriving on wheelchair or stretcher) ;
- *Toilet Facility* (with urinal, water closet with grab rail and lavatory accessible to HD patients and their accompanying relative or companion; (Note: Toilet Facility shall be designed in consideration for Persons with Disability or PWD in accordance with The Law to Enhance Mobility of Disabled Persons – “Batas Pambansa Blg. 344”);
- *Staff Pantry or Break Room*(with eating area and small counter with sink) and *Staff Locker and Dressing Room w/ Toilet*(with urinal, water closet and lavatory for Staff Use Only)

2.0 Planning and Design :

2.1 The *Waiting Area and Business Office* shall be planned in such manner that these areas shall be made readily visible and immediately accessible to patients and visitors upon entry to the Dialysis Clinic facility. The Waiting area shall also be planned to anticipate patients arriving on wheelchair or stretcher and must provide comfortable seats for their accompanying relative or companion. For hospital-based Dialysis Clinics, a satellite Business Office and Waiting Area or 'Business Counter' may be provided for the facility. Moreover, the Cashier Counter Section may also be optional as it is already provided by the main hospital.

Preferably, the *Business Office* shall be provided with transaction counters designed in such manner that the counter heights shall not only accommodate normal transactions (inquiries and payments by patient's companions and relatives) but also to allow visual access and communication between patients on wheelchair and Staff from the Business Office.

2.2 The *Toilet Facility* for patients and visitors may be located near the Waiting Area for easy access especially for patient on wheelchair.

- 2.3 The *Staff Pantry or Break Room* may be situated near the Dialysis Service Complex but not inside the HD Treatment Room in order to maintain privacy of patients undergoing treatment.

On the other hand, the *Staff Locker and Dressing Room* shall be preferably located in such manner as to prepare first the HD Treatment Staff particularly for changing from street clothes into appropriate attire before entering the HD Treatment Room, improving Infection Control measures.

- 2.4 In order to ensure further privacy for HD patients undergoing treatment and to maintain cleanliness for the HD Treatment Room, a 'control door' (with a width/opening that can easily accommodate a wheelchair or stretcher) shall be provided between the *Reception Area/Section* and the *Dialysis Service Complex*).

Note: Entry to Dialysis Service Complex shall be restricted and made accessible only to concerned HD Staff and Patient/s who will undergo dialysis treatment.

- 2.5 Inside the *HD Treatment Room*, the *Nurse Station with Work Area* shall be strategically planned and located in such manner that the nurses on duty shall have visual supervision/surveillance of HD patients undergoing treatment. Also, the counter height of the nurses' work area shall be designed in such manner as to allow visual access of patients on wheelchair.
- 2.6 The *Hemodialysis Station/s* (especially the private HD Treatment Station or cubicle) and adjacent circulation areas shall be planned in such manner as to provide easy access to HD patients on wheelchair and stretcher. Each HD station shall be provided with the following namely :

- required floor area of six (6) sq. m.;
- prescribed area/room dimension of 2.00 m. x 3.00 m.;
- an electrical duplex-grounded convenience outlet ;
- service waterline of treated water coming from the Water Treatment Room;
- for private HD Treatment Station/s (cubicle or room-type), provide separate hand washing sink or lavatory for exclusive usage.

In addition, if the design of the Dialysis Clinic facility permits, preferably provide an exterior window (for view out and natural lighting purposes only) per HD Treatment Station, as windows are important for the psychological well-being of the HD patient.

- 2.7 The *Supply and Storage Room* (for sterile instruments/supplies, clean linen, etc.) and Dialyzer Re-processing Room, if provided in the Dialysis Clinic facility, shall be located near the HD Treatment Section for easy access and retrieval of supplies, dialyzers, etc.

- 2.8 The *Water Treatment Room* (provided with the required various equipment and tanks, etc.) shall be located in the Dialysis Clinic facility in such manner that it will be accessible from the HD Treatment Section but not cause any noise disturbance to patients undergoing treatment. In addition, the Water Treatment Room shall be made presentable with floors finished preferably with ceramic tiles or approved equivalent and walls also tiled or painted. Further, it shall be well-ventilated and provided with exhaust fan/s.
- 2.9 Likewise, the *Waste Holding Cubicle/Area*, *Soiled Linen Cubicle/Area* and *Janitor's Closet* shall be planned in such manner that they are accessible from the HD Treatment Section but at the same time 'zoned' for visual concealment purposes.
- 2.10 The required emergency generator set room shall also be located preferably 'zoned' from the rest of the dialysis clinic especially from the HD Treatment Section in order to avoid noise disturbance to HD patients as well as to ensure restricted access. Moreover, the emergency generator set room, when warranted, shall have acoustical insulation or sound absorbing material along walls to diffuse, lessen, if not totally eliminate the noise disturbance of the genset when in operation. In addition, room for the emergency generator set shall have space for maintenance access and shall be provided with appropriate ventilation for cooling and elimination of fumes. In addition, mechanisms for intake air shall be arranged to resist entry of rain and other elements.

3.0 Recommended Finishes and Other Features :

- ***Walls and Partitions :***

1. All walls and partitions of the Dialysis Clinic to be used (whether concrete, light steel wall framing or approved equivalent) shall be structurally sound, safe and made of sturdy and permanent materials.
2. The outlying or external walls surrounding the HD Treatment Area shall be constructed from floor to ceiling height in order to attain both sound and visual privacy for the HD patients undergoing treatment.
3. Cubicle curtains (if used for private HD Stations) and draperies (if used for the windows at the HD Treatment Area) shall be non-combustible or flame-retardant.

- ***Ceiling:***

4. The ceiling of the Dialysis Clinic shall also be structurally sound, safe and made of sturdy and permanent materials (such as light

steel ceiling framing with gypsum boards or hardiflex panels, wooden ceiling joist frame with wooden ceiling hangers and standard plywood panels or their approved equivalent construction). However, the preferred ceiling construction is made of acoustic ceiling boards on aluminum T-runners for aesthetic and acoustic purposes.

- **Doors:**

5. Entrance Doors to the HD Treatment Room shall have a minimum clear width or opening of at least 1.12 m. or 3 feet 8 inches in order to easily accommodate patient on wheelchair or stretcher. However, a two-leaf door with narrow lite or glass vision panels and with a total clear width of 1.80 m. or 6 ft. is much preferred.

- **Finishes :**

6. Floor materials that will be used for the Dialysis Clinic shall be readily cleanable and appropriately wear-resistant such as durable vinyl tiles, ceramic tiles, synthetic granite tiles or their approved equivalent/s.
7. Cabinets, shelves and work counters that will be provided for the Dialysis Clinic shall be appropriately finished with either wood varnish, furniture paint or provided with smooth laminated finish or their approved equivalent. Countertops shall be provided with smooth laminated finish, ceramic tiles or approved equivalent for aesthetic and maintainability purposes.
8. The walls of the Dialysis Clinic as a whole shall be appropriately finished with paint or its approved equivalent and shall always be well-maintained. In addition, the interior walls of the HD Treatment Room shall be preferably painted with ant-bacterial paint for sterility purposes.
9. The ceiling of the Dialysis Clinic if made of plywood, hardiflex panel or approved equivalent shall be appropriately finished with but not limited to regular paint finish. The preferred acoustic ceiling board if used for the Clinic has an integral finished appearance and texture and therefore does not need further painting.

- **Room Ventilation :**

10. For proper ventilation, in general, floor to ceiling height of the Dialysis Clinic shall be at least but not limited to 2.40 mts. (or 8'-0") high (note: A higher ceiling is preferred for the HD Treatment Area to anticipate ceiling-mounted TV monitors and for ceiling designs with indirect lighting provisions). Also for the HD Treatment Room, appropriate number and type of air-conditioning unit/s shall be provided in order to achieve good ventilation as well as a comfortable environment for HD patients undergoing treatment. The recommended temperature for the HD Treatment Room is 75 degrees Fahrenheit or approximately 24 degrees

Centigrade while the minimum total air changes per hour is 6.

11. Other room/s of the Dialysis Clinic not provided with artificial or mechanical ventilation system shall be provided with a window or windows with a total free area opening equal to at least ten percent (10%) of the floor area of the room and such window/s shall open directly to a court, yard, public street or alley, or open water courses. In order to enhance ventilation in these rooms/areas, provide electric fans or similar ventilating appliances.

- **Lighting :**

12. The entire Dialysis Clinic facility shall be well-lighted by environment-friendly, acceptable and approved lighting fixtures with no exposed or dangling electrical wires. Observe recommended illumination values for various spaces of the Dialysis Clinic as specified below :

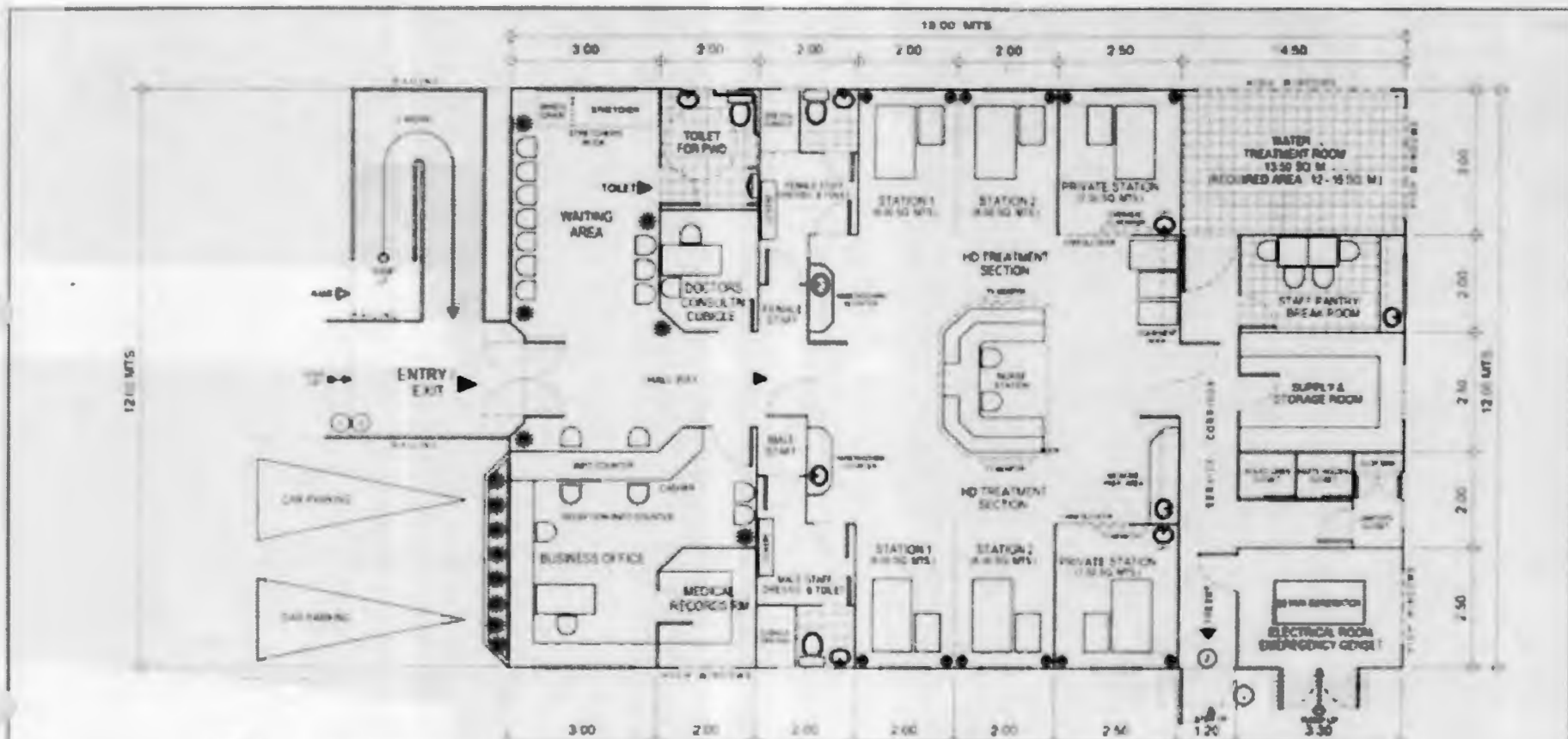
Illumination Values for Nursing Facilities

