



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

ANNEX – C1
A.O. 2020- 0047 -A *AF*

PLANNING AND DESIGN GUIDELINES FOR PRIMARY CARE FACILITY

This Planning and Design Guidelines applies to all new construction and renovation of primary care facilities (PCF) as defined and classified under this Administrative Order. The following provisions and requirements shall be applied in the planning and design process of the construction, addition, alteration and renovation of a PCF.

1. General Requirements:

- 1.1 *Location.* The Primary Care Facility (PCF) shall be situated in an area or location that is conveniently accessible both to clients and staff via available means of public transportation.
- 1.2 *Access.* Separation and access shall be maintained, regardless the classification of PCF and whether the PCF is freestanding or is part of another facility. Building entrance should be at grade level, clearly marked, and located so that patients need not go through other activity areas. Design shall preclude unrelated traffic within the facility.
- 1.3 *Privacy.* The design shall ensure appropriate levels of patient audible and visual privacy and dignity throughout the care process, from the interviews, examinations, treatment, counselling and other testing procedures and related activities.
- 1.4 *Parking.* A PCF shall provide a minimum of one (1) parking space for every one hundred (100) square meters of gross floor area (GFA) and the fraction thereof. Aside from this, the PCF shall also provide a designated parking slot for an ambulance and/or patient transport vehicle.
- 1.5 The PCF shall conform to all applicable local and national regulation for the construction, renovation, maintenance and repair of its facilities.

2. Space Requirements

- 2.1 The PCF shall have adequate space or area provided for its various space/room requirements in order to attain the effective and efficient operation of its activities and functions.

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2.2 PCF shall have the following zones, if applicable:

- 2.2.1 General Administrative Services and Public Areas;
- 2.2.2 Clinical Services Area;
- 2.2.3 Ancillary Services Area;
- 2.2.4 Support Services Area.

2.3 The General Administrative and Public Areas shall be comprised of the following spaces:

2.3.1. Main Lobby, provided with:

2.3.1.1 A Reception and information counter or desk.

2.3.1.2 Sufficient waiting area for clients, an area of 1.4 square meters shall be allocated per person. Consideration should be given to special needs of specific patient groups, such as of person with disabilities (PWD), infants, pregnant women, etc., such as dedicated seats for PWD, presence of ramps in the entrance, handrails, diaper changing and breastfeeding room, and alike.

2.3.1.3 Conveniently accessible toilet for the public. Provision of one (1) toilet for every eight (8) patient shall be applied. A separate toilet for male and female is preferred, and shall be PWD-accessible.

2.3.1.4 Conveniently accessible wheelchair area

2.3.2. Office for Staff. General or individual office(s) for the staff, business transactions, and clerical and administrative functions shall be provided, with sufficient space for the staff and the activity involved therein, to attain effective and efficient operation of its activities and function.

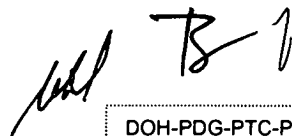
2.3.2.1 A separate toilet for the staff, Provision of one (1) toilet for every fifteen (15) personnel shall be applied, preferably segregated by sexes.

2.3.2.2 Other spaces for staff such as conference room, staff pantry and the like, are optional.

2.3.3. Sufficient Storage for Records and Supplies.

2.4 The Clinical Services Area shall be composed of the following spaces:

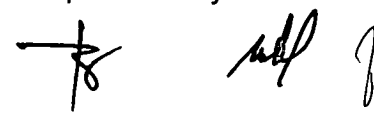
2.4.1 Physician Office(s)/ Consultation Room(s);



