



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

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

**CHECKLIST FOR REVIEW OF FLOOR PLANS  
LEVEL 2 HOSPITAL**

Name of Health Facility: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_ Review: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**1. PHYSICAL PLANT**

**1.1 Administrative Service**

- 1.1.1 Lobby
  - 1.1.1.1 Waiting Area
  - 1.1.1.2 Information, Reception and Communication Area
  - 1.1.1.3 *Public Toilet (Male/Female/PWD)*
  - 1.1.1.4 *Staff Toilet (Male/Female)*
- 1.1.2 Admitting and Social Service Office
- 1.1.3 Business Office
  - 1.1.3.1 Billing
  - 1.1.3.2 Cashier
  - 1.1.3.3 Budget and Finance
- 1.1.4 Medical Records Section
- 1.1.5 Personnel Office
- 1.1.6 *Prayer Room*
- 1.1.7 Office of the Administrative Officer
- 1.1.8 Office of the Chief of Hospital
- 1.1.9 Office of the Chief of Clinics
- 1.1.10 Conference and Training Room
- 1.1.11 *Library*
- 1.1.12 Staff Toilet
- 1.1.13 Laundry\* and Linen Office
  - 1.1.13.1 Sorting and Washing Area\*
  - 1.1.13.2 Pressing and Ironing Area\*
  - 1.1.13.3 Storage Area
- 1.1.14 Maintenance Office\*
  - 1.1.14.1 Work Area\*
  - 1.1.14.2 Housekeeping Area\*
  - 1.1.14.3 Motorpool\* and Ambulance Parking Area
- 1.1.15 Property and Supply Office
- 1.1.16 Waste Holding Room
- 1.1.17 Dietary\*
  - 1.1.17.1 Dietitian Office
  - 1.1.17.2 Supply Receiving Area\*
  - 1.1.17.3 Cold and Dry Storage Area\*
  - 1.1.17.4 Food Preparation Area\*
  - 1.1.17.5 Cooking and Baking Area\*
  - 1.1.17.6 Serving and Food Assembly Area

\*When the services are contracted out, these areas are not required. However, a contract of service or memorandum of agreement with a service provider should be secured as a prerequisite for license to operate.

- \_\_\_ 1.1.17.7 Washing Area
- \_\_\_ 1.1.17.8 Garbage Disposal Area
- \_\_\_ 1.1.17.9 Dining Area
- \_\_\_ 1.1.17.10 Toilet

\_\_\_ 1.1.18 *Cadaver Holding Area*

\_\_\_ **1.2 Clinical Service**

\_\_\_ 1.2.1 Emergency Room

- \_\_\_ 1.2.1.1 Waiting Area
- \_\_\_ 1.2.1.2 Toilet
- \_\_\_ 1.2.1.3 Nurses' Station
- \_\_\_ 1.2.1.4 *Triage*
- \_\_\_ 1.2.1.5 *Minor OR/Area*
- \_\_\_ 1.2.1.6 Examination and Treatment Area with Lavatory/Sink
- \_\_\_ 1.2.1.7 Observation Area
- \_\_\_ 1.2.1.8 *Isolation Room with Toilet and Ante Room with PPE Rack, Sink or Lavatory*
- \_\_\_ 1.2.1.9 Equipment and Supply Storage Area
- \_\_\_ 1.2.1.10 Wheeled Stretcher Area

\_\_\_ 1.2.2 Outpatient Department

- \_\_\_ 1.2.2.1 Waiting Area
- \_\_\_ 1.2.2.2 Toilet
- \_\_\_ 1.2.2.3 Admitting and Records Area
- \_\_\_ 1.2.2.4 Consultation Area
- \_\_\_ 1.2.2.5 *Respiratory Unit*
- \_\_\_ 1.2.2.6 Examination and Treatment Area with Lavatory/Sink
- \_\_\_ 1.2.2.7 Dental Clinic
- \_\_\_ 1.2.2.8 Office of the Department Head
  - \_\_\_ 1.2.2.8.1 Medicine
  - \_\_\_ 1.2.2.8.2 Pediatrics
  - \_\_\_ 1.2.2.8.3 Obstetrics and Gynecology
  - \_\_\_ 1.2.2.8.4 Surgery and Anesthesia

\_\_\_ 1.2.3 Surgical Service

- \_\_\_ 1.2.3.1 Major Operating Room
- \_\_\_ 1.2.3.2 Recovery Room *with Nurses' Work Area*
- \_\_\_ 1.2.3.3 Sub-sterilizing Area/Work Area
- \_\_\_ 1.2.3.4 Sterile Instrument, Supply and Storage Area
- \_\_\_ 1.2.3.5 Scrub-up Area
- \_\_\_ 1.2.3.6 Clean-up Area
- \_\_\_ 1.2.3.7 Male Dressing Room and Toilet
- \_\_\_ 1.2.3.8 Female Dressing Room and Toilet
- \_\_\_ 1.2.3.9 Nurses' Station/Work Area
- \_\_\_ 1.2.3.10 Wheeled Stretcher Area
- \_\_\_ 1.2.3.11 Janitor's Closet *with mop sink*

