



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

ANNEX H-6c

A.O. No. 2016- \_\_\_\_\_

**CHECKLIST FOR REVIEW OF FLOOR PLANS  
LEVEL 3 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 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
- \_\_\_ 1.2.2.5 *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 6m<sup>2</sup> 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. 12m<sup>2</sup>)*
- \_\_\_ 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:**

---



---



---



---



---



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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_