Area/ Activity	LUX	Footcandles
Nurse Station		
General	300	30
Desk	500	50
Medication Area	500	50
Waiting Area		
General	200	20
Reading	300	30
Treatment Area	300	30
Administrative Spaces		
General Office	500	50
Medical Records	500	50
Linen Rooms/Closets	100	10
Janitor's Closet	150	15
Staff Pantry	300	30
Storage, general	200	20
Toilet Facility	300	30
Locker Room	200	20
Mechanical/Electrical Room/space	300	30

4.0 References:

- Latest Draft of Administrative Order Re: Revised Minimum Standards and Requirements Governing the Regulation of Dialysis Facilities in the Philippines (as prepared by the DOH-BHFS).
- The National Building Code of the Philippines with Its Revised Implementing Rules and Regulations (approved by the Department of Public Works and Highways).

- Guidelines For Construction and Equipment of HOSPITAL AND MEDICAL FACILITIES,1992-93 (as prepared and published by The American Institute of Architects Press with assistance from the U.S. Department of Health and Human Services).
- Actual facility survey conducted on selected Dialysis Clinics.



PROPOSED REFERENCE PLAN OF DIALYSIS CLINIC (6-STATION) SCHEME A


GRAPHICAL SCALE



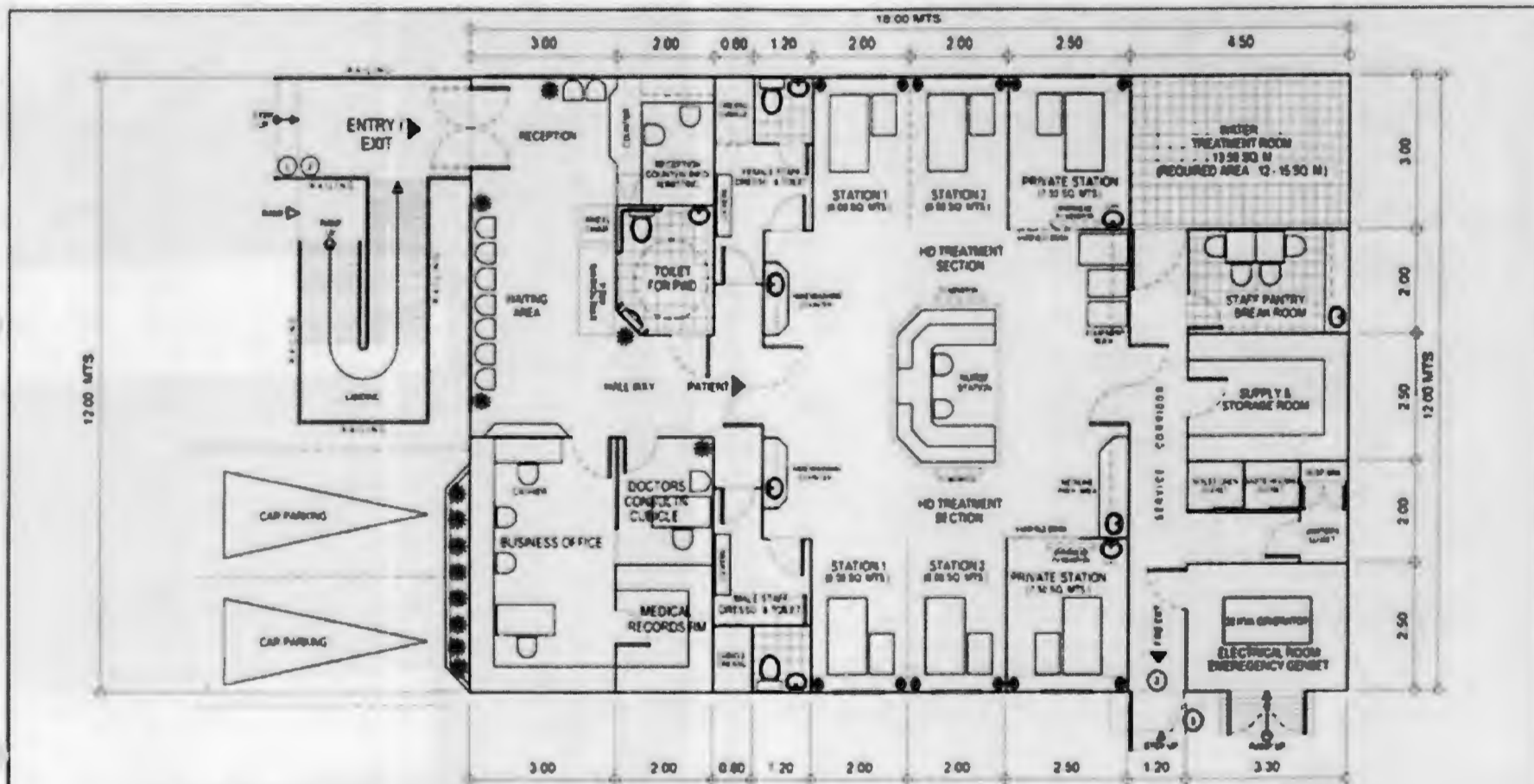
SCALE :

1:50 METERS

TOTAL FLR. AREA 216.00 SQ. MTS.

 <p>BUREAU OF HEALTH FACILITIES & SERVICES BUREAU OF HEALTH FACILITIES & SERVICES BUREAU OF HEALTH FACILITIES & SERVICES</p>	<p>TITLE OF HEALTH FACILITY PROJECT</p> <p>REFERENCE PLAN HEMODIALYSIS CLINIC FACILITY</p>	<p>SHEET CONTENT</p> <p>AS SHOWN</p>	<p>APPROVED BY</p> <p><i>[Signature]</i> ARTY. NICOLAS B. LUTERO III, CESO III DIRECTOR Bureau of Health Facilities & Services</p>	<p>SHEET NO</p> <p>A-1</p> <p>CADD BY BHFS-S00</p>
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NOTE : FOR USE AND REFERENCE OF DOH-BHFS REGULATORY OFFICER ONLY




PROPOSED REFERENCE PLAN OF DIALYSIS CLINIC (6-STATION) SCHEME B

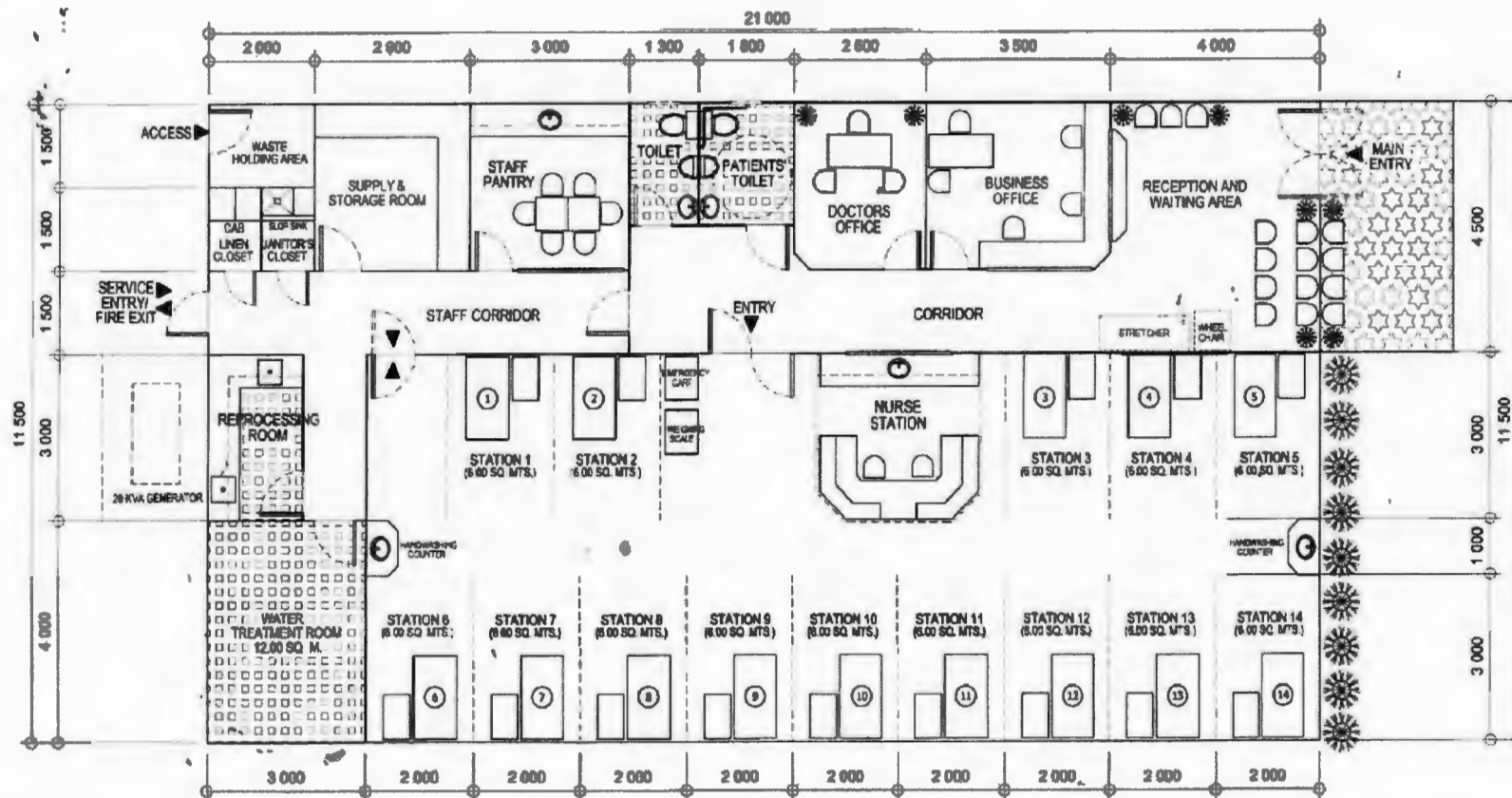
SCALE :

1: 50 METERS

TOTAL FLR. AREA : 215.00 SQ. MTS.