\_\_\_ 1.2.4 Obstetrical Service

- \_\_\_ 1.2.4.1 Delivery Room
- \_\_\_ 1.2.4.2 *High Risk Pregnancy Unit*
- \_\_\_ 1.2.4.3 Labor Room with Toilet
- \_\_\_ 1.2.4.4 Sub-sterilizing Area/Work Area
- \_\_\_ 1.2.4.5 Sterile Instrument, Supply and Storage Area
- \_\_\_ 1.2.4.6 Scrub-up Area
- \_\_\_ 1.2.4.7 Clean-up Area
- \_\_\_ 1.2.4.8 Male Dressing Room and Toilet
- \_\_\_ 1.2.4.9 Female Dressing Room and Toilet
- \_\_\_ 1.2.4.10 Nurses' Station/Work Area
- \_\_\_ 1.2.4.11 Wheeled Stretcher Area
- \_\_\_ 1.2.4.12 Janitor's Closet *with mop sink*

\_\_\_ 1.2.5 Neonatal Intensive Care Unit (NICU)

- \_\_\_ 1.2.5.1 *Nurses' Station/Work Area with Sink*

- \_\_\_\_\_ 1.2.5.2 *Newborn Care Area*
    - \_\_\_\_\_ 1.2.5.3 *Breastfeeding Area with Lavatory*
    - \_\_\_\_\_ 1.2.5.4 *Treatment Area*
    - \_\_\_\_\_ 1.2.5.5 *Viewing Area*
  - \_\_\_\_\_ 1.2.6 Nursing Unit
    - \_\_\_\_\_ 1.2.6.1 *Patient Room with toilet*
    - \_\_\_\_\_ 1.2.6.2 *Isolation Room with toilet and Ante Room with PPE Rack, Sink/Lavatory and hamper*
    - \_\_\_\_\_ 1.2.6.3 *Nurses' Station*
      - \_\_\_\_\_ 1.2.6.3.1 *Utility Area*
      - \_\_\_\_\_ 1.2.6.3.2 *Linen Area*
      - \_\_\_\_\_ 1.2.6.3.3 *Toilet*
    - \_\_\_\_\_ 1.2.6.4 *Treatment and Medication Area with Lavatory/Sink*
  - \_\_\_\_\_ 1.2.7 Intensive Care Unit
    - \_\_\_\_\_ 1.2.7.1 *Nurses' Station with Work Area with Lavatory/Sink*
    - \_\_\_\_\_ 1.2.7.2 *Medication Preparation Area*
    - \_\_\_\_\_ 1.2.7.3 *Toilet*
    - \_\_\_\_\_ 1.2.7.4 *Patient Area*
    - \_\_\_\_\_ 1.2.7.5 *Dressing Area*
    - \_\_\_\_\_ 1.2.7.6 *Equipment and Supply Storage Area*
  - \_\_\_\_\_ 1.2.8 Central Sterilizing and Supply Room
    - \_\_\_\_\_ 1.2.8.1 *Receiving and Cleaning Area*
    - \_\_\_\_\_ 1.2.8.2 *Inspection and Packing Area*
    - \_\_\_\_\_ 1.2.8.3 *Sterilizing Room*
    - \_\_\_\_\_ 1.2.8.4 *Storage and Releasing Area*
- \_\_\_\_\_ **1.3 Nursing Service**
  - \_\_\_\_\_ 1.3.1 *Office of the Chief Nurse*
  - \_\_\_\_\_ 1.3.2 *Toilet*
- \_\_\_\_\_ **1.4 Ancillary Service**
  - \_\_\_\_\_ 1.4.1 Tertiary Clinical Laboratory
    - \_\_\_\_\_ 1.4.1.1 *Clinical Work Area with Lavatory/Sink(min. of 60.00 sq.m.)*
    - \_\_\_\_\_ 1.4.1.2 *Pathologist Area*
    - \_\_\_\_\_ 1.4.1.3 *Microbiology Room*
    - \_\_\_\_\_ 1.4.1.4 *Extraction Area separate from Clinical Work Area*
    - \_\_\_\_\_ 1.4.1.5 *Toilet*
  - \_\_\_\_\_ 1.4.2 *Blood Station*
  - \_\_\_\_\_ 1.4.3 Radiology – 2<sup>nd</sup> Level
    - \_\_\_\_\_ 1.4.3.1 *X – Ray Room with Control Booth, Dressing Area and Toilet*
    - \_\_\_\_\_ 1.4.3.2 *Dark Room*
    - \_\_\_\_\_ 1.4.3.3 *Film File and Storage Area*
    - \_\_\_\_\_ 1.4.3.4 *Radiologist Area*
  - \_\_\_\_\_ 1.4.4 *Pharmacy with work counter with sink*

