



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

Annex C2
A.O. No. 2020-0047-A

**CHECKLIST FOR REVIEW OF FLOOR PLANS
PRIMARY CARE FACILITY (PCF)**

Name of Health Facility: _____
Address: _____
Date: _____ Review: 1st _____ 2nd _____ 3rd _____

1. PHYSICAL PLANT

- 1.1 General Administrative Services and Public areas**
 - 1.1.1 Lobby
 - 1.1.1.1 Waiting Area / Multi-purpose Area (commensurate 1.4 m² per pax)
 - 1.1.1.2 Reception and Information Counter / Desk
 - 1.1.1.3 Toilet (Preferably separate for Male and Female; PWD-accessible)
 - 1.1.2 Office
 - 1.1.3 Staff Toilet
 - 1.1.4 Staff Areas / Conference Room (Optional)
 - 1.1.5 Records Storage Area / Room
 - 1.1.6 Supply Storage Area / Room
- 1.2 Clinical Services**
 - 1.2.1 Minor Surgical Room with Lavatory/Sink (min. of 12 m² in floor area)
 - 1.2.2 Physician Office / Consultation Room/Area
 - 1.2.3 Examination Room with Lavatory/Sink
- 1.3 Ancillary Services**
 - 1.3.1 Birthing Area*
 - 1.3.1.1 Birthing Room (commensurate 10.5 m² per birthing table)
 - 1.3.1.2 Ward (commensurate 7.43 m² per bed)
 - 1.3.1.3 Clean-up and Sterilization Room
 - 1.3.1.4 Scrub-up Area
 - 1.3.1.5 Toilet
 - 1.3.2 Primary Clinical Laboratory*
 - 1.3.2.1 Clinical Working Area with Lavatory/Sink
 - 1.3.2.1 Pathologist Area
 - 1.3.2.2 Collection Area
 - 1.3.2.3 Access to Public and Staff Toilets
 - 1.3.2.4 Reception / Waiting area (optional)
 - 1.3.3 Radiology (Chest X-ray for Heart and Lungs)*
 - 1.3.3.1 X-Ray Room with Control Booth and Dressing Area
 - 1.3.3.2 Dark Room/ Area for Digital Film Processing Equipment
 - 1.3.3.3 Film Reading Room and Film File Storage
 - 1.3.3.4 Access to Toilet
 - 1.3.4 Pharmacy* with work counter and sink
 - 1.3.5 Dental Clinic* with Lavatory/Sink (commensurate 8.26 m² per dental chair)
 - 1.3.6 Parking Area for Ambulance / Patient Transport Vehicle
- 1.4 Support Services**
 - 1.3.7 Waste Holding Area / Room
 - 1.3.8 Janitor's Closet / Maintenance and housekeeping Area / room
 - 1.3.9 Sputum Collection Area with Lavatory/Sink (for government-owned PCFs)

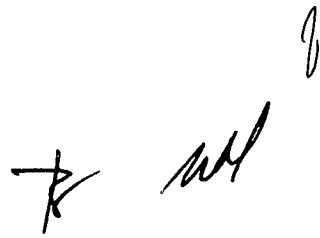
Note: * When the services are outsourced and/or located outside the premises of the PCF, these areas are not required. However, a contract of service or Memorandum of Agreement (MOA) with a service provider should be secured as a prerequisite for License to Operate (LTO).

Note: For ancillary services (regulated health facility) outsourced and/or located outside the premises of the PCF, please refer to their respective Checklist for Review of Floor plans in the AO 2016-0042 titled Guidelines in the Application for DOH-Permit-to-Construct (PTC), AO 2021-0037 titled New Rules and Regulations Governing the Regulation of Clinical Laboratories in the Philippines, and other relevant DOH issuances. For the pharmacy and radiological diagnostic services, it shall meet the requirements set by the FDA.

2. PLANNING AND DESIGN

- _____ 2.1 Floor plans properly identified and completely labelled.
- _____ 2.2 Conforms to the applicable codes as part of professional service.
 - _____ 2.2.1 Exits shall be restricted to the following permissible types: Doors leading directly outside the building; stairs and smoke-proof enclosures, ramps, horizontal exits and exit passageways.
 - _____ 2.2.2 Minimum of two (2) exits of the above types, as remote from each other for each floor of the building.
 - _____ 2.2.3 Exits terminate directly at an open public space to the outside of the building.
 - _____ 2.2.4 The plans shall conform to the provisions of Batas Pambansa (BP) 344 – Accessibility Law.
 - _____ 2.2.5 Provision of Ramp for wheelchair access with a clear width of 1.2 meters and minimum slope of 1:12 (Ramp is provided at the entrance if it is not at the same level with the inside).
- _____ 2.3 Meets prescribed functional programs:
 - _____ 2.3.1. Main entrance of the PCF directly accessible from public road.
 - _____ 2.3.2. Provide sufficient area for the office based on the number and the workflow of the staff.
 - _____ 2.3.3. Main lobby and Business Office located near the main entrance of the PCF.
 - _____ 2.3.4. Minor operating room, Birthing Room*, Clinical Laboratory* and Radiology* shall be located and arranged to prevent non-related traffic through the room.

COMMENTS:





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Name of Health Facility: _____
Address: _____
Date: _____

COMMENTS:

HEALTH FACILITIES EVALUATION AND REVIEW COMMITTEE (HFERC)
[] Approved [] Disapproved

Chairperson, HFERC

Vice-Chairperson, HFERC

Member

Member

Member

Member

Member

Member

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