 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES Bldg. 200, 401, 10, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila</p>	<p>TITLE OF HEALTH FACILITY PROJECT</p> <p>REFERENCE PLAN HEMODIALYSIS CLINIC FACILITY</p>	<p>SHEET CONTENT</p> <p>AS SHOWN</p>	<p>APPROVED BY</p> <p><i>[Signature]</i> ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR DOH - Bureau of Health Facilities and Services</p>	<p>SHEET NO</p> <p>A-1</p> <p>CADD BY BHS-SDO</p>
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NOTE : FOR USE AND REFERENCE OF DOH-BHFS REGULATORY OFFICER ONLY



REFERENCE PLAN OF DIALYSIS CLINIC (14-STATION) SCHEME C


GRAPHICAL SCALE:



SCALE:

1: 100 METERS

TOTAL FLOOR AREA : 241.50 SQ. MTS.

 <p>Republic of the Philippines DEPARTMENT OF HEALTH HEALTH FACILITIES & SERVICES REGULATORY BUREAU BUILDING NO. 15, San Lazaro Compound Rizal Avenue, Sta. Cruz, Manila</p>	<p>TITLE OF HEALTH FACILITY PROJECT</p> <p>REFERENCE PLAN HEMODIALYSIS CLINIC FACILITY</p>	<p>RECOMMENDING APPROVAL BY:</p> <p>ATTY. RODEL C. FLORES CHAIR PERSON DOH - HFSRB HEALTH FACILITIES EVALUATION AND REVIEW COMMITTEE</p>	<p>APPROVED BY:</p> <p><i>N. B. Lutero III</i> ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - HEALTH FACILITIES & SERVICES REGULATORY BUREAU</p>	<p>SHEET NO.</p> <p>A-1</p> <p>CADD BY: AR RBRJR</p>
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NOTE: FOR USE AND REFERENCE OF DOH MEMBERS BEGINATORY OFFICE

03/28/2016



**INTERIOR VIEW OF MAIN ENTRY, RECEPTION & BUSINESS COUNTER
& PARTIAL WAITING AREA**



Republic of the Philippines
DEPARTMENT OF HEALTH
**BUREAU OF HEALTH
FACILITIES & SERVICES**
BUILDING NO. 15, San Lazaro Compound
Rizal Avenue Sta. Cruz, Manila

TITLE OF HEALTH FACILITY PROJECT

**REFERENCE PLAN
HEMODIALYSIS CLINIC FACILITY**

SHEET CONTENT

INTERIOR VIEW OF MAIN ENTRY, RECEPTION & BUSINESS
COUNTER AND PARTIAL WAITING AREA

APPROVED BY:

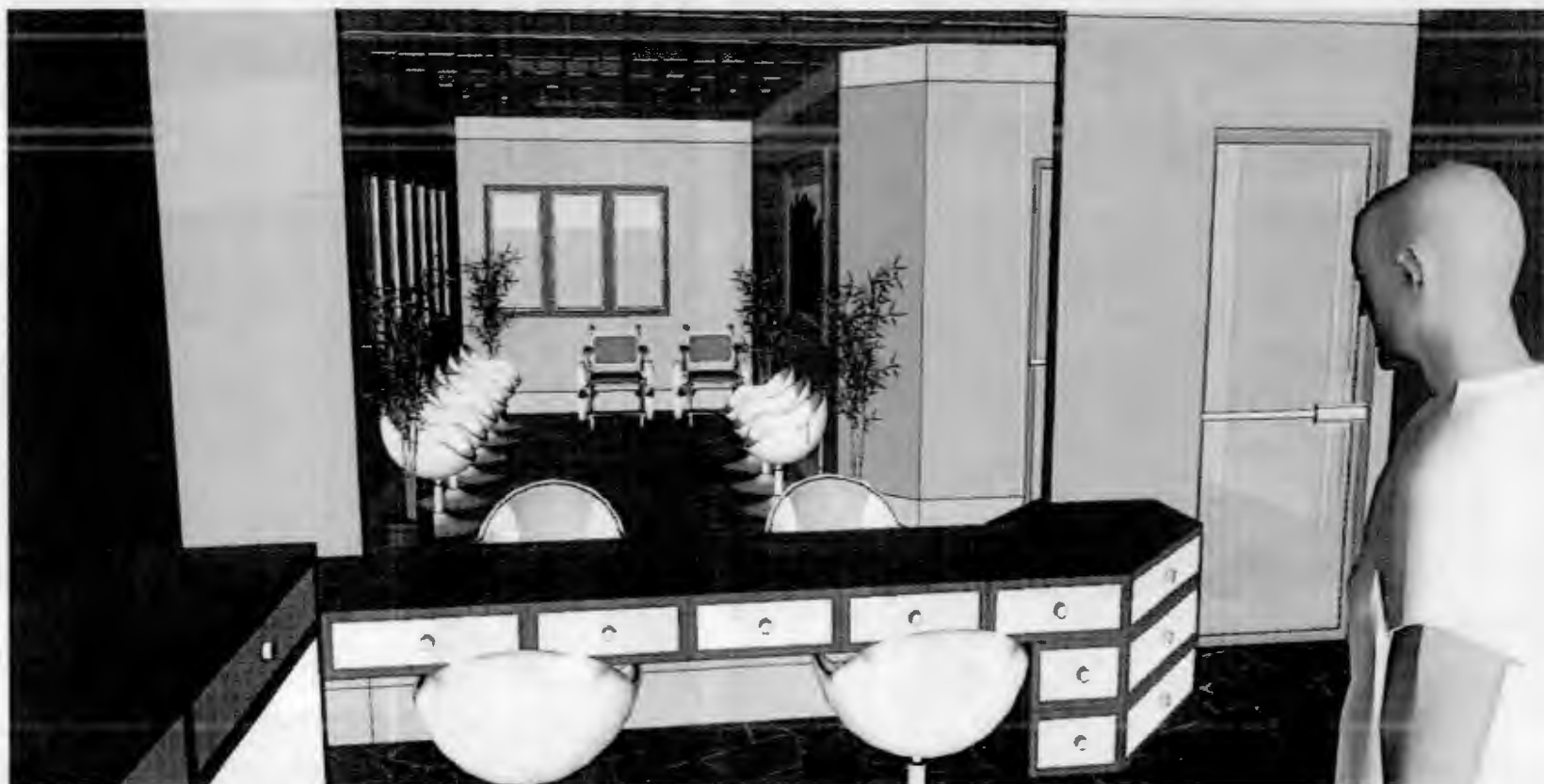
[Signature]
ATTY. NICOLAS B. LUTERO III, CESO III
DIRECTOR IV
DOH - Bureau of Health Facilities and Services

SHEET NO.

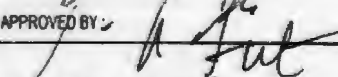
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CADD BY:

BHFS-SDD



**INTERIOR VIEW OF RECEPTION COUNTER AND BUSINESS OFFICE, WAITING
AREA AND STRETCHER AND WHEELCHAIR NOOK**

 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15, San Lazaro Compound Rizal Avenue, Sta. Cruz, Manila</p>	<p>TITLE OF HEALTH FACILITY PROJECT</p> <p>REFERENCE PLAN HEMODIALYSIS CLINIC FACILITY</p>	<p>SHEET CONTENT</p> <p>INTERIOR VIEW OF RECEPTION COUNTER & BUSINESS OFFICE, WAITING AREA AND STRETCHER & WHEELCHAIR NOOK</p>	<p>APPROVED BY: </p> <p>ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - Bureau of Health Facilities and Services</p>	<p>SHEET NO.</p> <p>A-3</p> <p>CADD BY: BHFS-SDD</p>
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**INTERIOR VIEW OF WAITING AREA, WHEELCHAIR AND STRETCHERS' NOOK,
ENTRY TO DOCTOR'S ROOM**



Republic of the Philippines
DEPARTMENT OF HEALTH
**BUREAU OF HEALTH
FACILITIES & SERVICES**
BUILDING NO. 15, San Lazaro Compound
Rizal Avenue, Sta. Cruz, Manila

TITLE OF HEALTH FACILITY PROJECT

**REFERENCE PLAN
HEMODIALYSIS CLINIC FACILITY**

SHEET CONTENT

INTERIOR VIEW OF WAITING AREA, WHEELCHAIR &
STRETCHER'S NOOK. ENTRY DOOR TO DOCTOR'S RM

APPROVED BY:

Nicolas B. Lutero III
ATTY. NICOLAS B. LUTERO III, CESO III
DIRECTOR
DOH - Bureau of Health Facilities and Services

SHEET NO.


A-4

CADD BY:

BHFS-SDD




INTERIOR VIEW OF ENTRY TO HEMODIALYSIS TREATMENT ROOM, ENTRY DOORS TO DOCTOR'S RM. & STAFF RMS. INCLUDING PARTIAL WAITING AREA & RECEPTION COUNTER

 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15, San Lázaro Compound Rozal Avenue, Sta. Cruz, Manila</p>	<p>TITLE OF HEALTH FACILITY PROJECT</p> <p>REFERENCE PLAN HEMODIALYSIS CLINIC FACILITY</p>	<p>SHEET CONTENT</p> <p>INTERIOR VIEW OF ENTRY TO HEMODIALYSIS TREATMENT ROOM, ENTRY DOORS TO DOCTOR'S RM. & STAFF RMS. INCLUDING PARTIAL WAITING AREA & RECEPTION COUNTER</p>	<p>APPROVED BY:</p> <p><i>[Signature]</i> ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - Bureau of Health Facilities and Services</p>	<p>SHEET NO.</p> <p>A - 5</p> <p>CADD BY: BHFS-SDD</p>
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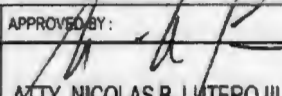


INTERIOR VIEW OF HD NURSE STATION, MEDICINE PREPARATION COUNTER, PARTIAL PRIVATE STATION AND TYPICAL TREATMENT STATION INCLUDING EQUIPMENT NOOK

 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15, San Lazaro Compound Rizal Avenue, Sta. Cruz, Manila</p>	TITLE OF HEALTH FACILITY PROJECT	SHEET CONTENT	APPROVED BY:	SHEET NO.
	<p align="center">REFERENCE PLAN HEMODIALYSIS CLINIC FACILITY</p>	<p align="center">INTERIOR VIEW OF HD NURSE STATION, MEDICINE PREPARATION COUNTER, PARTIAL PRIVATE STATION AND TYPICAL TREATMENT STATION INCLUDING EQUIPMENT NOOK</p>	<p align="center"><i>[Signature]</i> ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - Bureau of Health Facilities and Services</p>	<p align="center">A-6 CADD BY: BHFS-SDD</p>




**INTERIOR VIEW OF TREATMENT STATIONS , PRIVATE STATION, PARTIAL HD NURSE STATION
DOOR TO STAFF ROOM AND HANDWASHING AREA**