## 2. PLANNING AND DESIGN

- \_\_\_\_\_ 2.1 Floor plans properly identified and completely labeled
- \_\_\_\_\_ 2.2 Conforms to applicable codes as part of normal professional service:
  - \_\_\_\_\_ 2.2.1 Exits restricted to the following types: door leading directly outside the building, interior stair, ramp, and exterior stair
  - \_\_\_\_\_ 2.2.2 Minimum of two (2) exits, remote from each other, for each floor of the building
  - \_\_\_\_\_ 2.2.3 *Patient* corridors for ingress and egress shall be at least 2.44 meters in clear and unobstructed width
  - \_\_\_\_\_ 2.2.4 Exits terminate directly at an open space to the outside of the building
  - \_\_\_\_\_ 2.2.5 Minimum of one (1) toilet on each floor accessible to the disabled
- \_\_\_\_\_ 2.3 Meets prescribed functional programs:
  - \_\_\_\_\_ 2.3.1 Main entrance of the hospital directly accessible from public road
  - \_\_\_\_\_ 2.3.2 Ramp or elevator for clinical, nursing and ancillary services located on the upper floor

- \_\_\_ 2.3.3 Administrative Service
  - \_\_\_ 2.3.3.1 Business office located near the main entrance of the hospital
- \_\_\_ 2.3.4 Emergency Room
  - \_\_\_ 2.3.4.1 Located in the ground floor to ensure easy access for patients
  - \_\_\_ 2.3.4.2 Separate entrance to the emergency
  - \_\_\_ 2.3.4.3 Ramp for wheelchair access  
(with clear width of at least 1.22m. or 4ft.)
  - \_\_\_ 2.3.4.4 Easily accessible to the clinical and ancillary services (laboratory, radiology, pharmacy, operating room)
  - \_\_\_ 2.3.4.5 Nurses' station located to permit observation of patient and control of access to entrance, waiting area, and treatment area
- \_\_\_ 2.3.5 Outpatient Department
  - \_\_\_ 2.3.5.1 Located near the main entrance of the hospital to ensure easy access for patients
  - \_\_\_ 2.3.5.2 Separate toilets for patients and staff
- \_\_\_ 2.3.6 Surgical Service
  - \_\_\_ 2.3.6.1 Located and arranged to prevent non-related traffic through the suite
  - \_\_\_ 2.3.6.2 Operating room located as remote as practicable from the entrance to the suite to provide greater asepsis
  - \_\_\_ 2.3.6.3 Dressing room arranged to avoid exposure to dirty areas after changing to surgical garments
  - \_\_\_ 2.3.6.4 Nurses' station located to permit visual observation of patient and movement into the suite
  - \_\_\_ 2.3.6.5 Scrub-up area recessed into an alcove or other open space out of the main traffic
  - \_\_\_ 2.3.6.6 Sub-sterilizing area shall be provided and accessible from the operating room
  - \_\_\_ 2.3.6.7 Recovery room located within the suite in an area near the entrance to the suite
- \_\_\_ 2.3.7 Delivery Service
  - \_\_\_ 2.3.7.1 Located and arranged to prevent non-related traffic through the suite
  - \_\_\_ 2.3.7.2 Delivery room located as remote as practicable from the entrance to the suite to provide greater asepsis
  - \_\_\_ 2.3.7.3 Dressing room arranged to avoid exposure to dirty areas after changing to obstetric garments
  - \_\_\_ 2.3.7.4 Nurses' station located to permit visual observation of patient and movement into the suite
  - \_\_\_ 2.3.7.5 Scrub-up area recessed into an alcove or other open space out of the main traffic
  - \_\_\_ 2.3.7.6 Sub-sterilizing area shall be provided and accessible from the delivery room
  - \_\_\_ 2.3.7.7 Delivery room and NICU located on the same floor
  - \_\_\_ 2.3.7.8 NICU separate but immediately accessible from the delivery room

- \_\_\_\_ 2.3.8 Nursing Service
  - \_\_\_\_ 2.3.8.1 Nurses' station located and designed to allow visual observation of patient and movement into the nursing unit
  - \_\_\_\_ 2.3.8.2 Nurses' station provided in all nursing units of the hospital with a ratio of at least one (1) nurses' station for every thirty-five (35) beds
  - \_\_\_\_ 2.3.8.3 Toilet immediately accessible from each room in a nursing unit
  - \_\_\_\_ 2.3.8.4 Separate toilets and rooms for male and female patients
- \_\_\_\_ 2.3.9 Dietary, maintenance and other non-patient contact services located in areas away from normal traffic within the hospital, or located in separate buildings within the hospital premises
  - \_\_\_\_ 2.3.9.1 The dietary service shall be away from morgue with at least 25-meter distance

**COMMENTS:**

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

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

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

**COMMENTS:**

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

Approved       Disapproved

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

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Vice-Chairperson, HFERC

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