



CHECKLIST FOR REVIEW OF FLOOR PLANS LEVEL 2 HOSPITAL

Name of Hospital _____
 Address _____
 Date _____ Review _____ 1st _____ 2nd _____ 3rd _____

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 Toilet
- ____ 1.1.2 Business Office
- ____ 1.1.3 Medical Records Room
- ____ 1.1.4 Office of the Chief of Hospital
- ____ 1.1.5 Laundry * and Linen Area
- ____ 1.1.6 Maintenance and Housekeeping Area *
- ____ 1.1.7 Parking Area for Transport Vehicle
- ____ 1.1.8 Supply Room
- ____ 1.1.9 Waste Holding Room
- ____ 1.1.10 Dietary *
 - ____ 1.1.10.1 Dietitian Area
 - ____ 1.1.10.2 Supply Receiving Area *
 - ____ 1.1.10.3 Cold and Dry Storage Area *
 - ____ 1.1.10.4 Food Preparation Area *
 - ____ 1.1.10.5 Cooking and Baking Area *
 - ____ 1.1.10.6 Serving and Food Assembly Area
 - ____ 1.1.10.7 Washing Area
 - ____ 1.1.10.8 Garbage Disposal Area
 - ____ 1.1.10.9 Dining Area
 - ____ 1.1.10.10 Toilet *
- ____ 1.1.11 Cadaver Holding Room

____ 1.2 Clinical Service

- ____ 1.2.1 Emergency Room
 - ____ 1.2.1.1 Waiting Area
 - ____ 1.2.1.2 Toilet
 - ____ 1.2.1.3 Nurse Station
 - ____ 1.2.1.4 Examination and Treatment Area with Lavatory/Sink
 - ____ 1.2.1.5 Observation Area
 - ____ 1.2.1.6 Equipment and Supply 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.

- _____ 1.2.1.7 Wheeled Stretcher Area
- _____ 1.2.2 Outpatient Department
 - _____ 1.2.2.1 Waiting Area
 - _____ 1.2.2.2 Toilet
 - _____ 1.2.2.3 Admitting and Records Area
 - _____ 1.2.2.4 Examination and Treatment Area with Lavatory/Sink
 - _____ 1.2.2.5 Consultation Area*
- _____ 1.2.3 Surgical and Obstetrical Service
 - _____ 1.2.3.1 Major Operating Room
 - _____ 1.2.3.2 Delivery Room
 - _____ 1.2.3.3 Sub-sterilizing Area/Work Area
 - _____ 1.2.3.4 Sterile Instrument, Supply and Storage Area
 - _____ 1.2.3.5 Scrub-up Area
 - _____ 1.2.3.6 Clean-up Area
 - _____ 1.2.3.7 Dressing Room
 - _____ 1.2.3.8 Toilet
 - _____ 1.2.3.9 Nurse Work Area
 - _____ 1.2.3.10 Wheeled Stretcher Area
 - _____ 1.2.3.11 Janitor's Closet
- _____ 1.2.4 Nursing Unit
 - _____ 1.2.4.1 Patient Room
 - _____ 1.2.4.2 Toilet
 - _____ 1.2.4.3 Isolation Room with Toilet
 - _____ 1.2.4.4 Nurse Station
 - _____ 1.2.4.5 Treatment and Medication Area with Lavatory/Sink
- _____ 1.2.5 Central Sterilizing and Supply Room
 - _____ 1.2.5.1 Receiving and Releasing Area
 - _____ 1.2.5.2 Work Area
 - _____ 1.2.5.3 Sterilizing Area
 - _____ 1.2.5.4 Sterile Supply Storage Area
- _____ 1.3 **Nursing Service**
 - _____ 1.3.1 Office of the Chief Nurse
- _____ 1.4 **Ancillary Service**
 - _____ 1.4.1 Secondary Clinical Laboratory †
 - _____ 1.4.1.1 Clinical Work Area with Lavatory/Sink
 - _____ 1.4.1.2 Pathologist Area
 - _____ 1.4.1.3 Toilet
 - _____ 1.4.2 Radiology – 1st 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

* When OPD and ER are combined, only this area under OPD is required.

† A primary clinical laboratory may be considered; provided that a contract of service or memorandum of agreement with a secondary clinical laboratory located within the locality be secured, and results for emergency cases be transmitted within one hour.

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 Corridors and ramps for ingress and egress at least 2.44 meters in clear and unobstructed width
 - 2.2.4 Exits terminate directly at an open space to the outside of the building
 - 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
 - 2.3.4.4 Easily accessible to the clinical and ancillary services (laboratory, radiology, pharmacy, operating room)
 - 2.3.4.5 Nurse 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 and Obstetrical Service
 - 2.3.6.1 Located and arranged to prevent non-related traffic through the suite
 - 2.3.6.2 Operating room and delivery room located as remote as practicable from the entrance to the suite to reduce traffic and provide greater asepsis
 - 2.3.6.3 Operating room and delivery room arranged to prevent staff and patients to travel from one area to the other area
 - 2.3.6.4 Dressing room arranged to avoid exposure to dirty areas after changing to surgical garments
 - 2.3.6.5 Nurse station located to permit visual observation of patient and movement into the suite
 - 2.3.6.6 Scrub-up area recessed into an alcove or other open space out of the main traffic
 - 2.3.6.7 Sub-sterilizing area separate from the operating room and accessible to the clean-up area
 - 2.3.7 Separate toilets and rooms for male and female patients

____ 2.3.8 Nursing Service

____ 2.3.8.1 Nurse station located and designed to allow visual observation of patient and movement into the nursing unit

____ 2.3.8.2 Nurse station provided in all nursing units of the hospital with a ratio of at least one (1) nurse station for every thirty-five (35) beds

____ 2.3.8.3 Toilet immediately accessible from each room in a nursing unit

____ 2.3.9 Dietary, maintenance 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:
