



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

ANNEX H-9a
A.O. No. 2016- _____

**CHECKLIST FOR REVIEW OF FLOOR PLANS
ACUTE-CHRONIC PSYCHIATRIC CARE FACILITY**

Name of Health Facility: _____

Address: _____

Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

___ **1.1 General Administrative Service**

- ___ 1.1.1 Waiting Area
- ___ 1.1.2 Information, Reception and Business Office
- ___ 1.1.3 Office of the Administrator
- ___ 1.1.4 Toilet
- ___ 1.1.5 Laundry * and Linen Area
- ___ 1.1.6 Garage
- ___ 1.1.7 Supply Storage Area
- ___ 1.1.8 Waste Holding Area
- ___ 1.1.9 Dietary
- ___ 1.1.10 Dining Area

___ **1.2 Clinical Service**

- ___ 1.2.1 Admission, Discharge and Follow-up Unit
 - ___ 1.2.1.1 Admitting and Records Area
 - ___ 1.2.1.2 Consultation Area
 - ___ 1.2.1.3 Examination and Treatment Area
 - ___ 1.2.1.4 Equipment and Supply Storage Area
- ___ 1.2.2 Nursing Unit
 - ___ 1.2.2.1 Private / Semi-Private Room
 - ___ 1.2.2.2 Ward
 - ___ 1.2.2.3 Observation Room
 - ___ 1.2.2.4 Toilet
 - ___ 1.2.2.5 Nurses' Station with Work Area and Lavatory/Sink

___ **1.3 Ancillary Service**

- ___ 1.3.1 Psychosocial Unit
 - ___ 1.3.1.1 Indoor Activity Area
 - ___ 1.3.1.2 Outdoor Activity Area

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 Minimum of two (2) exits, remote from each other, for each floor of the building
 - ___ 2.2.2 Exits terminate directly at an open space to the outside of the building
 - ___ 2.2.3 Minimum of one (1) toilet on each floor accessible to the disabled

* When the service is contracted out, this area is not required.

- ___ 2.3 Meets prescribed functional programs:
 - ___ 2.3.1 Main entrance of the facility directly accessible from public road
 - ___ 2.3.2 Admission, discharge and follow-up unit located near the main entrance of the facility
 - ___ 2.3.3 Separate toilets and wards for male and female patients
 - ___ 2.3.4 Nurses' station located and designed to allow visual observation of patient and movement into the nursing unit
 - ___ 2.3.5 Toilet immediately accessible from each room in a nursing unit

COMMENTS:



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Name of Health Facility: _____

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COMMENTS:

HEALTH FACILITIES EVALUATION AND REVIEW COMMITTEE (HFERC)

Approved Disapproved

Chairperson, HFERC

Vice-Chairperson, HFERC

Member Member Member

Member Member Member

