



Republic of the Philippines  
 Department of Health  
**BUREAU OF HEALTH FACILITIES AND SERVICES**  
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## CHECKLIST FOR REVIEW OF FLOOR PLANS AMBULATORY SURGICAL CLINIC

Name of Ambulatory Surgical Clinic \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date \_\_\_\_\_ Review: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_

### 1 PHYSICAL PLANT

#### \_\_\_\_ 1.1 Administrative Service

- \_\_\_\_ 1.1.1 Lobby
  - \_\_\_\_ 1.1.1.1 Information Counter/Admitting Area
  - \_\_\_\_ 1.1.1.2 Patient Waiting Area
  - \_\_\_\_ 1.1.1.3 Toilet
- \_\_\_\_ 1.1.2 Business Office
  - \_\_\_\_ 1.1.2.1 Cashier/Billing
- \_\_\_\_ 1.1.3 Medical Records Area
- \_\_\_\_ 1.1.4 Parking Area for Patient Transport Vehicle

#### \_\_\_\_ 1.2 Clinical Service

- \_\_\_\_ 1.2.1 **All Ambulatory Surgical Clinics (except those performing Lithotripsy ONLY or No-Scalpel Vasectomy ONLY)**
  - \_\_\_\_ 1.2.1.1 Operating Room
  - \_\_\_\_ 1.2.1.2 Scrub-up Area with sink
  - \_\_\_\_ 1.2.1.3 Sterilizing Room
  - \_\_\_\_ 1.2.1.4 Sterile Instrument, Supply and Storage Area
  - \_\_\_\_ 1.2.1.5 Clean-up Area
  - \_\_\_\_ 1.2.1.6 Dressing Room with sink and toilet
  - \_\_\_\_ 1.2.1.7 Recovery Room with toilet
  - \_\_\_\_ 1.2.1.8 Consultation/Examination/Treatment Area
  - \_\_\_\_ 1.2.1.9 Room with radiation hazard-protected walls and soundproofed (for ASC performing Lithotripsy)
- \_\_\_\_ 1.2.2 **Ambulatory Surgical Clinic performing Lithotripsy ONLY**
  - \_\_\_\_ 1.2.2.1 Room with radiation hazard-protected walls and soundproofed
  - \_\_\_\_ 1.2.2.2 Consultation/Examination/ Treatment Area
- \_\_\_\_ 1.2.3 **Ambulatory Surgical Clinic performing No-Scalpel Vasectomy ONLY**
  - \_\_\_\_ 1.2.3.1 Consultation/Examination/Treatment Room
    - \_\_\_\_ 1.2.3.1.1 Consultation/Examination/ Treatment Area
    - \_\_\_\_ 1.2.3.1.2 Scrub-up Area with sink
  - \_\_\_\_ 1.2.3.2 Clean-up Area
  - \_\_\_\_ 1.2.3.3 Dressing Area
  - \_\_\_\_ 1.2.3.4 Sterile instrument, supply and storage Area
  - \_\_\_\_ 1.2.3.5 Sterilizing Area
  - \_\_\_\_ 1.2.3.6 Recovery 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 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
- 2.3 Meets prescribed functional programs:
  - 2.3.1 Main entrance of the ambulatory surgical clinic directly accessible from public road
  - 2.3.2 Business Office located near the main entrance of the ambulatory surgical clinic
  - 2.3.3 Operating Room/Treatment Room (for No-Scalpel Vasectomy) located and arranged to prevent non-related traffic through the room
  - 2.3.4 Dressing Room/Dressing Area arranged to avoid exposure to dirty areas after changing to surgical garments
  - 2.3.5 Scrub-up Area recessed into an alcove or other open space out of the main traffic

**COMMENTS:**

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