- 2.4.2 Medical Examination Room, which shall have a minimum floor area of 7.43 square meters per examination table / bed, exclusive of ante-room and toilet (if any). Room arrangement should permit of at least 850 mm clearance at the side and foot of the examination table / bed. A space for handwashing and a counter/shelf space for writing shall be provided.
- 2.4.3 Minor surgical room shall have a minimum floor area of twelve (12) square meters, excluding vestibule and toilet (if any). The minimum room dimension shall be three (3) meters. A hand washing station and a counter or shelf for writing shall be provided. A space for handwashing shall be provided.
- 2.5 The Ancillary Services Area(s) shall be composed of the following spaces:
- 2.5.1 Primary General Clinical Laboratory (must comply with the physical plant requirements provided in the Annexes D1 and D2 of Administrative Order No. 2021-0037 titled New Rules and Regulations Governing the Regulation of Clinical Laboratories in the Philippines).
- 2.5.2 Diagnostic Radiology Facility. The Medical X-ray Facility (at least Chest X-ray for Heart and Lungs) shall meet the requirements set by the Food and Drug Administration (FDA)- Center for Device Regulation, Radiation Health and Research (CDRRHR).
- 2.5.3 Birthing Facility (must comply with the requirements provided in the Annex C- Planning and Design Guidelines for Birthing Home of Administrative Order No. 2016-0042 titled Guidelines in the Application for the DOH-Permit-to-Construct (PTC)).
- 2.5.4 Pharmacy, provided with work counter and sink, shall meet the requirements set by the FDA- Center for Drug Regulation and Research (CDRR).
- 2.5.5 Dental Clinic. Provide at least 8.63 square meters per dental unit that includes space for one (1) dental chair, space for movement of person, and space for passage of equipment.
- 2.5.6 Designated Parking Area for Ambulance and/or Patient Transport Vehicle.
- 2.6 The Support Services Area(s) shall be composed of the following spaces:
- 2.6.1 Waste Holding Room/Area, for temporary and sanitary storage of segregated waste which includes infectious waste such as contaminated sharps and needles and non-infectious waste or general waste;
- 2.6.2 Janitor's Closet, with slop sink and housekeeping cabinet;
- 2.6.3 Designated Sputum Collection Area (for government-owned PCFs).

3. Functional Requirements

- 3.1 The different areas of the PCF shall be functionally related to each other.
- 3.2 Main entrance of the PCF directly accessible from public road and should be located at ground level with sufficient ramps compliant to BP 344 (with a clear width of 1.2 meters and minimum slope of 1:12) to accommodate person with disabilities (PWD) and groups with special needs.
- 3.3 A multi-level ramp or elevator for clinical and ancillary services located on the upper floor (if any) is recommended.
- 3.4 The Reception and information counter or desk shall be located in such a manner that it will afford visual control of the main entry to the PCF. Its layout shall allow the staff to see and acknowledge incoming clients/patients and at the same time facilitate their transaction activities.
- 3.5 The waiting area shall be planned in such a way that it is easily accessible from the main entry and located adjacent to the Reception and information counter or desk. Furthermore, the waiting area shall have a pleasing environment for the clients and patients and shall be adequately spaced and provided with appropriate furniture.
- 3.6 The office, shall be located adjacent to the lobby and both shall be located near the main entrance of the PCF.
- 3.7 The design and planning of the PCF shall also consider important factors such as medical equipment to be accommodated (especially those of the diagnostic radiological and clinical laboratory facilities), proper office/clinic layout/s which include/s furniture, fixtures and equipment, provision of client-friendly transaction windows and counter where necessary, comfortable seats for waiting and appropriate signage.
- 3.8 The General Administrative Service and Public Areas namely the Lobby, The Office, and Records Storage shall be planned contiguous to one another as they are closely related in terms of function, providing easy accessibility between these areas.
- 3.9 The Consultation and Examination Rooms shall be planned adjacent or easily accessible from the main lobby.
- 3.10 The Minor Surgical Room and Birthing Room shall be located away from the main traffic and access shall be limited to authorized personnel and patient only.



- 3.11 The Ancillary Zone for diagnostic services, namely the Clinical Laboratory and Medical X-ray Facility, shall also be planned contiguous or adjacent to one another. Appropriate waiting areas for these rooms should be provided.
- 3.12 Ancillary Services Areas shall be located and arranged to prevent non-related traffic through the room.
- 3.13 Support Service areas shall be planned in such a way that they are accessible to both clients and staff but concealed from the direct view or zoned away from the rest of the major areas of the PCF for aesthetic purposes. These rooms may be clustered in a service zone or perhaps located at corridor ends.
- 3.14 Sputum Collection Area shall be located in an open air environment away from the main flow of patients and staff in the facility, but should be not too far away from the point where the patient can deliver the sputum sample, and shall be provided with partition on both sides for privacy and lavatory/sink for handwashing.

