



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

**1. PHYSICAL PLANT**

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

- \_\_\_\_ 1.1.1 Lobby
  - \_\_\_\_ 1.1.1.1 Waiting Area
  - \_\_\_\_ 1.1.1.2 Information, Reception 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:**

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

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

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

**COMMENTS:**

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

[ ] Approved      [ ] Disapproved

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

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Vice-Chairperson, HFERC

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Member

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