



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
- ___ 1.2.3.5 *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:



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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

