



## Drawing and Schematics Checklist

<b>Pharmacy Trade Name:</b>		
<b>Pharmacy Manager Name and ID #:</b>		
<b>Pharmacy Location:</b>		
<b>Proposed Opening Date:</b>		<b>Permit #</b>

\* When all items have been addressed, ensuring that the drawings contain all necessary details, please send the completed checklist with pharmacy drawings to [info@saskpharm.ca](mailto:info@saskpharm.ca). Provide explanation if requirement is not met. \*

Requirement	Comments
Size of dispensary	
Size of counter space dedicated to filling prescriptions	
Customer waiting area - include number of chairs	
Patient care room allows for wheelchair and room to lay down – include number of chairs	
Indicate patient care room entry, exit, window & privacy	
Patient care room includes an operational, plumbed-in sink	
Patient care area is attached and/or adjacent to the dispensary	
Fax machine location indicated – ensures privacy of information	
Indicate number of and location of all computer terminals	
Indicate number of and location of all printers	
On-site shredder or shredding service?	
Detail security from unauthorized entry (locked gate, etc.)	
Indicate safe storage of narcotic and controlled drugs	
Location of plumbed-in dispensary sink	
Segregated area for compounding services – include size and location in pharmacy	
Compounding area has a plumbed-in sink	
Location and type of heat source for compounding	
Location and type of scale	
Include list of compounding equipment	
Indicate shelving units in Professional Services Area	
Indicate internal signage e.g. rx drop-off and pickup, PSA, bulkhead for dispensary, pharmacy, front of store, etc.	
Provide a description and mockup of internal and external pharmacy signage for approval	
Refrigerator meets SPCP requirements for vaccine storage – provide make(s) and model(s)	
Indicate how pharmacy is delineated from Professional Services Area (if applicable)	
Location of cash register	
Location of entry and a minimum of two exits	

**Considerations:** Dispensary hours, pharmacy software system, adequate stock for prescription services