

	DEPARTMENT OF ADMINISTRATIVE SERVICES  <b>POLICY MANUAL</b>  ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-323
	APPROVAL:	EFFECTIVE DATE June 8, 2000
SUBJECT: Smoking at Building Entrances and the Capitol Mall Parking Structure		Page 1 of 2

**Applies To:** Agencies that are tenants or owners in office buildings operated by the Facilities Division.

**Background:** Agencies, members of the public, and state employees complain about people congregating at state building entrances to smoke. They allege four kinds of problems: (i) It sets a bad image to see state employees usually lounging by the front door of each state building. (ii) Former or quitting smokers find it hard to be exposed to smoke every time they enter or leave their workplace. (iii) People with some respiratory problems could suffer an attack triggered by exposure to smoke. (iv) Some smokers leave trash behind.

**General Policy:** The Facilities Division recognizes each agency's authority to determine whether its employees may smoke near the entrances to its workplaces. Therefore, as agencies set or clarify smoking policies for their workplace entrances, the division will provide suitable, standard signage upon request.

**A. Entrance Smoking Policies.** Entrances affect all who come to a building. Therefore, we recommend each agency set or clarify its policy on smoking near entrances. The policy should suit the needs of the agency at the site. Building committees, management and staff committees, or safety and health committees can be helpful in developing a policy. It makes sense to include input from smokers. Agency management shall communicate and enforce any entrance smoking policy as they conclude is warranted for their policy and the conditions.

**B. Typical Policy Elements.** Our research found that office entrance smoking policies typically include these elements:

1. No smoking within some distance of an office building entrance, especially a public entrance.
2. Smoking permitted at a designated area away from where the public and employees must gather or enter the building, possibly where:
  - (a) Some rain shelter exists.
  - (b) No problem is created for the public or a neighbor.
  - (c) No building air intakes are affected.

**C. Smoking Areas.** More than a decade ago, the Facilities Division decided it should not spend money to foster smoking. We do not provide smoking in our buildings, smoking rooms or shelters, or signs directing people to places to smoke. Agencies may tell their employees where a smoking area is, if any. Permanent rain canopies are not permitted most places on the mall because of esthetic and planning regulations.

- D. Capitol Mall Parking Structure.** The Capitol Mall Parking Structure is primarily an enclosed building operated by the Facilities Division and used by hundreds of people. Therefore, smoking outside of a private car is prohibited within the structure.
- E. Signs.** The division will provide and mount entrance-smoking signs on the buildings it operates in accord with the entrance smoking policy adopted by the tenants. The signs shall be as follows:
1. Up to two standard signs shall be mounted at each entrance to notify visitors of any entrance smoking ban. The signs are intended only as reminders to employees and courtesy notice to the public.
  2. No signs shall direct people to a smoking area or designate a smoking area. It shall be the duty of agency management to inform staff where smoking is barred or permitted. Since a smoking policy is primarily a workplace rule, the details can best be conveyed to employees by management.
  3. Standard Signs. This standard sign size shall be determined by the State Architect, based on vendor availability, esthetics, and functionality. It shall use the nationally recognized colors and no smoking symbol. Where appropriate, it may also include suitable words approved by the Facilities Division. Those may include: "No Smoking in This Area," or, "No Smoking Within 40 Feet."