 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15, San Lazaro Compound Rizal Avenue, Sta. Cruz, Manila</p>	<p>TITLE OF HEALTH FACILITY PROJECT</p> <p>REFERENCE PLAN HEMODIALYSIS CLINIC FACILITY</p>	<p>SHEET CONTENT</p> <p>INTERIOR VIEW OF TREATMENT STATIONS, PRIVATE STATION, PARTIAL HD NURSE STATION, DOOR TO STAFF ROOM AND HANDWASHING AREA</p>	<p>APPROVED BY:</p>  <p>ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - Bureau of Health Facilities and Services</p>	<p>SHEET NO.</p> <p>A - 7</p> <p>CADD BY : BHFS-SDD</p>
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**INTERIOR VIEW OF TREATMENT STATIONS , PRIVATE STATION, PARTIAL HD NURSE STATION
DOOR TO STAFF ROOM AND HANDWASHING AREA**

 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15 San Lazaro Compound Rizal Avenue, Sta. Cruz, Manila</p>	TITLE OF HEALTH FACILITY PROJECT	SHEET CONTENT	APPROVED BY:	SHEET NO.
	<p>REFERENCE PLAN HEMODIALYSIS CLINIC FACILITY</p>	<p>INTERIOR VIEW OF TREATMENT STATIONS,PRIVATE STATION PARTIAL HD NURSE STATION, DOOR TO STAFF ROOM AND PARTIAL HANDWASHING AREA</p>	<p><i>[Signature]</i> ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR DOH - Bureau of Health Facilities and Services</p>	<p>A - 8 CADD BY : BHFS-SDD</p>



CLOSE-UP VIEW OF NURSE STATION'S WORK COUNTER, HANDWASHING AREA, EXIT DOORS TO RECEPTION AREA AND DOOR TO STAFF ROOM

 <p>Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15, San Lazaro Compound Rizal Avenue, Sta. Cruz, Manila</p>	<p>TITLE OF HEALTH FACILITY PROJECT</p> <p>REFERENCE PLAN HEMODIALYSIS CLINIC FACILITY</p>	<p>SHEET CONTENT</p> <p>CLOSE-UP VIEW OF NURSE STATION'S WORK COUNTER, HANDWASHING AREA, EXIT DOORS TO RECEPTION AREA AND DOOR TO STAFF ROOM</p>	<p>APPROVED BY:</p> <p><i>[Signature]</i></p> <p>ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - Bureau of Health Facilities and Services</p>	<p>SHEET NO.</p> <p>A - 9</p> <p>CADD BY: BHFS-SDD</p>
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Republic of the Philippines
Department of Health
HEALTH FACILITIES AND SERVICES REGULATORY BUREAU

ANNEX-G
A.O. No. 2016- 0042

**PLANNING AND DESIGN GUIDELINES FOR MEDICAL FACILITIES FOR
OVERSEAS WORKERS AND SEAFARERS**

1.0 Essential Service/Space/Room Requirements:

1.1 In terms of function, a standard Medical Clinical Facility for Overseas Workers and Seafarers shall provide four 'service zones' or sections namely :

- 1.1.1 *General Administrative Service ;*
- 1.1.2 *Clinical Service ;*
- 1.1.3 *Ancillary Service ;*
- 1.1.4 *Support Service.*

1.2 The General Administrative Service shall be comprised of the following rooms/areas :

- 1.2.1 *Office of the Medical Director ;*
- 1.2.2 *Reception and Registration Office (or Business Office) provided with Clients' Waiting Area ;*
- 1.2.3 *Reporting Section (or Medical Records Room located adjacent and accessible from the Reception and Registration Office or Business Office);*

1.3 The Clinical Service shall be composed of the following rooms/areas;

- 1.3.1 *Medical/Physical Examination Room/s (separate for male and female clients) ;*
- 1.3.2 *Dental Clinic ;*
- 1.3.3 *Optical Room ;*
- 1.3.4 *Audiometry Room (for Seafarers) ;*
- 1.3.5 *Psychological Testing Room (can accommodate a minimum of 6 persons at any given time) ;*
- 1.3.6 *Pre-test and Post-test HIV Counseling Room (or Consultation/Follow-up Room, but to be strictly labeled as Counseling Room in the actual Medical Facility to ensure client or patient privacy; Note : The room can also doubly serve as ECG Room) ;*

1.4 The Ancillary Service shall be composed of a Secondary General Clinical Laboratory that has capability for HIV testing and shall be made up of the following rooms and areas :

- 1.4.1 *A Room/Area for taking blood samples or Specimen Collection Room/Area;*
 - 1.4.2 *Clinical Working Area w/ Sink/s(minimum of 20.00 square meters in floor area);*
 - 1.4.3 *A Pathologist's Area (may be part of or separate from the Clinical Working Area);*
 - 1.4.4 *Access to Toilet;*
 - 1.4.5 *Waiting/Reception Area;*
- 1.5 Furthermore, the Ancillary Service shall include a Radiology Facility that shall be comprised of the following rooms and areas :
- 1.5.1 *X-ray room with Control Booth and Dressing Area(with a minimum of 10.00 square meters in floor area) ;*
 - 1.5.2 *Area for Digital Film Processing Equipment;*
 - 1.5.3 *Radiologist's Area and Film File Storage ;*
 - 1.5.4 *Access to Toilet ;*
 - 1.5.5 *Waiting Area.*
- 1.6 Support Service shall include the following spaces/rooms:
- 1.6.1 *Toilet Facilities (separate for male and female)*
 - 1.6.2 *Staff Pantry or Break Room (with eating area and small counter with sink) ;*
 - 1.6.3 *Supply Storage Room ;*
 - 1.6.4 *Waste Holding Room/Closet/Area (for temporary and sanitary storage of segregated waste which includes infectious waste such as contaminated sharps and needles and non-infectious waste or general waste);*
 - 1.6.5 *Janitor's Closet (with slop sink and housekeeping cabinet).*

2.0 General Technical Guidelines:

- 2.1 The Medical Facility shall be situated in an area or location that is conveniently accessible both to clients and staff via available means of public transportation.
- 2.2 Where the Medical Facility for overseas workers is part of another facility or if it is occupying a particular space in a building, separate access entrances shall be appropriately provided for the convenient entry and exit of both clients and staff. Building entrances that shall be employed to access the Medical Facility shall be at grade level, clearly marked and located so as to avoid the occurrence of clients and staff going through other areas of the building. However, lobbies of multi-occupancy buildings may be shared. Nevertheless, the design shall exclude unrelated traffic within the Medical Facility.
- 2.3 The Medical Facility shall also conform to all applicable local and national regulations for the construction, renovation, maintenance and repair of its facilities.

- 2.4 The Medical Facility shall have adequate space or area provided for its various space/room requirements in order to attain the effective and efficient operation of its activities and functions.
- 2.5 The Medical Facility as a whole shall be adequately ventilated, well-lighted, clean, safe, functional (based on the various services it provides) and well-maintained.
- 2.6 The design and planning of the Medical Facility shall ensure client's audio and visual privacy and dignity during the interviews, examinations, treatment, counseling and other testing procedures and related activities.
- 2.7 Lastly, the design and planning of the Medical Facility shall also consider important factors such as medical equipment to be accommodated (especially that of the X-ray and Laboratory facilities), proper office/clinic layout/s which includes furniture, fixtures and equipment, provision of 'client-friendly' transaction windows and counters where necessary, comfortable seats for waiting and appropriate signage.

3.0 Specific Technical Guidelines – Comprehensive Details and Finishes :

- 3.1 The recommended minimum public corridor for the Medical Facilities for Overseas Workers and Seafarers shall be at least but not limited to 1.50 meters or 5 feet. Wider corridors shall be provided if waiting areas along the corridor will be accommodated.
- 3.2 At least two (2) exits that are remote from each other shall be provided for each floor or fire section of the Medical Facility. Other details relating to exits and fire safety shall comply with the provisions of the Fire Code of the Philippines with Its Implementing Rules and Regulations (Presidential Decree No. 1185).
- 3.3 In compliance with the Building Code requirements, floor to ceiling height of all rooms and areas of the Medical Facility shall be at least but not limited to 2.40 meters (or 8 feet) high. However, for radiographic and other rooms containing ceiling-mounted equipment, the ceiling shall be of sufficient height in order to accommodate the equipment and /or fixtures.
- 3.4 Preferably, all major rooms and areas of the Medical Facility shall be provided with appropriate air conditioning system/s (or artificial ventilation). In consideration of the following factors such as delicate work equipment provided, the convenience of clients, and the preservation of client audio and visual privacy, the Ancillary Service consisting of the Laboratory Section including the Blood Extraction Room and Medical X-ray Facility and some clinical areas (such as Audiometry Room, Optical Room, Psychologist's Room with Interview Area, Counseling Room, Physical Examination Room/s, Dental Clinic and other rooms deemed necessary) shall be air conditioned.

- 3.5 In accordance to the Building Code provisions under Artificial Ventilation, whenever artificial ventilation is required, the equipment shall be designed to meet minimum requirements in air changes. For Hospital Rooms with 0.20-0.43 cubic meter per minute per person and ceiling height of 2.40 meters, the required air changes per hour is 3. For Offices with 0.29-0.43 cubic meter per minute per person and ceiling height of 2.40 meters, the required air changes per hour is 4.
- 3.6 In further compliance with Building Code requirements, other rooms and areas of the Medical Facility that are not provided with air conditioning system/s such as Waiting Areas and Support Service Rooms shall be provided with window/s with a total free area opening equal to at least ten (10%) of the floor area of the room or area and such window/s shall open directly to a court, yard, public street or alley, or open water courses. Furthermore, in order to enhance ventilation in these rooms and areas, adequate provision of electric fans and similar ventilating appliances like exhaust fans shall be required.
- 3.7 Floor materials to be used for various rooms and areas of the Medical Facility shall be readily cleanable and appropriately wear-resistant. Floors subject to traffic while wet (like entrance porches, balcony-type corridors and the like) including all toilet facilities shall have a nonslip surface.
- 3.8 Wall finishes shall be washable and in the proximity of plumbing fixtures such as laboratory sinks, lavatories and the like shall be smooth and moisture resistant.
- 3.9 The outlying or external walls housing the Audiometry Booth (Room), Psychological Testing Room, working area of the Clinical Laboratory, Imaging Facility (with special wall enclosures as specified by the Center for Device Regulation, Radiation Health & Research (CDRRHR)), Medical Records Room and Toilet Facilities shall be constructed from floor to ceiling to ensure a safe and secured environment with audio and visual privacy for applicants undergoing test procedures. Furthermore, such floor to ceiling walls shall be in place to protect the results and records of health examinations performed in the conduct of Pre-Employment Medical Examination (PEME) of overseas land- and sea-based applicants.
- 3.10 The recommended door width of rooms of the Medical Facility that will accommodate OFW client/s or Applicant/s for screening, testing or treatment purposes shall be at least but not limited to 2 feet 10 inches or 0.86 meter for convenient access of both users and equipment.
- 3.11 Cubicle curtains and draperies if used for the Medical Facility shall be non-combustible or flame-retardant.