4. Specific Technical Requirements

- 4.1 *Fire Safety.* The PCF shall conform to the Division 11 of Chapter 2 and applicable provisions of the 2019 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9514 or the Fire Code of the Philippines. There shall be a minimum of two (2) exits, as remote from each other for each floor of the building, which terminates directly at an open public space to the outside of the building. 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.
- 4.2 *Patient Movement.* The recommended minimum width for public corridor for PCF shall be at least but not limited to 1.80 meters or six (6) feet. Wider corridors shall be provided if waiting areas along the corridor will be accommodated. Width of service corridors may be reduced to 1.20 meters. Rooms shall be properly labelled and identified for ease of way finding.
- 4.3 *Lighting.* The entire facility shall be well-lighted for the comfort of patients and staffs.
- 4.4 *Ventilation.* There shall be provision of natural ventilation (if applicable) for comfortable environment of patient and staff. Nonetheless, the facility may opt for artificial ventilation if natural ventilation is not possible. Areas requiring a controlled environment, such as the laboratory, diagnostic radiological facility and areas handling temperature sensitive supplies and equipment, shall be artificially ventilated to attain specific Heating, Ventilation and Air Conditioning (HVAC) requirements.

In compliance with the Building Code requirements, floor to ceiling height of all rooms of the PCF shall be at least but not limited to 2.40 meters for artificially ventilated rooms and 2.70 meters for naturally ventilated rooms. However, for radiographic and other rooms containing tall and ceiling-mounted equipment, the ceiling shall be of sufficient height in order to accommodate the equipment and/or fixtures.

- 4.5 *Water Supply.* A water supply from an approved public water supply system whenever available shall be provided. However, other sources may be tapped provided that the water supply has undergone thorough treatment to make it safe for human consumption. Water tank shall also be installed if necessary just to ensure that the water supply required for the efficient function of the facility is maintained.
- 4.6 *Flooring.* Floor finishes to be used for various rooms and areas of the PCF shall be readily cleanable and appropriately wear-resistant. Floors subject to traffic while wet (i.e. entrance porch and toilet facilities) shall have a non-slip surface.
- 4.7 *Walls and Partitions.* All walls of the primary care facility in general shall be structurally sound, safe, and sturdy with minimum fire resistant rating as prescribed by the Fire Code of the Philippines for this type of occupancy. Wall finishes shall be washable and in the proximity of plumbing fixtures shall be smooth and moisture resistant.

The outlying walls housing the examination rooms, minor surgical room, diagnostic radiological facility (with special enclosures as specified by the FDA-CDRRHR), Clinical Working Area of the Clinical Laboratory, Birthing Facility and toilet facilities shall be constructed from floor to ceiling to ensure a safe and secured environment with audio and visual privacy for patients undergoing procedures.

The interior walls enclosing the clinical services areas shall concave at the base of the wall towards the floor to create a seamless finish to prevent the accumulation of dirt and dust.

Cubicle curtains and draperies if used for the PCF shall be non-combustible or flame-retardant.

- 4.8 *Doors.* The minimum clear opening for the main door for the PCF shall be at least but not limited to 0.90 meters to easily accommodate patients regardless of the type of movement. Installing vision panels to control doors and doors leading to clinical and ancillary services rooms is recommended, if applicable.

The recommended door width of rooms of the PCF that will accommodate patients for consultation, examination, and treatment purposes shall be at least but not limited to 860 millimeters for convenient access of both users and equipment.

Windows. The minor surgical room and birthing room (if birthing facility is on-site) may have windows for natural light and cross ventilation of natural air especially during routine decontamination or cleaning, provided that such windows shall be at least 1.60 meters from the finished floor up to the window sill to ensure privacy.

5. References:

A. Relevant Laws and Standards

- a) Batas Pambansa Blg. 344. An Act to Enhance the Mobility of Disabled Persons.
- b) Presidential Decree (PD) 1096. The National Building Code with its revised Implementing Rules and Regulations.
- c) 2019 Revised Implementing Rules and Regulations of RA 9514 Fire Code of the Philippines.
- d) 1999 National Plumbing Code of the Philippines of the RA 1378 or the Plumbing Law.

B. DOH Issuances and Manuals

- a) A.O. 2016-0042- *Guidelines in the Application for Department of Health Permit to Construct (PTC)*. Department of Health. Manila. 2016.
- b) *Manual on Healthcare Waste Management. 4th Edition*. Department of Health. 2020.

C. Books and Publication

- a) *Guidelines for Design and Construction of Hospital and health Care Facilities*. American Institute of Architects. 2001.
- b) De Chiara, Joseph. (2001). *Time-Saver Standards for Building Types (4th edition)*. McGraw-Hill Book Company.
- c) Fajardo (2002). *Planning and Designers Handbook*, Second Edition. Quezon City. 5138 Merchandising.