



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

Annex C2
A.O. No. 2020- 0047

CHECKLIST FOR REVIEW OF FLOOR PLANS
PRIMARY CARE FACILITY (PCF)

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

1. PHYSICAL PLANT

- 1.1 General Administrative Services and Public areas**
 - 1.1.1 Lobby
 - 1.1.1.1 Waiting Area / Multi-purpose Area (commensurate 1.4 m² per pax)
 - 1.1.1.2 Reception and Information Counter / Desk
 - 1.1.1.3 Toilet (Separate for Male and Female, PWD-accessible)
 - 1.1.2 Office
 - 1.1.3 Staff Toilet
 - 1.1.4 Staff Areas / Conference Room (Optional)
 - 1.1.5 Records Storage Area / Room
 - 1.1.6 Supply Storage Area / Room
- 1.2 Clinical Services**
 - 1.2.1 Minor Surgical Room with Lavatory/Sink (min. of 12 m² in floor area)
 - 1.2.2 Physician Office / Consultation Room/Area
 - 1.2.3 Examination Room with Lavatory/Sink
- 1.3 Ancillary Services**
 - 1.3.1 Birthing Area*
 - 1.3.1.1 Birthing Room (commensurate 10.5 m² per birthing table)
 - 1.3.1.2 Ward (commensurate 7.43 m² per bed)
 - 1.3.1.3 Clean-up and Sterilization Room
 - 1.3.1.4 Scrub-up Area
 - 1.3.1.5 Toilet
 - 1.3.2 Clinical Laboratory*
 - 1.3.2.1 Clinical Work Area with Lavatory/Sink (min. of 20 m² in floor area)
 - 1.3.2.1 Pathologist Area
 - 1.3.2.2 Extraction Area
 - 1.3.2.3 Access to Toilet
 - 1.3.2.4 Reception / Waiting area
 - 1.3.3 Radiology (Chest X-ray for Heart and Lungs) *
 - 1.3.3.1 X-Ray Room with Control Booth and Dressing Area
 - 1.3.3.2 Dark Room
 - 1.3.3.3 Film Reading Room and Film File Storage
 - 1.3.3.4 Access to Toilet
 - 1.3.4 Pharmacy* with work counter and sink (min. of 15.00 m² in floor area)
 - 1.3.5 Dental Clinic* with Lavatory/Sink (commensurate 8.26 m² per dental chair)
 - 1.3.6 Parking Area for Ambulance / Patient Transport Vehicle
- 1.4 Support Services**
 - 1.3.7 Waste Holding Area / Room
 - 1.3.8 Janitor's Closet / Maintenance and housekeeping Area / room
 - 1.3.9 Sputum Collection Area with Lavatory/Sink

Note: * When the services are outsourced and/or located outside the premises of the PCF, these areas are not required. However, a contract of service or Memorandum of Agreement (MOA) with a service provider should be secured as a prerequisite for License to Operate (LTO).

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Note: For ancillary services (regulated health facility) outsourced and/or located outside the premises of the PCF, please refer to their respective Checklist for Review of Floor plans in the DOH-AO 2016-0042 or the "Guidelines in the Application for DOH-Permit-to-Construct(PTC)".

2. PLANNING AND DESIGN

- _____ 2.1 Floor plans properly identified and completely labelled.
- _____ 2.2 Conforms to the applicable codes as part of professional service.
 - _____ 2.2.1 Exits shall be restricted to the following permissible types: Doors leading directly outside the building; stairs and smoke-proof enclosures, ramps, horizontal exits and exit passageways.
 - _____ 2.2.2 Minimum of two (2) exits of the above types, as remote from each other for each floor of the building.
 - _____ 2.2.3 Exits terminate directly at an open public space to the outside of the building.
 - _____ 2.2.4 The plans shall conform to the provisions of Batas Pambansa (BP) 344 – Accessibility Law.
 - _____ 2.2.5 Provision of Ramp for wheelchair access with a clear width of 1.2 meters and minimum slope of 1:12 (Ramp is provided at the entrance if it is not at the same level with the inside, and if clinical and ancillary services are located on the upper floor).
- _____ 2.3 Meets prescribed functional programs:
 - _____ 2.3.1. Main entrance of the PCF directly accessible from public road.
 - _____ 2.3.2. Ramp or elevator for clinical and ancillary services located on the upper floor (if any).
 - _____ 2.3.3. Provide sufficient area for the office based on the number and the workflow of the staff.
 - _____ 2.3.4. Main lobby and Business Office located near the main entrance of the PCF.
 - _____ 2.3.5. Minor operating room, Birthing Room*, Clinical Laboratory* and Radiology* shall be located and arranged to prevent non-related traffic through the room.

COMMENTS:



