



CHECKLIST FOR REVIEW OF FLOOR PLANS LEVEL 4 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 Communication Booth
 - ____ 1.1.1.4 Toilet
- ____ 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 Personnel Office
- ____ 1.1.6 Office of the Administrative Officer
- ____ 1.1.7 Office of the Chief of Hospital
- ____ 1.1.8 Office of the Chief of Clinics
- ____ 1.1.9 Conference and Training Room
- ____ 1.1.10 Library
- ____ 1.1.11 Staff Toilet
- ____ 1.1.12 Laundry * and Linen Office
 - ____ 1.1.12.1 Sorting and Washing Area *
 - ____ 1.1.12.2 Pressing and Ironing Area *
 - ____ 1.1.12.3 Storage Area
- ____ 1.1.13 Engineering Office
 - ____ 1.1.13.1 Work Area *
 - ____ 1.1.13.2 Housekeeping Area *
 - ____ 1.1.13.3 Motorpool * and Ambulance Parking Area
- ____ 1.1.14 Property and Supply Office
- ____ 1.1.15 Waste Holding Room
- ____ 1.1.16 Dietary
 - ____ 1.1.16.1 Nutritionist-Dietitian Office
 - ____ 1.1.16.2 Supply Receiving Area *
 - ____ 1.1.16.3 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.

- 1.1.16.4 Food Preparation Area *
- 1.1.16.5 Cooking and Baking Area *
- 1.1.16.6 Serving and Food Assembly Area
- 1.1.16.7 Washing Area
- 1.1.16.8 Garbage Disposal Area
- 1.1.16.9 Dining Area
- 1.1.16.10 Toilet *
- 1.1.17 Social Service Office
- 1.1.18 Mortuary
- 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
 - 1.2.1.7 Wheeled Stretcher Area
 - 1.2.1.8 Doctor-On-Duty Room
 - 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 Consultation Area
 - 1.2.2.5 Examination and Treatment Area with Lavatory/Sink
 - 1.2.2.6 Dental Clinic
 - 1.2.2.7 Office of the Department Head
 - 1.2.2.7.1 Medicine
 - 1.2.2.7.2 Pediatrics
 - 1.2.2.7.3 Obstetrics and Gynecology
 - 1.2.2.7.4 Surgery
 - 1.2.2.7.5 Anesthesia
 - 1.2.2.7.6 Emergency Medicine
 - 1.2.3 Surgical Service
 - 1.2.3.1 Major Operating Room
 - 1.2.3.2 Minor Operating Room
 - 1.2.3.3 Recovery Room
 - 1.2.3.4 Sub-sterilizing Area/Work Area
 - 1.2.3.5 Sterile Instrument, Supply and Storage Area
 - 1.2.3.6 Scrub-up Area
 - 1.2.3.7 Clean-up Area
 - 1.2.3.8 Male Dressing Room and Toilet
 - 1.2.3.9 Female Dressing Room and Toilet
 - 1.2.3.10 Nurse Station/Work Area
 - 1.2.3.11 Wheeled Stretcher Area
 - 1.2.3.12 Janitor's Closet
 - 1.2.4 Obstetrical Service
 - 1.2.4.1 Delivery Room
 - 1.2.4.2 Labor Room with Toilet
 - 1.2.4.3 Sub-sterilizing Area/Work Area
 - 1.2.4.4 Sterile Instrument, Supply and Storage Area

- _____ 1.2.4.5 Scrub-up Area
- _____ 1.2.4.6 Clean-up Area
- _____ 1.2.4.7 Male Dressing Room and Toilet
- _____ 1.2.4.8 Female Dressing Room and Toilet
- _____ 1.2.4.9 Nurse Station/Work Area
- _____ 1.2.4.10 Wheeled Stretcher Area
- _____ 1.2.4.11 Janitor's Closet
- _____ 1.2.5 Pathologic – Premature Nursery
 - _____ 1.2.5.1 Pathologic Room
 - _____ 1.2.5.2 Premature Room
 - _____ 1.2.5.3 Work Area with Sink
 - _____ 1.2.5.4 Viewing Area
 - _____ 1.2.5.5 Breastfeeding Area
- _____ 1.2.6 Nursing Unit
 - _____ 1.2.6.1 Patient Room
 - _____ 1.2.6.2 Toilet
 - _____ 1.2.6.3 Isolation Room with Toilet
 - _____ 1.2.6.4 Nurse Station
 - _____ 1.2.6.4.1 Utility Area
 - _____ 1.2.6.4.2 Linen Area
 - _____ 1.2.6.4.3 Toilet
 - _____ 1.2.6.5 Treatment and Medication Area with Lavatory/Sink
 - _____ 1.2.6.6 Doctor-On-Duty Room
 - _____ 1.2.6.7 Garbage Bin Room
 - _____ 1.2.6.8 Janitor's Closet
- _____ 1.2.7 Intensive Care Unit
 - _____ 1.2.7.1 Nurse Station
 - _____ 1.2.7.2 Toilet
 - _____ 1.2.7.3 Patient Area
 - _____ 1.2.7.4 Dressing Area
 - _____ 1.2.7.5 Equipment and Supply Storage Area
- _____ 1.2.8 Rehabilitation Room *
- _____ 1.2.9 Central Sterilizing and Supply Room
 - _____ 1.2.9.1 Receiving and Releasing Area
 - _____ 1.2.9.2 Work Area
 - _____ 1.2.9.3 Sterilizing Area
 - _____ 1.2.9.4 Sterile Supply Storage Area
- _____ **1.3 Nursing Service**
 - _____ 1.3.1 Nursing Office
 - _____ 1.3.2 Toilet
- _____ **1.4 Ancillary Service**
 - _____ 1.4.1 Tertiary Clinical Laboratory
 - _____ 1.4.1.1 Clinical Work Area with Lavatory/Sink
 - _____ 1.4.1.2 Pathologist Area
 - _____ 1.4.1.3 Microbiology Room
 - _____ 1.4.1.4 Toilet

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- 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

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 Corridors and ramps for ingress and egress 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
 - 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 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 reduce traffic and 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 Nurse 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 separate from the operating room and accessible to the clean-up area
- 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 reduce traffic and 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 Nurse 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 separate from the delivery room and accessible to the clean-up area
 - 2.3.7.7 Delivery room and pathologic – premature nursery located on the same floor
 - 2.3.7.8 Pathologic – premature nursery separate but immediately accessible from the delivery room
- 2.3.8 Operating room and delivery room arranged to prevent staff and patients to travel from one area to the other area
- 2.3.9 Separate toilets and rooms for male and female patients
- 2.3.10 Nursing Service
 - 2.3.10.1 Nurse station located and designed to allow visual observation of patient and movement into the nursing unit
 - 2.3.10.2 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
 - 2.3.10.3 Toilet immediately accessible from each room in a nursing unit
- 2.3.11 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
 - 2.3.11.1 The dietary service shall be away from morgue with at least 25-meter distance

COMMENTS:
