



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