4.0 Specific Technical Guidelines – Detailed Room Requirements :

- 4.1 The Psychological Testing Room of the Medical Facility shall conform to the minimum required space for the conduct of its activities depending on its workload and the battery of psychological tests being provided. Thus, compliance with the following shall be implemented :
- 4.1.1 Provide a minimum of one square meter (1.00 m²) or 1.00 X 1.00 m. per applicant inside the Psychological Testing Room;
 - 4.1.2 Provide a minimum of four square meters (4.00 m²) or 2.00 m. X 2.00 m. for the Psychologist's Room with interview area;
 - 4.1.3 Provide an additional area of at least a minimum of one square meter (1.00 m²) or 1.00 m. X 1.00 m. per Psychometrician or Staff who will be working inside the Psychologist's Room ;
 - 4.1.4 Provide Testing Chairs with Back Rest and Writing Arm Rest or approved equivalent for convenient use of the OFW applicant/clients.
- 4.2 For the Ancillary Services, the Secondary General Clinical Laboratory shall have capability for HIV testing and shall be made up of the following rooms and areas :
- 4.2.1 A Room for taking blood samples or Specimen Collection Room/Area (provide separate area or room with seating space, a work counter and hand washing facility,);
 - 4.2.2 Clinical Working Area w/ work counters, storage cabinets and shelves including sink/s or lavatories equipped for hand washing (provide a minimum of 20.00 square meters in floor area);
 - 4.2.3 A Pathologist's Area (may be part of or separate from the Clinical Working Area);
- 4.3 Also part of the Ancillary Service, the Radiology Facility shall be comprised of the following rooms and areas :
- 4.3.1 X-ray room with Control Booth and Dressing Area (with a minimum of 10.00 square meters in floor area or 2.50 m. x 4.00 m. in room dimension as required by the DOH-CDRRHR);
 - 4.3.2 Area for Digital Film Processing Equipment;
 - 4.3.3 Radiologist's Area and Film File Storage (provide separate area);
- 4.4 Special purpose examinations rooms such as the Audiometric Room and Optical Room shall be designed and outfitted to accommodate procedures and equipment used. Further, a hand

washing fixture and a counter or shelf space for writing shall be provided.

4.4.1 The Audiometric Room shall be sound proof and must possess a noise controlled environment. Specific construction details such as double-glazed safety glass window, insulated walls and acoustically treated ceilings, vibration-proof flooring, silenced ventilation system and other specifications needed to make the subject room soundproof etc. shall be complied.

4.4.2 For the Optical Room, the room size must accommodate a testing distance of 20 feet or 6.00 meters for visual acuity using the standard size Snellen chart or its approved equivalent. In case room length is inadequate, appropriate and approved mirror system shall be adopted in order to simulate the required testing distance.

4.4.3 In addition, for Optical Facilities equipped with visual chart projectors or computerized vision testers, the screen or monitor must be installed at the appropriate working distance from the test subject as recommended by the manufacturer and calibrated to display the correct optotype sizes for that distance as certified by the distributor/installer.

4.5 Physical Examination Rooms (separate for male and female clients) shall have a minimum floor area of 7.43 sq. meters or 80.00 square feet excluding vestibules, toilets and closets. Moreover, a hand washing fixture and a counter or shelf space for writing shall be provided.

4.6 For Dental Clinics, provide at least 8.36 square meters per dental chair that includes space for one (1) dental chair, space for movement of person, and space for passage of equipment.

4.7 Lastly, the recommended illumination values for various rooms and spaces of the Medical Facility shall conform with the following suggested figures as shown in the table

Illumination Values for Medical Facilities for Overseas Workers and Seafarers

Area/ Activity	LUX	Footcandles
Lobby		
General	200	20
Receptionist	300	30
Corridor	200	20
Waiting Area		
General	200	20
Reading	300	30
Treatment Area	300	30
Examination Room	500	50

Administrative Spaces		
General Office	500	50
Medical Records	500	50
Conference Room/ Interview Room	500	50
Linen Rooms/Closets	100	10
Janitor's Closet	150	15
Staff Pantry	300	30
Storage, general	200	20
Toilet Facility	300	30
Utility Room	300	30
Mechanical/Electrical room /space	300	30

5.0 Space Planning Considerations :

5.1 The Reception and Registration Office (or Business Office) shall be located in such manner as it will be afforded of visual control of the main entry to the Medical Facility. The office layout, transaction windows and counters of the said room shall allow the receptionist and other office staff to see and acknowledge incoming OFW clients and at the same time facilitate their transaction activities.

5.2 The Waiting Area shall be planned in such a way that it is easily accessible from the main entry and located adjacent to the Reception and Registration Office. Furthermore, the Waiting Area shall have a pleasing environment for the OFW clients preferably a homelike and restful one. Also, the Waiting Area shall be adequately spaced and provided with appropriate furniture. If it is possible, the room shall permit a view of the outside such as of those found in nature like flowering plants, trees or distance and if not, an interesting view of people and activity (as can be made possible in a shopping mall or street façade location) will serve as a second choice.

5.3 The space components of the Administrative Service namely the Office of the Medical Director, Reception and Registration Office or Business Office, Medical Records and Waiting Area shall be planned contiguous to one another as they are closely related in terms of function. Thus, easy accessibility between these administrative areas is highly recommended.

5.4 The Laboratory Section provided with Specimen Collection Room/area and Medical X-Ray Facility shall also be planned contiguous or adjacent to one another as they compose the 'Ancillary Zone' of the Medical Facility. Appropriate waiting areas for these rooms shall be provided.

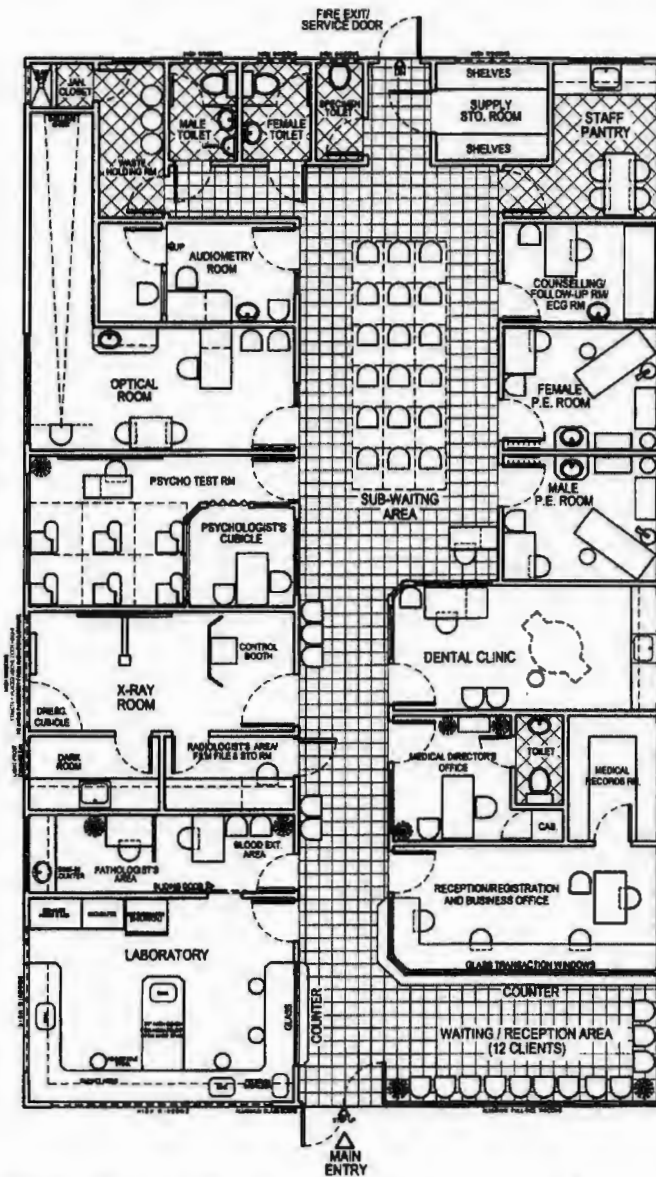
5.5 Space or room components of the Clinical Service may be clustered with a common waiting area or sub waiting area/s or even perhaps situated along a waiting corridor planned in

accordance to the procedural arrangements that may be set by the management of the Medical Facility.

5.6 Lastly, support service room components shall be planned in such a way that they are accessible to both clients and staff but concealed from direct view or 'zoned away' from the rest of the major areas of the Medical Facility for aesthetic purposes. These rooms may be clustered in a service zone or perhaps located at corridor ends.

6.0 References:

- Actual Facility Survey conducted by the DOH BHFS-SDD on selected OFW Clinics, 2010-2011 ;
- Administrative Order No. 2013-0006Re: "Guidelines to Rule XI Role of DOH in the Omnibus Rules and Regulations Implementing the Migrant Workers and Overseas Filipinos Act of 1995, as Amended by Republic Act No. 10022".
- Checklist for Review of Floor Plans of Medical Facility for Overseas Workers and Seafarers (Form OWS-PTC-CR-2007, DOH-BHFS official document) ;
- Guidelines For Construction and Equipment of HOSPITAL AND MEDICAL FACILITIES,1992-93 (as prepared and published by The American Institute of Architects Press with assistance from the U.S. Department of Health and Human Services) ;
- Inspection Tool for Accreditation of Medical Facility for Overseas Workers and Seafarers (Revised as of August 25, 2008, DOH-BHFS official document) ;
- National Building Code of the Philippines with Its Revised Implementing Rules and Regulations (approved by the Department of Public Works and Highways), Latest Edition ;
- Technical Information on Audiometric Rooms courtesy of the Philippine Society of Audiology
- Technical Information on Optical Rooms courtesy of the Philippine Academy of Ophthalmology, Inc.
- Time Saver Standards For Building Types - Fourth Edition by Joseph De Chiara and Michael J. Crosbie, published by McGraw-Hill Book Company, 2001



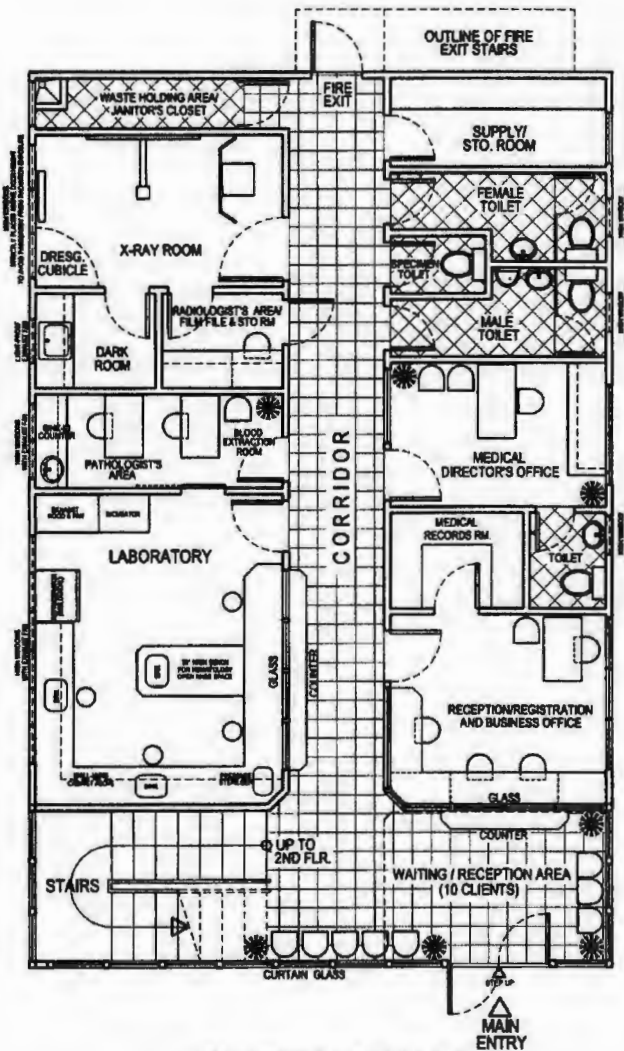
REFERENCE / SAMPLE PLAN - ONE STOREY OFW CLINIC

TOTAL FLOOR AREA INCLUDING WAITING AREAS AND CORRIDORS: APPROX. 240.00 SQ. MTS.

DOH-BHFS STANDARDS DEVELOPMENT DIVISION
NOTE : FOR USE AND REFERENCE OF DOH-BHFS REGULATORY OFFICER ONLY
REVISED EDITION AS OF AUGUST 24, 2011



SHEET NO.	1
APPROVED BY:	<i>[Signature]</i> ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - Bureau of Health Facilities and Services
CADD BY:	BHFS-SDO
DATE	08/24/2011
SHEET CONTENT	SCHEMATIC FLOOR PLAN
TITLE OF HEALTH FACILITY PROJECT	REFERENCE PLAN ONE-STOREY OFW CLINIC
Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 13, San Lorenzo Compound Pinar del Rio, Quezon City, Metro Manila	



GROUND FLOOR PLAN

REFERENCE / SAMPLE PLAN - TWO STOREY OFW CLINIC

TOTAL FLOOR AREA INCLUDING WAITING AREAS AND CORRIDORS: APPROX. 125.00 SQ. MTS.

DOH-BHFS STANDARDS DEVELOPMENT DIVISION

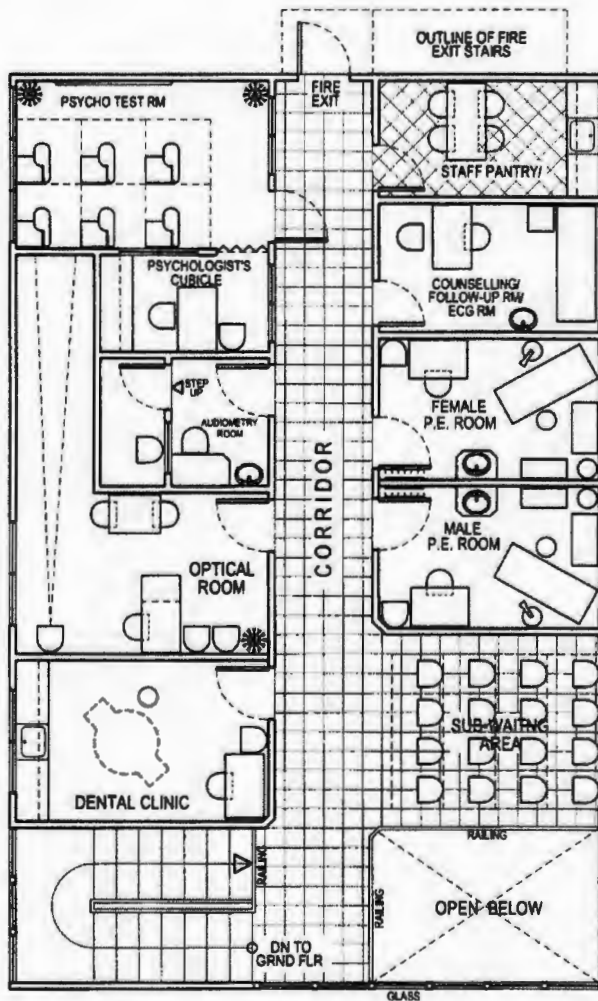
NOTE : FOR USE AND REFERENCE OF DOH-BHFS REGULATORY OFFICER ONLY

REVISED EDITION AS OF AUGUST 24, 2011

GRAPHICAL SCALE :



SHEET NO.	A-1
	CADD BY : BHS-SDD
APPROVED BY :	 ATTY. NICOLAS B. LUTERO III, CESO III DIRECTOR DOH - Bureau of Health Facilities and Services
SHEET CONTENT	SCHEMATIC GROUND FLOOR PLAN
TITLE OF HEALTH FACILITY PROJECT	REFERENCE PLAN TWO-STOREY OFW CLINIC
Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15, San Lazaro Compound Rizal Avenue, Sta. Cruz, Manila	



SECOND FLOOR PLAN

REFERENCE / SAMPLE PLAN - TWO STOREY OFW CLINIC

TOTAL FLOOR AREA INCLUDING WAITING AREAS AND CORRIDORS: APPROX. 125.00 SQ. MTS.

DOH-BHFS STANDARDS DEVELOPMENT DIVISION

NOTE : FOR USE AND REFERENCE OF DOH-BHFS REGULATORY OFFICER ONLY

REVISED EDITION AS OF AUGUST 24, 2011

GRAPHICAL SCALE :



SHEET NO.	A-2
	CADD BY : BHFS-SDO
APPROVED BY :	 MR. NICOLAS B. LUTERO III, CESO III DIRECTOR IV DOH - Bureau of Health Facilities and Services
SHEET CONTENT	SCHEMATIC SECOND FLOOR PLAN
TITLE OF HEALTH FACILITY PROJECT	REFERENCE PLAN TWO-STOREY OFW CLINIC
Republic of the Philippines DEPARTMENT OF HEALTH BUREAU OF HEALTH FACILITIES & SERVICES BUILDING NO. 15, San Lazaro Compound Recto Avenue, Sta. Cruz, Manila	



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: 1st _____ 2nd _____ 3rd _____

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

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:



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

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



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

ANNEX H-2
A.O. No. 2016- 0042

**CHECKLIST FOR REVIEW OF FLOOR PLANS
BIRTHING HOME**

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

1. PHYSICAL PLANT

- ___ **1.1 General Administrative Service**
 - ___ 1.1.1 Waiting Area
 - ___ 1.1.2 Business Area
 - ___ 1.1.3 Consultation and Treatment Room
 - ___ 1.1.4 Toilet and Bathroom
 - ___ 1.1.5 Janitor's Closet
- ___ **1.2 Clinical Service**
 - ___ 1.2.1 Birthing Room
 - ___ 1.2.1.1 Birthing Area
 - ___ 1.2.1.2 Sterile and Supply Storage Area
 - ___ 1.2.1.3 Newborn Resuscitation Area with Work Table
 - ___ 1.2.2 Scrub-up Area
 - ___ 1.2.3 Clean-up and Sterilization Room
 - ___ 1.2.4 Ward

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
 - ___ 2.2.4 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 birthing home directly accessible from public road
 - ___ 2.3.2 Ramp for clinical services located on the upper floor.
 - ___ 2.3.3 Admitting, records and business office located near the main entrance of the birthing home
 - ___ 2.3.4 Birthing Room located and arranged to prevent non-related traffic through the room
 - ___ 2.3.5 Scrub-up area recessed into an alcove or other open space out of the main traffic.

COMMENTS:



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

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



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 (INPATIENT)

Name of Health Facility: _____

Address: _____

Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

- ____ 1.1 Administrative Office
- ____ 1.2 Client Reception and Waiting Area
- ____ 1.3 Counseling and Testing Room
- ____ 1.4 Emergency Clinic
- ____ 1.5 Living quarters (at least 7.43m² per bed)
- ____ 1.6 Toilet and bath
- ____ 1.7 Staff toilet
- ____ 1.8 Indoor Activity Area
- ____ 1.9 Outdoor Activity Area
- ____ 1.10 Dining Area
- ____ 1.11 Kitchen

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
 - ____ 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 (1:8)

COMMENTS:



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

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



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 (OUTPATIENT)

Name of Health Facility: _____

Address: _____

Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

- ____ 1.1 Administrative Office
- ____ 1.2 Client Reception and Waiting Area
- ____ 1.3 Counselling and Testing Room
- ____ 1.4 Emergency Clinic (Consultation Room)
- ____ 1.5 Toilet with Lavatory (client)
- ____ 1.6 Staff toilet
- ____ 1.7 Indoor Activity Area
- ____ 1.8 Multipurpose 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 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 Counselling and testing room near the reception area
 - ____ 2.3.2.4 Administrative office near the entrance
 - ____ 2.3.3 Separate toilets for male and female clients

COMMENTS:



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

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



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

ANNEX H-4

A.O. No. 2016- 0042

**CHECKLIST FOR REVIEW OF FLOOR PLANS
DRUG TESTING LABORATORY**

Name of Health Facility: _____

Address: _____

Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

____ **1.1 Client's Area** (minimum of 10 square meters)

____ 1.1.1 Lobby

____ 1.1.1.1 Client's Waiting/Reception Area
(to accommodate a minimum of 5 seats)

____ 1.1.1.2 Specimen Collection Area
(waterless unisex urinal)

____ 1.1.1.3 Hand washing Facility
(a lavatory or sink in counter, located outside
the specimen collection area)

____ 1.1.1.4 Specimen Receiving/Test Result Releasing Area
with transaction counter

____ 1.1.1.5 Staff's Toilet (optional)

____ **1.2 Clinical Working Area** (minimum of 10 square meters)

____ 1.2.1 Countertop with glazed tiles or smooth laminated finish/
or its equivalent with stainless steel sink or lavatory

____ 1.2.2 Provision of Built-in Cabinets (for records and supplies)

____ 1.2.3 Space for Specimen Storage Refrigerator

____ 1.2.4 Encoding Area

____ 1.2.5 Biometrics/Webcam Area with transaction counter

2. PLANNING AND DESIGN

____ 2.1 Client's area and its room components shall be directly accessible to clients
upon entrance to the facility

____ 2.2 Clinical working area and its room components shall have restricted
access to clients and a partition with door opening for staff entry shall be provided

____ 2.2.1 Floor plans properly identified and completely labeled;
Signed and sealed by an architect/civil engineer

____ 2.2.2 Conforms to applicable codes as part of standard professional service

COMMENTS:



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

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



Republic of the Philippines
Department of Health
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: 1st _____ 2nd _____ 3rd _____

Classification According to Ownership: Institution-Based _____ Free-Standing _____

1. PHYSICAL PLANT

_____ **1.1 A. Treatment Area**

_____ 1.1.1 Dialysis Station (at least 6m² 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. 12m²*)

_____ 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

- _____ 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:



