

FLOOR PLAN REQUIREMENTS

Interpretation Guide

Last Revised October 2021

- 1) When submitting a floor plan in relation to a new pharmacy opening, renovation or relocation, or in response to a request, the following requirements must be met:
 - a) The floor plan must be either computer-generated (preferred) or hand-drawn to scale and include measurements.
 - b) The floor plan must be submitted in a format that is clear and legible via fax or email.
 - c) The floor plan must be clearly labeled to identify, at a minimum:
 - i) the location and dimensions of the dispensary within the pharmacy;
 - ii) the locations of the following medication storage areas within the dispensary:
 - schedule 1 and 2 drug storage areas,
 - safes used for the storage of narcotics and controlled drugs, and
 - refrigerator(s);
 - iii) the location and dimensions of counters/work surfaces in the dispensary, as well as the locations of any computer terminals and printers, sink(s), etc. on those surfaces;
 - iv) the location and dimensions of the compounding room, or compounding area within the dispensary, including:
 - the location and dimensions of counters/work surfaces within the compounding area/room, including the locations of any computer terminals and printers, sinks, etc. on those surfaces,
 - the location of any mechanical ventilation present (if applicable), and
 - the location of any containment primary engineering control (if applicable);
 - v) the location of all entry points into the pharmacy and dispensary including any doors/gates;
 - vi) the location and dimensions of the private consultation area(s), including the location of furnishings within the private consultation area, including the locations of any computer terminals and printers, sink(s), etc. in the space;
 - vii) the location of the area in which Schedule 3 products are located; and

- viii) the location of storage area(s) for physical patient records (e.g., original written prescriptions, delivery, compounding, or packaging records).
- 2) If the pharmacy operates within a larger retail environment, it is not required that non-pharmacy areas be outlined in detail. However, it should be possible to determine the pharmacy's relative location within the larger space, particularly its proximity to doors and windows within the greater facility.