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

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



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

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

**CHECKLIST FOR REVIEW OF FLOOR PLANS
LEVEL 1 HOSPITAL**

Name of Hospital: _____

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 Area and Admitting Section
 - ____ 1.1.1.3 Public Toilet (Male/Female/PWD)
 - ____ 1.1.1.4 Staff Toilet
- ____ 1.1.2 Business Office
- ____ 1.1.3 Medical Records Office
- ____ 1.1.4 Prayer Area/Room
- ____ 1.1.5 Office of the Chief of Hospital
- ____ 1.1.6 Laundry* and Linen Section
- ____ 1.1.7 Maintenance and Housekeeping Section*
- ____ 1.1.8 Parking Area for Transport Vehicle
- ____ 1.1.9 Supply Room
- ____ 1.1.10 Waste Holding Room
- ____ 1.1.11 Dietary*
 - ____ 1.1.11.1 Dietitian Area
 - ____ 1.1.11.2 Supply Receiving Area*
 - ____ 1.1.11.3 Cold and Dry Storage Area*
 - ____ 1.1.11.4 Food Preparation Area*
 - ____ 1.1.11.5 Cooking and Baking Area*
 - ____ 1.1.11.6 Serving and Food Assembly Area
 - ____ 1.1.11.7 Washing Area
 - ____ 1.1.11.8 Garbage Disposal Area
 - ____ 1.1.11.9 Dining Area
 - ____ 1.1.11.10 Toilet
- ____ 1.1.12 Cadaver Holding Room

____ **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 with Work Area with Lavatory/Sink
 - ____ 1.2.1.4 Minor Operating Room/Surgical Area
 - ____ 1.2.1.5 Examination and Treatment Area with Lavatory/Sink
 - ____ 1.2.1.6 Observation Area
 - ____ 1.2.1.7 Equipment and Supply Storage Area
 - ____ 1.2.1.8 Wheeled Stretcher 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.

- ___ 1.2.2 Outpatient Department (Separate from ER Complex)
 - ___ 1.2.2.1 Waiting Area
 - ___ 1.2.2.2 Toilet (Male/Female/PWD)
 - ___ 1.2.2.3 *OPD Nurses' Station with work area with Lavatory/sink*
 - ___ 1.2.2.4 *OPD Medical Records Section*
 - ___ 1.2.2.5 *Consultation Area*
 - ___ 1.2.2.6 Examination and Treatment Area with Lavatory/Sink
(OB, Medicine, Pedia, Surgery, *Dental-optional*)
- ___ 1.2.3 Surgical and Obstetrical Service
 - ___ 1.2.3.1 Major Operating Room
 - ___ 1.2.3.2 Labor Room *with toilet*
 - ___ 1.2.3.3 Delivery Room
 - ___ 1.2.3.4 Recovery Room
 - ___ 1.2.3.5 Sub-sterilizing Area/Work Area
 - ___ 1.2.3.6 Sterile Instrument, Supply and Storage Area
 - ___ 1.2.3.7 Scrub-up Area
 - ___ 1.2.3.8 Clean-up Area
 - ___ 1.2.3.9 Dressing Room
 - ___ 1.2.3.10 Toilet
 - ___ 1.2.3.11 Nurses' Station *with Work Area*
 - ___ 1.2.3.12 Wheeled Stretcher Area
 - ___ 1.2.3.13 Janitor's Closet (*with mop sink*)
- ___ 1.2.4 Nursing Unit
 - ___ 1.2.4.1 Patient Room with toilet
 - ___ 1.2.4.2 Isolation Room *with Toilet and Ante Room with sink, PPE Rack and hamper*
 - ___ 1.2.4.3 Nurses' Station *with Medication Area with Lavatory/Sink*
 - ___ 1.2.4.4 Treatment Area
- ___ 1.2.5 Central Sterilizing and Supply Room
 - ___ 1.2.5.1 Receiving and *Cleaning Area*
 - ___ 1.2.5.2 *Inspection and Packaging Area*
 - ___ 1.2.5.3 Sterilizing Room
 - ___ 1.2.5.4 Storage and Releasing Area
- ___ **1.3 Nursing Service**
 - ___ 1.3.1 Office of the Chief Nurse
- ___ **1.4 Ancillary Service**
 - ___ 1.4.1 Secondary Clinical Laboratory *with Blood Station*
 - ___ 1.4.1.1 Clinical Work Area with Lavatory/Sink
(*min. Floor Area: 20.00 sq. m.*)
 - ___ 1.4.1.2 Pathologist Area
 - ___ 1.4.1.3 Toilet
 - ___ 1.4.1.4 *Extraction Area Separate from Clinical Lab. Work area*
 - ___ 1.4.2 Radiology – 1st Level
 - ___ 1.4.2.1 X-Ray Room with Control Booth, Dressing Area and Toilet
 - ___ 1.4.2.2 Dark Room
 - ___ 1.4.2.3 Film File and Storage Area
 - ___ 1.4.2.4 Radiologist Area
 - ___ 1.4.3 Pharmacy (*with work counter and 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 a clear width of at least 1.22 m. or 4 ft.*)
 - ____ 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 (*Male/Female/PWD*)
 - ____ 2.3.6 Surgical and Obstetrical Service
 - ____ 2.3.6.1 Located and arranged to prevent non-related traffic through the suite
 - ____ 2.3.6.2 Operating room and delivery room located as remote as practicable from the entrance to the suite to provide greater asepsis
 - ____ 2.3.6.3 Operating room and delivery room arranged to prevent staff and patients to travel from one area to the other area
 - ____ 2.3.6.4 Dressing room arranged to avoid exposure to dirty areas after changing to surgical garments
 - ____ 2.3.6.5 Nurses' station located to permit visual observation of patient and movement into the suite
 - ____ 2.3.6.6 Scrub-up area recessed into an alcove or other open space out of the main traffic
 - ____ 2.3.6.7 Sub-sterilizing area *shall be provided and shall be accessible from the Operating room and delivery room*

____ 2.3.7 Nursing Service

____ 2.3.7.1 Nurses' station located and designed to allow visual observation of patient and movement into the nursing unit

____ 2.3.7.2 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

____ 2.3.7.3 Toilet immediately accessible from each room in a nursing unit

____ 2.3.7.4 *Separate rooms with toilets for male and female patients*

____ 2.3.8 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

____ 2.3.8.1 The dietary service shall be away from morgue with at least 25-meter distance

COMMENTS:



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

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



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:



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

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



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

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

**CHECKLIST FOR REVIEW OF FLOOR PLANS
LEVEL 3 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 and Reception Area
 - ☐ 1.1.1.3 Communication Booth
 - ☐ 1.1.1.4 Public Toilet (Male/Female/PWD)
 - ☐ 1.1.1.5 Staff Toilet (Male/Female)
- ☐ 1.1.2 Admitting 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 Office
- ☐ 1.1.5 Prayer Area
- ☐ 1.1.6 Personnel Office
- ☐ 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 Engineering 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 Nutritionist-Dietitian Office
 - ☐ 1.1.17.2 Supply Receiving Area*
 - ☐ 1.1.17.3 Cold and Dry Storage 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.

- _____ 1.1.17.4 Food Preparation Area*
- _____ 1.1.17.5 Cooking and Baking Area*
- _____ 1.1.17.6 *Special Diet Preparation Area*
- _____ 1.1.17.7 Serving and Food Assembly Area
- _____ 1.1.17.8 Dishwashing Area
- _____ 1.1.17.9 Garbage Disposal Area
- _____ 1.1.17.10 Dining Area
- _____ 1.1.17.11 Toilet
- _____ 1.1.18 Social Service Office
- _____ 1.1.19 Morgue
 - _____ 1.1.19.1 Autopsy Area
 - _____ 1.1.19.2 Shower Area
 - _____ 1.1.19.3 Toilet
- _____ **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 with Work Area with Sink or Lavatory
 - _____ 1.2.1.4 *Triage Room*
 - _____ 1.2.1.5 Examination and Treatment Area with Sink or Lavatory
 - _____ 1.2.1.6 Observation Area
 - _____ 1.2.1.7 *Minor OR/Area*
 - _____ 1.2.1.8 Equipment and Supply Storage Area
 - _____ 1.2.1.9 *Decontamination Room with Shower/Dressing Room*
 - _____ 1.2.1.10 *Isolation Room with Toilet and Ante Room with PPE Rack, Sink or Lavatory*
 - _____ 1.2.1.11 Wheeled Stretcher Area
 - _____ 1.2.1.12 Doctor-On-Duty Room
 - _____ 1.2.2 Outpatient Department
 - _____ 1.2.2.1 Waiting Area
 - _____ 1.2.2.2 Toilet(Male/Female/PWD)
 - _____ 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 Sink or Lavatory
 - _____ 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
 - _____ 1.2.2.8.5 Anesthesia
 - _____ 1.2.2.8.6 Emergency Medicine
 - _____ 1.2.3 Dialysis Clinic
 - _____ 1.2.3.1 *Dialysis Station (at least 6m² per station)*
 - _____ 1.2.3.2 *Nurses' Station with work area and lavatory/sink and storage cabinets*
 - _____ 1.2.3.3 Storage Room for sterile instruments/supplies, etc.
 - _____ 1.2.3.4 *Toilet Facility with water closet, urinal and lavatory*
 - _____ 1.2.3.5 *Water Treatment Room (min. 12m²)*
 - _____ 1.2.3.6 *Reprocessing Room (optional) for reprocessing of dialyzer*
 - _____ 1.2.4 Surgical Service
 - _____ 1.2.4.1 Major Operating Room
 - _____ 1.2.4.2 Minor Operating Room
 - _____ 1.2.4.3 Recovery Room with Nurses' Work Area
 - _____ 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 Obstetrical Service
 - _____ 1.2.5.1 Delivery Room
 - _____ 1.2.5.2 *High Risk Pregnancy Unit*
 - _____ 1.2.5.3 Labor Room with Toilet
 - _____ 1.2.5.4 Scrub Up Area
 - _____ 1.2.5.5 Sub-sterilizing Area/Work Area
 - _____ 1.2.5.6 Sterile Instrument, Supply and Storage Area
 - _____ 1.2.5.7 Scrub-up Area
 - _____ 1.2.5.8 Clean-up Area
 - _____ 1.2.5.9 Male Dressing Room and Toilet
 - _____ 1.2.5.10 Female Dressing Room and Toilet
 - _____ 1.2.5.11 Nurses' Station/Work Area
 - _____ 1.2.5.12 Wheeled Stretcher Area
 - _____ 1.2.5.13 Janitor's Closet *with mop sink*
- _____ 1.2.6 Neonatal Intensive Care Unit (NICU)
 - _____ 1.2.6.1 *Nurses' Station/Work Area with Sink*
 - _____ 1.2.6.2 *Newborn Care Area*
 - _____ 1.2.6.3 *Treatment Area*
 - _____ 1.2.6.4 *Viewing Area*
 - _____ 1.2.6.5 *Breastfeeding Area with Lavatory*
- _____ 1.2.7 Nursing Unit
 - _____ 1.2.7.1 Patient Room with Toilet
 - _____ 1.2.7.2 Isolation Room with Toilet and *Ante Room with PPE Rack and Lavatory/Sink with hamper*
 - _____ 1.2.7.3 Nurses' Station
 - _____ 1.2.7.3.1 Utility Area
 - _____ 1.2.7.3.2 Linen Area
 - _____ 1.2.7.3.3 Toilet
 - _____ 1.2.7.3.4 *Equipment and Supply Area*
 - _____ 1.2.7.4 Treatment and Medication Area with Lavatory/Sink
 - _____ 1.2.7.5 Doctor-On-Duty Room
 - _____ 1.2.7.6 Garbage Bin Room
 - _____ 1.2.7.7 Janitor's Closet
- _____ 1.2.8 Intensive Care Unit
 - _____ 1.2.8.1 Nurses' Station with Work Area with Lavatory/Sink
 - _____ 1.2.8.2 Medication Preparation Area
 - _____ 1.2.8.3 Toilet
 - _____ 1.2.8.4 Patient Area
 - _____ 1.2.8.5 Dressing Area
 - _____ 1.2.8.6 Equipment and Supply Storage Area
- _____ 1.2.9 Rehabilitation Room
 - _____ 1.2.9.1 *Toilet*
 - _____ 1.2.9.2 *Treatment area*
 - _____ 1.2.9.3 *Therapy 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.

- ___ 1.2.10 Central Sterilizing and Supply Room
 - ___ 1.2.10.1 *Receiving and Cleaning Area*
 - ___ 1.2.10.2 *Inspection and Packing Area*
 - ___ 1.2.10.3 *Sterilizing Room*
 - ___ 1.2.10.4 *Storage and Releasing Area*
- ___ 1.3 Nursing Service
 - ___ 1.3.1 Nursing Office
 - ___ 1.3.2 Toilet
- ___ 1.4 Ancillary
 - ___ 1.4.1 Tertiary Clinical Laboratory with histopathology
 - ___ 1.4.1.1 Clinical Work Area with Lavatory/Sink (min. of 60.00 sq.m.)
 - ___ 1.4.1.2 Pathologist's Office
 - ___ 1.4.1.3 Microbiology Room
 - ___ 1.4.1.4 *Histopathology Room*
 - ___ 1.4.1.5 *Blood Bank*
 - ___ 1.4.1.6 *Bleeding Area*
 - ___ 1.4.1.7 Toilet
 - ___ 1.4.1.8 *Extraction Area separate from the Clinical Work Area*
 - ___ 1.4.2 Radiology – 3rd Level
 - ___ 1.4.2.1 X – Ray Room with Control Booth, Dressing Area and Toilet
 - ___ 1.4.2.2 Dark Room
 - ___ 1.4.2.3 Film File and Storage Area
 - ___ 1.4.2.4 Radiologist Area
 - ___ 1.4.3 Pharmacy with work counter and 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 Exits terminate directly at an open space to the outside of the building
 - ___ 2.2.4 *Patient* corridors for ingress and egress shall be at least 2.44 meters in clear and unobstructed width
 - ___ 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 a 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 shall be located on the same floor
 - ____ 2.3.7.8 NICU shall be 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, engineering 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:



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

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



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

ANNEX H-7
A.O. No. 2016- 0042

**CHECKLIST FOR REVIEW OF FLOOR PLANS
INFIRMARY**

Name of Health Facility: _____

Address: _____

Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

____ **1.1 Administrative Service**

- ____ 1.1.1 Waiting Area
- ____ 1.1.2 Admitting Area/Section
- ____ 1.1.3 Public Toilet (M/F/PWD)
- ____ 1.1.4 Staff Toilet
- ____ 1.1.5 Administrative and Business Office
- ____ 1.1.6 Office of the Medical Director/Head of Facility
- ____ 1.1.7 Supply Room
- ____ 1.1.8 Laundry Area*
- ____ 1.1.9 Housekeeping Room
- ____ 1.1.10 Parking Area
- ____ 1.1.11 Central Waste Storage Area
- ____ 1.1.12 Kitchen*
- ____ 1.1.13 Medical Records Room
- ____ 1.1.14 Cadaver Holding Room

____ **1.2 Clinical Services**

____ **1.2.1 Emergency/Outpatient**

- ____ 1.2.1.1 Consultation Area
- ____ 1.2.1.2 Examination and Treatment Area with sink or lavatory
- ____ 1.2.1.3 Waiting Area
- ____ 1.2.1.4 Nurses' Station with Work Area with sink
- ____ 1.2.1.5 Equipment and Supply Storage Area
- ____ 1.2.1.6 Wheeled stretcher and wheelchair area
- ____ 1.2.1.7 Toilet

____ **1.2.2 Delivery**

- ____ 1.2.2.1 Labor Room with toilet
- ____ 1.2.2.2 Scrub-up Area
- ____ 1.2.2.3 Birthing Room
 - ____ 1.2.2.3.1 Newborn Resuscitation Area
 - ____ 1.2.2.3.2 Equipment and Supply Area
- ____ 1.2.2.4 Clean-up and Sterilization Room
- ____ 1.2.2.5 Janitor's closet with mop sink

*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.

- _____ **1.3 Nursing Service**
 - _____ 1.3.1 Nurses' Station with Nurse Supervisor's Area
 - _____ 1.3.2 Patient Room with toilet
 - _____ 1.3.3 Minimum of one (1) toilet on each floor accessible to the disabled

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
 - _____ 2.2.4 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 infirmary directly accessible from public road
 - _____ 2.3.2 Ramp for clinical, nursing and ancillary services located on the upper floor
 - _____ 2.3.3 Administrative Service
 - _____ 2.3.3.1 Administrative and business office located near the main entrance of the infirmary
 - _____ 2.3.4. Emergency and Outpatient
 - _____ 2.3.4.1 Located in the ground floor to ensure easy access for patients
 - _____ 2.3.4.2 Ramp for wheelchair access
 - _____ 2.3.4.3 Nurses' station located to permit observation of patient and control of access to entrance, waiting area, and treatment area
 - _____ 2.3.4.4 Separate toilets for patients and staff
 - _____ 2.3.5 Birthing Room
 - _____ 2.3.5.1 Located and arranged to prevent non-related traffic through the room
 - _____ 2.3.5.2 Scrub-up area recessed into an alcove or other open space out of the main traffic
 - _____ 2.3.6 Separate toilets and wards for male and female patients
 - _____ 2.3.7 Nursing Service
 - _____ 2.3.7.1 Nurses' station located and designed to allow visual observation of patient and movement into the nursing unit
 - _____ 2.3.7.2 Toilet immediately accessible from each room in a nursing unit

COMMENTS:



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

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



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

Annex H-8
A.O. No. 2016- 0042

**CHECKLIST FOR REVIEW OF FLOOR PLANS
MEDICAL FACILITY FOR OVERSEAS WORKERS AND SEAFARERS**

Name of Health Facility: _____

Address: _____

Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

____ **1.1 Medical Facility**

- ____ 1.1.1 Waiting/Reception Area
- ____ 1.1.2 Business Office
- ____ 1.1.3 *Medical Director's Office*
- ____ 1.1.4 Medical Records Room
- ____ 1.1.5 Counselling/ECG/Follow-up Room
- ____ 1.1.6 Physical Examination Room (separate for male and female)
- ____ 1.1.7 Psychological Testing Room
- ____ 1.1.8 *Interview Area*
- ____ 1.1.9 Audiometry Room
- ____ 1.1.10 Dental *Clinic*
- ____ 1.1.11 Optical Room
- ____ 1.1.12 Toilet (separate for male and female)
- ____ 1.1.13 Staff Pantry
- ____ 1.1.14 Supply Storage Room
- ____ 1.1.15 Waste Holding Area
- ____ 1.1.16 Janitor's Closet

____ **1.2 Secondary Clinical Laboratory**

- ____ 1.2.1 Clinical Work Area with Sink (minimum of 20 square meters in floor area)
- ____ 1.2.2 Pathologist Area (may be part of or separate from the Clinical Work Area)
- ____ 1.2.3 Access to Toilet
- ____ 1.2.4 Waiting/Reception Area
- ____ 1.2.5 *Extraction Area (separate from Clinical Work Area)*

____ **1.3 Radiology**

- ____ 1.3.1 X-Ray Room with Control Booth and Dressing Area
- ____ 1.3.2 Access to Toilet
- ____ 1.3.3 *Area for Digital Film Processing Equipment*
- ____ 1.3.4 Radiologist Area

2. PLANNING AND DESIGN

- ____ 2.1 Floor plans properly identified and completely labelled
- ____ 2.2 Meets prescribed functional programs

COMMENTS:



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

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



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: 1st _____ 2nd _____ 3rd _____

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:



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

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



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

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

**CHECKLIST FOR REVIEW OF FLOOR PLANS
CUSTODIAL PSYCHIATRIC CARE FACILITY**

Name of Health Facility: _____

Address: _____

Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

____ **1.1 General Administrative Service**

- ____ 1.1.1 Waiting Area
- ____ 1.1.2 Information, Reception and Business Office
- ____ 1.1.3 Dietary
- ____ 1.1.4 Dining Area

____ **1.2 Custodial Service**

- ____ 1.2.1 Nursing Unit
 - ____ 1.2.1.1 Nurses' Work Area
 - ____ 1.2.1.2 Patient Room
 - ____ 1.2.1.3 Toilet
- ____ 1.2.2 Psychosocial Unit
 - ____ 1.2.2.1 Indoor Activity Area
 - ____ 1.2.2.2 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
- ____ 2.3 Meets prescribed functional programs:
 - ____ 2.3.1 Main entrance of the facility directly accessible from public road
 - ____ 2.3.2 Separate rooms and toilets for male and female patients
 - ____ 2.3.3 Nurses' work area located and designed to allow visual observation of patient and movement into the nursing unit
 - ____ 2.3.4 Toilet immediately accessible from each room in a nursing unit

COMMENTS:



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

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



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

ANNEX-I
A.O. No. 2016- 0042

Terms and Conditions of the DOH-PTC

1. That the construction, alteration, expansion or renovation of a hospital or other health facility is implemented in accordance with:
 - 1.1. Floor plans prepared by a duly licensed Architect and/or Civil Engineer and approved by the Health Facilities and Services Regulatory Bureau;
 - 1.2. Architectural and engineering drawings (based on approved floor plans by the Health Facilities and Services Regulatory Bureau), specifications, building permit and fire safety permit prepared by a duly licensed Architect and/or Civil Engineer and approved by the Office of the Building official and the Bureau of Fire Protection in the locality.
2. That the permit to construct and approved floor plans comprise observance of appropriate professional practices, prescribed functional relationships and applicable codes;
3. That the permit to construct and approved floor plans are available for ready reference at the construction site;
4. That the permit to construct is considered lapsed and fee paid is forfeited when the work authorized by the permit does not commence within 365 days from date of issuance, or is abandoned during the period specified; in which case, another application shall be filed;
5. That any addition and/or alteration of scope of work shall be reported immediately to the Health Facilities and Services Regulatory Bureau for appropriate action;
6. That any unauthorized deviation from approved floor plans or any violation of the above condition, will be sufficient ground for the revocation of this permit.
7. Inspection of the facility is necessary prior to the operation, utilization or usage of the approved scope of work.